

Position description

Chapter Councillor – Events

Reporting to:	AIPM Chapter President	Date:	25 September 2022
Role Type:	Volunteer	Term:	Up to 3 Years Effective from 1 January 2023

Role profile:

As a volunteer with AIPM, you will contribute to shaping the project management profession in Australia and will have the opportunity to build your profile, your network and showcase your leadership skills. You will become apart of a team of dedicated professionals who are proud to drive our not-for-profit organisation to deliver value to members, and to deliver against our vision to drive professional excellence and thought leadership in the project arena, and to bring people and ideas together for Australia's success.

The Chapter Councillor – Events role will have an additional focus on leading the development and execution of the events schedule for the Chapter, in collaboration with the Chapter Council and the Manager of Conference and Events. Key aspects of the role include:

- Development of a rolling 12-month plan of events to inform, educate and connect people across the profession.
- Collaboration with Chapter Council and the AIPM Events team to bring events to life.
- Allocation of an event champion for each event from within the Councillor group.
- Oversight of event champion planning and execution, ensuring
 - Assignment of a single point of contact to AIPM central team for each event.
 - Development of an event plan including a projection of income and costs.
 - Event execution with consideration for OH&S and COVID safety.
 - Effective sourcing of venues, audio visual and catering services.
 - Effective sourcing of sponsors in collaboration with the AIPM central team, ensuring that terms are clearly agreed in writing and approved by the AIPM central team.
 - Ensuring that all contracts are signed by AIPM central team.
 - Sufficient lead time allowed for each event to enable set up and marketing (typically 2 months+).
 - Effective management of activities on the day of the event.

In addition, this role will support the Chapter Council in driving the profession forward across the state / territory:

- Promoting the adoption of project management best practice.
- Building awareness and understanding of the profession.
- Stimulating dialogue and thought leadership to drive the future shape of the profession.
- Driving professional excellence in the field of project management.
- Promoting AIPM membership, certification and engagement with individual members and organisations.

- Creating a network and connections to support the professional advancement of members, and support organisations looking to enhance their project management capabilities.
- Support the development of rich content that can be shared at a national and local level.
- Support the marketing of AIPM products, services and events.
- Support AIPM in engaging organisation partners at a state and territory level, and support business development activities of AIPM.

Requirements:

To be eligible to apply for this position, you must have current AIPM membership at a Member level or above and be eligible for certification at [CPPM level](#). In addition, we are looking for the following attributes:

- A passion for advancing the project management profession.
- Comfortable with public speaking.
- Experience with building effective stakeholder relationships.
- Open, inclusive and collaborative working style.
- A keen interest in shaping and executing events to inform, educate and connect the project management community.