



**Canadian Public
Relations Society**

Ottawa | Gatineau Society

**Société canadienne
des relations publiques**

Société Ottawa | Gatineau

SOCIAL EVENTS DIRECTOR

(voting Director, chair Social Event Committee)

This position will suit a local member with a proven aptitude for local cost-recovery event planning. A senior practitioner who understands the development needs and interests of members at various stages of their careers and who is familiar with CPRS and its range of programs and events will do well in this role. Other desirable qualities are the ability to generate new subject matter ideas and bring a new twist to returning/annual events. A hands-on approach will be necessary to meet members' needs in this portfolio. Experience managing a team will also be helpful in leading a Social Event Committee.

Function

- Monitor trends/best practice in PR-association member events and make arrangements for a variety of member events (4) targeted to the specific needs of the four (4) member groups
- Plan and deliver four (4) social events with the lead role in:
 - Event management
 - Manage logistics and event flow
 - Coordinate volunteer help
 - Evaluation & reporting

Relationships

- Responsible to Executive, Board and general membership

Time commitment

- Two-year term
- Attend monthly Board meetings
- Attend local Society full member events

Benefits

- Increased knowledge and skills in event management
- Personal satisfaction
- Opportunity to build strong working relationships with new people
- Visibility in the local Society and PR community
- Opportunity for advancement with the local Society