



Job title	Chair of Events
Reports to	President

Position Overview

The division of Events is responsible for all logistics, operations, planning, and developing of uOSBC events. The Chair of Events will be responsible for a team of committee members to effectively and efficiently operate the events division. The events team will plan and execute numerous events throughout the year that align with the uOSBC strategy and vision.

Duties and responsibilities

- uOSMC
 - Research and confirm all event logistics: theme, date, venue, catering, speaker and delegate package, event schedule, post-event
 - Delegate tasks to committee members and coordinate with other divisions
 - Setup and teardown, as well as logistical elements and operations of the event
- Professional Development Event
 - Plan a variety of events and coordinate with committee members
 - Coordinate with other uOSBC divisions for promotion and partnerships
 - Example: Net Night
- Social Events/Pub Nights
 - Research and coordinate all event logistics: planning, ticket sales
 - Work with Marketing & Communications to promote the event
 - Ex. Jersey Pub Night

Qualifications

- Must be enrolled as a University of Ottawa student
- Event planning experience considered an asset

Skills

- Great interpersonal skills specifically communication, responsibility, problem solving
- Organizational and time management skills
- Passionate and enthusiastic

Please send all applications to: uOttawaSBC@gmail.com