

### **Director, Events - Job Description**

**Responsible for:** Event planning behalf of WiN Canada

**Term:** Two (2) year term, eligible for up to two (2) additional terms, maximum of six (6) years.

#### **Eligibility:**

1. WiN Canada member in good standing.
2. Previous service on a WiN Canada Committee, or in a WiN Canada Chapter considered an asset.
3. Knowledgeable of the activities/affairs of WiN Canada
4. Willingness to give the time, energy, talents and enthusiasm required of the position
5. Good organizational and communication skills
6. The following are considered an asset:

#### **General Responsibilities:**

1. Serve as voting member of Board of Directors.
2. Submit written Board reports, in advance, for Board meetings; request agenda time if required. Board reports to include progress on the annual commitments and current status on projects.
3. Ensure fiscal responsibility of the committee to which position is assigned.
4. Submit budget needs for the following fiscal year to the Treasurer.
5. Act as a coach, advisor and counsellor to the committee volunteers.
6. Cultivate and motivate leadership/leaders within your committee and identify successors within the first year.
7. Complete transition plan and conduct transition meeting with successor.
8. Perform other duties that may be delegated by the President and/or Board of Directors.

#### **Specific Responsibilities:**

1. Lead the planning, execution, and management of WiN Canada annual conference.
2. Recruit and manage the planning committee members to support with conference planning activities, working closely with the planning committee members and the WiN Canada President.
3. Work with the Win Canada BOD to develop, implement and assess strategic goals and objectives that support the Associations mandate, vision and mission.
4. Working closely with the Executive Director and/or assigned staff of the event organization and Director of Engagement to execute yearly WiN Canada events, providing oversight and accountability for the execution of WiN Canada Events.
5. Develop/manage an event plan annually.
6. Meet regularly and support the Executive Director and/or assigned staff during the conference planning months in the development of conference activities such as event communications including save the dates, registration and other associated duties.
7. Work with the Director of Partnerships & Sponsorship to ensure sponsorships and funding enable financial stability for WiN Canada under NFP laws.
8. Work with the Director of Partnerships & Sponsorships to ensure the sponsorship package for WiN Canada appropriately reflects sponsorship opportunities for events and program specific opportunities.
9. Additional duties as assigned by the Board of Directors as related to this portfolio of work.

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5. Good organizational and communication skills
6. Experience in Stakeholder Management
7. Experience in sponsorship & fundraising for not-for-profit-organizations.

**Attendance and Time Commitment:**

1. Mandatory attendance at Board of Directors meetings
2. Attendance at in person meeting at the annual CNA Conference.
3. Attendance at the WiN Canada Annual Conference and Annual General Assembly (mandatory).
4. Attendance at official WiN Canada activities and functions, whenever possible.

***Estimated time per month: 10-15 hours/month, expected to be higher during Summer due to the conference generally being held in the Fall***