

Committee Member Position Description	
Committee Member:	Training and Function Resource Officer
Board Support Member:	Debra Murtagh and 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 Training and Events Resource Officer position is to assist in the organisation, coordination and implementation of training/ workshops and other regular functions for WWIB members and non-members.</p>	
2. Responsibilities	
<ul style="list-style-type: none"> 2.1 Source training opportunities within the WWIB network, using member skills and strengths; 2.2 Liaise with Promotions and Marketing Committee Member to promote WWIB training and regular functions; 2.3 Undertake training needs analysis in consultation with the WWIB network and make training and regular function recommendations; 2.4 Liaise with speakers/ trainers for workshops and regular functions; 2.5 Write reports and various business documentation; 2.6 Attend Committee meetings and WWIB events; 2.7 Positively contribute to WWIB strategic direction; and 2.8 Ad hoc duties as required. 	

3. Selection Criteria			
<p>3.1 Demonstrated experience organising training and mentoring;</p> <p>3.2 Excellent written and verbal communication with the ability to work collaboratively with team members;</p> <p>3.3 Ability to demonstrate WWIB values and to maintain privacy and confidentiality;</p> <p>3.4 Ability to build positive relationships with the Wollondilly community, Committee Members, Board Members and other stakeholders;</p> <p>3.5 Demonstrated time management and organisation skills.</p>			
4. Approval & Review			
Approved By:	WWIB Board	Review Date:	January 2019
Committee Member Signature and Date:		Date:	