



IABC Victoria

Professional Development & Recognition Chair

Position Description

2024

Position Title: Professional Development & Recognition 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:

The Professional Development & Recognition Chair is a vital role responsible for crafting and overseeing a dynamic program of learning, growth and recognition for our members. You'll design and manage engaging online and in-person events, administer the annual Bronze Quills Awards and promote professional certification. With a focus on member engagement, you'll foster a vibrant community of communicators and keep them at the forefront of industry trends.

Key responsibilities of the role:

- **Program development:**
 - Design and implement a comprehensive professional development program that aligns with the needs and interests of IABC Victoria members.
 - Identify and integrate emerging trends and best practices in business communication.
 - Ensure that the program supports the chapter's goals and objectives.
- **Event planning and management:**
 - Secure industry experts and speakers to deliver engaging and informative sessions.
 - Partner with the Events Chair(s) to organise logistics as it relates to the content and speakers, including technology requirements.
 - Promote events to maximise attendance and engagement.
- **Member engagement:**
 - Collect and analyse feedback from members both informally and via formal post-event evaluations to continuously improve events.
 - Foster a sense of community and belonging among IABC Victoria members through professional development opportunities.
- **Content curation:**
 - Keep up to date with industry trends and emerging topics to inform events.
 - Curate and share relevant content, articles and resources with members through IABC Victoria communication channels (LinkedIn and newsletter).
- **Quills Awards presentation**
 - Coordinate the successful presentation of the Bronze Quill Awards, including arranging for winners, trophies and necessary information for the awards ceremony.
 - Promoting and facilitating entries for the following year's program to ensure ongoing recognition of excellence in business communication.



- **GCCC Certification Promotion and Coordination**
 - Promote the Global Communication Certification Council (GCCC) certification to the IABC Victoria community, including arranging and hosting an information session.
 - Host in-person certification exam for interested members.
 - Create social media assets and the newsletter updates to promote both events.

Shared 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.
- **Assisting with the Bronze Quills and Oration:**
 - Collaborate with the Events Chairs and Board to provide valuable support in the planning and execution of the Bronze Quills and Oration, contributing to its overall success and ensuring alignment with the organisation's standards of excellence.
- **Administration**
 - Lead volunteers as required, collaborate with the Board to mutually deliver Key Responsibilities, deliver handover with successor.
 - Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction.
 - Adhere to IABC's Code of Ethics, and the Consumer Affairs Victoria Association's Incorporation Reform Act 2023 'Rules for IABC Victoria'.

Skills and qualifications:

- Proven experience in event planning, program development, or related roles is desired.
- Strong organisational and project management skills.
- Excellent communication and interpersonal skills.
- Knowledge of current trends and best practices in business communication.
- Ability to work effectively in a collaborative, volunteer-driven organisation.
- Familiarity with IABC or similar professional organisations is a plus.

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
- Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction.
- Delivery of Key Responsibilities (~ 4 hours per week).

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

How to Apply:



To apply, please complete the nomination form explaining your qualifications and your interest in the Professional Development & Recognition 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.