



## **Director of Events**

Reports to: President

### **Purpose**

Facilitate the planning of Capilano HRMA events and ensure the proper measures have been taken to execute the event.

### **Responsibilities**

- Help plan association events that will benefit prospective HR students
- Book the necessary facilities, catering, and equipment for association events
- Delegate event tasks amongst members both leading up to and during the event as needed
- Utilize Event Planning Document to draft event timelines and itineraries prior to events
- Provide post-event reports if requested
- Attend meetings and brief the team on event updates

### **Qualifications**

- Strong problem-solving and conflict management skills
- Organized and detail oriented
- Strong communication skills both oral and written

### **Outcomes**

- Improved writing and communication skills
- Development of leadership abilities
- Gain experience networking and establishing relationships
- Conflict management skills
- Time management and prioritization skills
- Team culture development
- Event planning and management skills

*Time commitment of 2-6 hours/week for both the Fall 2019 and Spring 2020 semester.*