



IABC Victoria
Events Chair
Position Description
2024

Position Title: Events Chair

About IABC Victoria:

Victoria is the ultimate professional association for communicators in Victoria. As one of the largest chapters of the International Association of Business Communicators outside of North America, we provide members with professional development opportunities, local and global networking events and exclusive resources to stay ahead of the curve in the dynamic world of communication.

Position Summary:

We are seeking **two** enthusiastic and detail-oriented Events Chairs to join our team. Depending on the experience of the applicants, the structure may be 1st and 2nd Chair, or two 'Co-chairs' with equal but divided responsibilities due to the size of the portfolio. The Events portfolio is responsible for the planning, coordination, successful execution and evaluation of events hosted by IABC Victoria. These events may include panel discussions, networking mingles, private dinners and an annual Quill Awards event ceremony with oration. The Events portfolio will work closely with the Professional Development and Brand Chairs, vendors and the rest of the Board to ensure the seamless delivery of high-quality events.

Key Responsibilities:

- **Fiduciary responsibilities:** Ensure the sound management of IABC Victoria's financial resources, uphold the highest standards of financial integrity and safeguard the interests of IABC Victoria and its stakeholders.
- **Event planning:**
 - Collaborate with the Board to define event objectives and themes, ensuring alignment with IABC Victoria goals and strategy.
 - Develop and manage detailed event project plans, including timelines, budgets, and task assignments. Monitor and adjust these plans as necessary to meet objectives.
 - Create event concepts, themes, and designs that resonate with the target audience.
- **Vendor and venue management:**
 - Identify venues for the annual calendar of events and secure them well in advance.
 - Identify and negotiate with vendors and venues to ensure optimal services and rates.
 - Manage relationships with vendors and oversee contract agreements.
- **Logistics and operations:**
 - Coordinate event logistics, including equipment, catering and audio-visual.
 - Supervise event operations to ensure the seamless execution of planned activities, managing emerging issues and ensuring a positive experience for attendees.
- **Annual Quills Awards Gala and Oration:** Lead the planning and execution of the annual Bronze Quills Awards Gala and Oration, including venue and vendor selection, program development and management, and logistics.
- **Event budget oversight:**



- Provide recommendations for event ticket pricing to cover costs and deliver member value.
- Maintain accurate financial records and reports, tracking event budgets and expenses to ensure financial targets are met.
- **Marketing and promotion:** Develop and implement marketing strategies to promote events, in collaboration with the Brand team.
- **Registration, reporting and attendee management:**
 - Oversee registration and ticketing processes, including creating online event registration pages and collaborating with Brand to create links from website.
 - Provide excellent customer service to attendees, managing the Events inbox and addressing enquiries and concerns in a timely manner.
 - Regularly report on registrations, as appropriate/required, to ensure attendance objectives can be met.
- **Post-event evaluation:**
 - Collaborate with the Brand team to collect feedback from event attendees for evaluation.
 - Prepare post-event reports that analyse data to assess the success of events, drawing key insights and identifying recommendations for improvements.

Skills and qualifications:

- Proven experience in event management is highly desired.
- Passion for and commitment to the communication profession.
- Excellent interpersonal and communication skills.
- Strong organisational and project management abilities.
- Ability to work effectively both independently and as part of a team.
- Passion for the mission and values of IABC Victoria.

Note: IABC membership is required to be a Board member. A person is eligible for IABC membership if they are:

- a) A professional communicator
- b) An academic in a communication discipline, or
- c) A student of a communications discipline at a tertiary institution as determined by the IABC,

and they support the purposes of the Association.

Time Commitment:

- 1 x monthly 2-hour face-to-face board meeting.
- 1 x 1-hour fortnightly Work-In-Progress meeting.
- Preparation for the above meetings, including Board Reports and Work-in-Progress updates.
- Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction. (note: at least one Events Chair to be present at each event).
- Delivery of Key Responsibilities (circa 4 hours per week).

Note: This position description is intended to describe the general nature and level of work expected of the Events Chair.

How to Apply:

To apply, please complete the nomination form explaining your qualifications and your interest in the Events Chair position, and send this along with your CV to president@iabcvic.com.au AND vicepresident@iabcvic.com.au.



IABC Victoria is an equal opportunity organisation. We encourage applications from individuals of all backgrounds and experiences.