

Convention Facilities Coordinator

APPOINTED BY: Regional Education Coordinator
ACCOUNTABLE TO: Regional Education Coordinator
MEMBER OF: Regional Education Team and Convention
Steering Committee
TERM: 2 years

REVIEW DATE: JUNE 2024

RESPONSIBILITIES

- Maintain a comprehensive register of suitable event and convention venues and keep in regular contact with venue coordinators
- Keep up-to-date with new facilities and visit as required (when funds permit)
- With information from the RMT, maintain a five-year long range convention calendar and pencil book facilities
- Facilitate the securing of appropriate venues for regional conventions, including site inspections and negotiation of contracts with the oversight of RMT
- Complete specific facility-related activities for regional conventions (assigned in Teamwork) under the direction of the Chair of the Regional Convention (CRC)
- Work under the direction of the Convention Steering Committee, CRC, Competition Coordinator (CC) and Official Panel Liaison to coordinate details related to the regional convention and competition.
- Meet with the Regional Education Coordinator and Education Team as required.

EACH EDUCATION TEAM MEMBER WILL

- Maintain comprehensive records in a shared regional document repository.
- Train her successor.
- Appoint additional team members to assist with completing required activities, in consultation with the Regional Education Coordinator.
- Submit regular progress reports to the Regional Education Coordinator.
- Provide budget information to the Regional Education Coordinator.
- Contribute to, and implement her assignments from the region's long range strategic plan.
- Maintain effective contact with other regional and international personnel as appropriate to the role.
- Check and respond to emails daily.
- Have up-to-date software and the ability to participate in webinars/Zoom meetings.

POSITION EXPECTATIONS

- Strong organisational skills.
- Effective verbal and written communication skills.
- Personal presentation appropriate to a regional representative.
- Ability to maintain confidentiality where required.
- Ability to work independently and as a member of a team.
- Problem-solving and decision-making skills.
- Ability to manage stress in meeting deadlines and working with varying personalities.
- Ability to attend regional events; some travel is expected.