



## **EVENTS COORDINATOR'S REPORT APRIL 2017**

I am coming to the end of my second year as Region 35 Events Coordinator. It has been another big year of learning made easier by a very supportive RMT team and an outstanding Convention Team.

### **Convention 2016 – Michael Fowler Centre, Wellington**

This event was a great success and feedback indicated it was thoroughly enjoyed by all participants. The Michael Fowler Centre, though expensive, is a wonderful venue and members appreciated its ambience, style and convenience.

### **Lead the Leaders Education Weekend 17 – 19 February 2017**

This event was supported by 70 members who came from the length and breadth of New Zealand. The venue was chosen for its price, convenience to transport options and its capacity to take a small or large number of people. Although it is a 'no frills' option, members appreciated the price and it met all our requests regarding overnight accommodation, meeting room and catering.

### **Convention Team**

This year I have had the pleasure of working with Clare Pascoe as Chair of the Regional Convention. Clare has been an active member of the team since last August and has galvanised her small Dunedin Chorus into organising the Dunedin part of this year's convention. It has been a huge undertaking by a very small number of people and I sincerely thank you all.

The convention team also has had the benefit of Claire Takacs's experience as Competition Coordinator for a second year. Claire is an efficient and knowledgeable member of the team and a huge asset to our region and to me as Event Manager.

Maggie Trodahl has worked hard as Official Panel Liaison (OPL) – in that role, Maggie has liaised with the convention team and the Official Panel and has been a wonderful asset to the convention team. She is efficient and willing and I'm confident that the Judges and Panel Secretary will have a most enjoyable and relaxing weekend with Maggie as their guide and attendant.

I would also like to acknowledge Christine Godfrey as Registrar for the convention. This is Christine's tenth year as Registrar. She has the benefit of ten year's convention experience and is always willing to share her knowledge regarding registration as well as videography. Thank you Christine – I have truly appreciated your support and generosity over the last two years.

There are many other people who cannot be acknowledged by name here but please know how much your willingness to serve is appreciated. You will see many volunteers on stage this weekend but there are many who remain unseen. Without their input, my job and the Convention Team's job would be much more difficult.

Stephen Covey, author of the 7 Habits of Highly Effective People, saw delegation as key, he said, *“an empowered organisation is one in which individuals have the knowledge, skill, desire, and opportunity to personally succeed in a way that leads to collective organisational success.”* That’s our team!

### **2018 Convention – Michael Fowler Centre 3 – 6 May**

The Michael Fowler Centre has been confirmed as the venue for the 2018 convention. Our difficulty in locating a venue is that as long as we remain steadfast to our commitment to provide the best acoustics for our largest chorus, we have a choice of Aotea Centre in Auckland and the Michael Fowler Centre in Wellington. There are lovely venues elsewhere in the country but sadly none are able to accommodate our largest chorus.

The Amora Hotel has been confirmed as the 2018 convention hotel. We researched a range of hotels and selected the Amora Hotel for its style, proximity to the Michael Fowler Centre and its price.

### **Conclusion**

I am working on making the Event Coordinator’s job more manageable. I may recommend three Events Team roles be created – one member to organise and manage our annual convention, one member to organise educational events and one member to organise RMT meetings.

I am also recommending that RMT trial project management software for a year – I anticipate that once incorporated into business-as-usual, it will make our event management so much easier and efficient.

Please consider applying for either the Events Coordinator role or as an Events Team member - it’s exciting and challenging and may lead onto your next career as an event manager.

**Hilary Clifton - Events Coordinator - 2017**