

Job Description – Annual Student Event Rep

Reporting to: Regional Vice President

Working with: All

Term: January – December

Job Function:

The main job function of the Annual Student Event Rep is to lead and coordinate the planning and execution of the annual student event.

Key Responsibilities:

- Oversee the Event Action Plan
- Coordinate event and venue planning, as well as event day and post-event execution logistics as per the Event Action Plan
- Prepare event budget for Chapter Executive approval
- Liaise with event host college, venue caterers and event planners, Vision Sponsors and chapter Executive as required
- Manage assignment of responsibilities to chapter, committee and student volunteers

Created: November 2009

Revised: July 2013