Director, Monthly Events

Leadership Attributes

<table>
<thead>
<tr>
<th>Management</th>
<th>Leadership Skills</th>
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<tr>
<td>● Create objectives to support the chapter’s Business and Strategic plan</td>
<td>● Facilitation</td>
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<td>● Educate committee chairs with processes, procedures and tools to achieve committee objectives</td>
<td>● Collaboration</td>
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<td>● Assist in budget development for all committees reporting to director based on line items in overall chapter budget</td>
<td>● Delegation</td>
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<td>● Coordination of all logistics of monthly meetings</td>
<td>● Mentoring</td>
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<td>● Identify incoming director from committees who report to you</td>
<td>● Coaching</td>
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<td>● Transition with incoming Director</td>
<td>● Teaching</td>
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<td>● Financial</td>
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<td>● Conflict/Resolution</td>
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<td>● Execution</td>
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Job Description

Term: One year or as determined by the Board of Directors and Chapter bylaws (July 1 - June 30)

Eligibility:

- Member in good standing
- Knowledge of the activities/affairs of the Greater Edmonton Chapter
- Willing to give the time, energy, talents and enthusiasm required of the position

General Responsibilities:

- Serve as voting member of Board of Directors
- Attend monthly board meetings, chapter events and committee meetings
- Act as coach, advisor and counselor to assigned committees
- Identify, recruit and train Committee chair for assigned committees
- Ensure the fiscal responsibility of the committee(s) to which position is assigned
- Support and defend policies and programs adopted by the Board of Directors
- Conduct transition meeting with successor
- Perform any other duties as assigned by the President and/or Board of Directors
Specific Responsibilities:
- Develop, implement and manage a Request For Proposal (RFP) process for all monthly educational programs and events
- Perform site selection for all monthly educational programs
- Coordinate all logistics for monthly educational programs, including menu selection, audiovisual needs, room setup requirements, registration and hotel arrangements
- Facilitate a registration process for monthly educational programs with Executive Director.
- Develop, implement and manage a system for providing Continuing Education Units (CEU) at chapter educational programs.
- Assist Communications with promoting CEU opportunities and tracking methods to chapter members
- Responsible for ensuring chapter programming meets the requirements for CEU’s
- Assist all committees to facilitate the production of their events

Reporting Structure:
- Reports to: VP of Education and Events

Commitment:
- Regular attendance at monthly events, Chapter activities and functions;
- Regular attendance at Board meetings and Executive Committee meetings
- Attendance at Board retreats (2 times per year)