# Director of Events

Reporting to the VP Programs, the Director of Events is responsible for the development and delivery of events for the Chapter.

## Events Standing Committee

* Establish and lead a team of volunteers to distribute the events workload and provide grooming for Board succession positions.

## Chapter Events

* Prepare event notices and related details for publication and posting on the website in line with the agreed communication plan for the event.
* In cooperation with Director of Marketing & Communications, ensure appropriate notices are sent out to the membership and related groups (e.g. friends of the Chapter, CIPS, CAMC)
* Contact speaker and provide all necessary logistical arrangements.
* Develop and review financial budget for each event with Treasurer.
* Ensure appropriate pre-registration and at-the-event registration services.
* Ensure feedback forms are collected from each event.
* Establish venue arrangements for signage, seating, A-V, photographer and other special requirements.
* Arrange for and/or provide MC, speaker introduction/thank-you, special announcements, door prizes, speaker gift, etc.
* Post Event: analyze feedback forms and present recommendations to Board.
* Prepare event summary for Chapter Newsletter
* Review financial results with Treasurer; provide appropriate ‘thank you’ notes.

## Eighteen-Month Plan

* Identify appropriate and varied speakers addressing core values of the Chapter
* Development of an overall plan of the types, timing, and potential speakers for events in the 6 to 18 month rolling time frame.
* Ensure a level loading of events, and that input received through the membership survey and event evaluations are taken into account.
* Identify event venues, negotiate contract for the event room and catering.
* Establish event budget and review with Events committee to establish event pricing.
* Create event description with all available information – to be used on Chapter website and in Chapter communications.
* Transition event to Events team after contract(s) have been signed.

## Other Duties

* Prepare and present a status report at each Board meeting.
* Prepare the Events section of the Annual Report for presentation to the membership at the Annual General Meeting.
* Assist the Director of Program Planning in preparing the Events portion of Chapter budget.
* Prepare detailed Events portion of Chapter budget.

## Participate in monthly Events Committee conference call/meeting.

* Coordinate event sponsorship opportunities with the Director of Sponsorship.