



Building professionalism in project management™

**Project Management Institute
Canberra**

Director of Events

Role & Responsibilities

Role

To manage and coordinate all the Chapter events which include the monthly events, special one-off events and breakfast seminars in the future. This includes ensuring an appropriate venue is booked and with appropriate level of catering. This role does not include training programmes and education programmes such as PM Ed.

Expected hours of commitment- 15 hours/month

Events

- Identify and contact potential speakers.
- Confirm the speaker's topics and presentation approach.
- Schedule the Events for the calendar year and circulate to the Board
- Arrange the venue and catering.
- Prepare flyer for each event and circulate to all members and friends one month before the event. Send reminders every week thereafter i.e. at least 3 reminders.
- Create the event flyers, issue invitations to members and guest and update the online events record on Canberra PMI events.
- Ensure invoices are received for venue and catering and reimbursed by the Chapter Finance (Treasurer) Director.
- Set-up banners for the appropriate sponsors.
- Print off name labels for all attendees
- Display name tags at the monthly chapter event
(have some spare blank labels and markers for attendees who did not register for the event)
- Introduce the speaker at each event.
- Close the session and thank the speaker.
- At each event, circulate the Event Evaluation form to the attendees at the event.
- Provide PMI Canberra Board with a summary of the feedback on the event and its speaker.
- Ensure the speaker's presentation is received and sent to the webmaster for loading on Canberra website.

General

- Encourage Chapter growth by attending / presenting at professional / community events
- Perform all acts required or authorised by the PMI Canberra Chapter By-Laws and may have other duties assigned by the PMI Canberra Chapter Board.
- Contribute to Board discussions; respond to Board emails in a timely manner
- Attend monthly Board meetings
- Attend monthly events and assist in setup/set down for the event
- Assist other Board members from time to time as necessary
- Maintain the Events Director role and process documentation