



Job Description

Officer Position: VICE PRESIDENT EVENTS (Appointed annually, confirmed at Fall HOD. One year term, renewable.)

Rationale: The Vice President Events is responsible for monitoring and coordinating the events of the District for the purposes of scheduling and good planning.

Tasks & Responsibilities:

1. Form and chair a committee, in size and scope at his discretion, to assist him in carrying out his duties.
2. Prepare an annual work plan.
3. Be the sole signatory for any and all contracts that commit the District financially.
4. Report to the BOD, DMT and HOD on the status and progress of events within the District.
5. Attend the Society's annual Leadership Forum when invited.
6. Be responsible for effective planning and budgeting, site selection and operation of District Conventions.
7. Take a leading role in encouraging effective planning and budgeting, site selection and operation of other District sponsored events.
8. Interpret and apply all Society regulations to District conventions.
9. Assure that the District Convention Team Manual is up to date and used and that Society contest sound and lighting system guidelines are followed.
10. Maintain a comprehensive convention file on past and potential convention sites.
11. Liaise with the Society Events Committee.
12. Chair meetings of the District Events Committee and oversee meetings of the District Convention Committee and attend HCN and LA Committee meetings.
13. Participate in training carried out by the Society Events Committee.
14. Attend all DMT and HOD meetings.
15. Prepare an annual budget proposal and submit it to the VP Finance for inclusion in the preparation of the District Budget

Directly Communicates with: District President, BOD, DMT and the Society Events Committee.

Reports Required			
Type	To	Copies to	Due Date
Annual Work Plan in writing.	District President	BOD DMT	For following year one week prior to September Planning meeting.
Progress Report in writing.	District President	BOD DMT	One week prior to each DMT and HOD meeting.