

Director of Events

Role Description

The Director of Events is responsible for the development and delivery of programs relating to project management for each scheduled Chapter meeting and for the smooth operation and co-ordination of Chapter activities. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board. The Director of Events is an Ordinary Board Member of the Association in accordance with the Chapter's Bylaws and Articles of Association. The Director of Events shall:

- Participate in the Board's annual strategic planning activities
- Prepare programs schedules and agenda showing all planned Chapter activities for the next six months, including speaker and vendor presentations
- Direct the presentation of special seminars, meetings and vendor exhibits, which the Chapter Board deems beneficial to the membership
- Solicit other Chapter Members to assist with the project management and running of Chapter events
- Liaise with the Director of Marketing to actively promote Chapter events and programs
- Liaise with the Director of Education to ensure all events are promoted along with their corresponding Education PDUs
- Monitor and report on requirements, participation levels and general membership feedback
- Manage all physical arrangements for each Chapter Meeting and event
- Working with the Treasurer, develop and manage the budget pertaining to events-based activities
- Provide messaging/content for inclusion on the events webpage of the Chapter's website, social media sites and other Chapter promotional materials

Expectations as a Board Member

The Chapter's business and operations are controlled by the Chapter's Board. As a Board member, you will be required to:

- Make decisions objectively in the interest of the Chapter
- Input into and execute the Chapter's strategy and policymaking
- Actively contribute to and assist the Board to advance the Chapter's mission, vision and execute its strategy
- Undertake any specific responsibilities or tasks requested by the Board, as required
- Encourage effective communication, collaboration and productivity within the whole organisation, especially among and between Board members, Chapter members, PMI and other stakeholders
- Provide strategic guidance and assistance as needed
- Participate in Board committees and task groups as needed

Estimated Time Commitment

Estimated volunteer hours: 5 to 10 hours per month

