

Position: Events Chair

Prerequisite: Be a member in good standing with the IMSA International and IMSA Ontario Trillium Section.

Term: This position is appointed by the Board for a term of one (1) year at a duly called Annual General Meeting. This position may be re-appointed for a subsequent three consecutive terms, or as the Board desires.

Amount of time required for position: Ten (10) hours per month. This does not include all IMSA Board meetings. In person meetings to be held four (4) times per year, the rest of the meetings would be held virtually. On site meetings are usually one-half day each, virtual meetings are usually three (3) hours each.

Duties:

Position Description of the Events Chair

The Events Chair is required to arrange the presentation of events as requested by the Board of Directors and at a minimum organize the Annual General Meeting and Expo. The chair shall work with the Certifications Chair when arranging an event shared between Certification events (Schools) for the Section. The Chair may assist the Director(s) for any Regional event.

Responsibilities

- Arrange and organize events. This includes negotiations with the event location, preparation of the budget, procurement of the necessary supplies and creation and execution of collection of fees for events through the website or other event platform(s).
- Arrange for Speakers and solicit potential new topics which align with IMSA Ontario Trillium Section values.
- Answer and respond to enquiries related to the event.
- Collect and submit to the Treasurer all expenses for the Event.
- Assist the Budget Chair in the development of the Annual Budget.
- Prepare notices and articles for the Newsletter and website related to upcoming events.
- Attend Executive Board meetings.
- Shall provide reports and support to the Executive Board as requested.



Advancing the Future of Public Safety

 Ontario Trillium Section

- Shall perform duties and responsibilities in accordance with the organization's charter and by-laws.
- Shall utilize the IMSA Ontario Trillium Section file server for all files, (currently Google Drive).