

Committee Member Position Description	
Committee Member:	Regular Events Officer
Board Support Member:	Michelle Legg
1. Purpose of Position	
<p>The Wollondilly Women In Business (WWIB) network is a Not For Profit organisation conducted by a committee of volunteers and Board Members, aiming to improve professional development opportunities and empower women in business across the Wollondilly region. All work and activities conducted with WWIB are in alignment with the values of inspiring supporting and encouraging women in business.</p> <p>The purpose of the Regular Events Officer position is to organise and coordinate WWIB regular events (i.e. coffee catch-up, Women’s Business Circle etc.).</p>	
2. Responsibilities	
<ul style="list-style-type: none"> 2.1 Organise WWIB regular events; 2.2 Liaise with Promotions and Marketing Committee Member to promote WWIB and regular events; 2.3 Liaise with hosts for regular events; 2.4 Write reports and various business documentation; 2.5 Attend Committee meetings and WWIB events; 2.6 Positively contribute to WWIB strategic direction; and 2.7 Ad hoc duties as required. 	
3. Selection Criteria	
<ul style="list-style-type: none"> 3.1 Demonstrated experience organising events; 	

- 3.2 Excellent written and verbal communication with the ability to work collaboratively with team members;
- 3.3 Ability to demonstrate WWIB values and to maintain privacy and confidentiality;
- 3.4 Ability to build positive relationships with the Wollondilly community, Committee Members, Board Members and other stakeholders;
- 3.5 Demonstrated time management and organisation skills.

4. Approval & Review

Approved By:	WWIB Board	Review Date:	January 2019
Committee Member Signature and Date:		Date:	