

Role Profile

TITLE: Events Committee Member

Reports to: Events Committee Chair

DUTIES AND RESPONSIBILITIES

Responsible for assisting the Chair in the Co-ordination of INWA Convention, INWA's Race Programme e.g. World Race (Bi-annual), European Race (Bi-annual)

Events Committee Chair and the Events Committee members work together to carry out their responsibilities for planning and executing any event that INWA has responsibility for and needs to assist the organizers in planning and delivering.

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 Events

- 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 Chair and Communications 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 events organisers and 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 promptly to incoming calls, voicemail, email responses

Financial Activities

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

SKILLS:

- * Sound PR, journalist or publicity skills
- * Display excellent team skills
- * Sound computer, social media and other technical skills
- * Maintain professional and positive demeanor
- * Proven accuracy and attention to detail
- * Demonstrate excellent oral and written communication skills
- * Demonstrate proven event management skills
- * Capable of setting priorities when multiple demands are present