

## **Role Profile**

### **TITLE: Events Committee Chair**

Reports to: INWA Board

#### **DUTIES AND RESPONSIBILITIES:**

Responsible for the Co-ordination of INWA Convention, INWA's Race Programme e.g. World Race (Bi-annual), European Race (Bi-annual) and other events in which INWA participates.

#### **Strategy Development**

- Lead the Board and Membership Committee in the development and implementation of INWA's Event Strategy.

#### **INWA Convention**

- Co-ordinate the organisation of the INWA Convention with the INWA Office Manager and Host country
- Work with Education Committee to develop content and ensure delivery of programmes
- Ensure all logistics including venues, accommodation, meetings and functions are well planned and executed
- Establish costs and budget for host and INWA
- Communicate this budget and keep Finance Committee regularly informed

#### **Race Manager and Events Committee**

- Responsible for management of all INWA-related Races
- Provides support to Communication Director to communicate all update information as received for web and social media.
- Ensure that the INWA Race Manual is followed
- Establish costs and budget for host and federation
- Communicate this budget and keep Finance Committee regularly informed
- Work with the host from the outset and confirm regular meetings via Skype
- Assist in managing Board and Membership participation in all race event aspects
- Oversee and deliver preparation of on-site Race program, on-line booking and content
- Oversee and deliver preparation of Race proceedings book and content
- Develop, alongside communications manager and comms committee, promotional material, marketing & sponsorships packages
- Manage race program, including; promotion, layout and operational delivery, registration liaison with Board and post-evaluation
- Oversee pre-con logistics (signs, plaques, badges, registration packet materials, etc.)
- Design & tabulate race evaluation forms
- Manage post-race activities
- Assist in all other race areas as necessary

**Annual Events**

- Co-ordinate the organisation of events by NNWAs or other event organisers
- Work with external event organiser and the INWA Events Committee to confirm content and ensure delivery
- Ensure that the INWA Policy and Procedure is followed
- Establish costs and budget for host and federation
- Communicate this budget and keep Finance Committee regularly informed
- Work with the host from the outset and confirm regular meetings via Skype
- Assist in managing Board and Membership participation in all event aspects
- Work with events manager to manage all hotel/on-site logistics for the event
- Develop, alongside communications manager and comms committee, promotional material, marketing & sponsorships packages
- Manage programme, including; promotion, layout and operational delivery, registration liaison with Board and post-evaluation
- Oversee logistics (signs, plaques, badges, registration packet materials, etc.)
- Design & tabulate race evaluation forms
- Manage post-race activities
- Assist in all other race areas as necessary

**Board/Committee Issues**

- Coordinate meeting logistics for all Host, Board, leadership and committee meetings.

**Customer Service activities**

- Respond to incoming calls, voicemail, email messages within 24 hours.

**Financial Activities**

- Process all event-related payments
- Develop and monitor event budgets

**Office Management**

- Attend all Board meetings on Skype
- Organise regular Communication Committee meetings

**SKILLS:**

- \* Contribute to Board and Managers To-Do-List & Agendas
- \* Maintain management skills
- \* Maintain professional and positive demeanor
- \* Working knowledge of computers in a Windows environment
- \* Proven accuracy and attention to detail
- \* Demonstrate excellent oral and written communication skills
- \* Demonstrate proven event management skills
- \* Display excellent team skills
- \* Capable of setting priorities when multiple demands are present

