

## National Association of Federal Retirees Calgary and District Branch

### **Title: Director, Events Planning and Management**

**Role:** As a member of the branch board, the Director Events Planning and Management in consultation with members and the Branch board, plans, organizes and oversees events to engage members and partners.

Working as an integral member of the branch board and accountable to the Branch President, and with the resources and support of the National Office, the Director of Events Planning and Management is responsible for ensuring that the branch has appropriate member-based activities and events to keep them informed and engaged.

### **Activities:**

#### **The Director Events Planning and Management is responsible for the following:**

- Identifying and proposing an annual schedule of member events for review and approval by the Branch Board
- Identifying and assessing appropriate venues for members meetings and special events
- Identifying and recruiting suitable speakers for events
- Co-ordinating contracts with venues and the Branch Board signing officers (and National Office if needed)
- Managing event budgets, in consultation with branch treasurer and branch board
- Co-ordinating and overseeing the work of Branch volunteers who assist with the planning, organizing and implementation of events
- Developing eblasts for all events
- Ensuring events are advertised on Branch social media and publications
- Overseeing the use of Eventbrite for event registration and ticket sales
- Reviewing and reporting to the Board on the outcomes and results of Branch events
- Preparing a written report on the portfolio's activities and providing this report to the Secretary for inclusion with the meeting agenda.

### **General Expectations:**

- Respects and follows all Association and Branch bylaws, regulations and directives, including the Code of Conduct.
- Attend all Board meetings, assigned committee meetings and the Annual General Meeting
- Attending these meetings fully prepared in advance to facilitate the efficient running of the meetings
- Supervises and mentors an assistant (if applicable)
- Prior to vacating the Director Events Planning and Management position, assists in recruiting and training a successor.

## **Skills and Competencies**

- Excellent interpersonal and communication skills
- Knowledge and experience in planning and implementing events
- Knowledge of best practices in volunteer management and engagement
- Mentoring / coaching skills
- Ability to deliver presentations
- Experience in working with laptops, computers and audio-visual systems
- Basic computer skills - a working knowledge of email, Word, and Excel, Zoom platform