

## Executive Responsibility Outline: Events Director

### **Overview of Events Director**

Reporting to the Vice- President Internal: Events Director is the key role of the organization. This position is in charge of all the programming and service for TSCPA members and UTSC students, this position is required to plan, create, implement and execute different event programming throughout the year. Events Directors are separated into different areas of programming, with the support from multiple Events Associates, as well as the help from the VP- Internal.

### **Responsibility**

Events Directors are allocated to handle different areas below:

- Career Path Programming
  - Manage the regular Career Path Events
  - Meet with the Events Associates regularly to plan and execute multiple Career Path Events throughout the year
  - Regular Events: Resume Workshop, Public Speaking Workshop, Career Path Panel Talk
- Public Speaking Contest (Annual Flagship event)
  - Plan, prepare and implement the contest
  - Meet with the Department of Student Life to coordinate the space booking and event planning of the Public Speaking Contest
  - Contest general programming
- Social Programming
  - Oversees possible social events for TSCPA, and create social events with the UTSC Social Club
- General Duty
  - Attend Monthly Executive Meeting
  - Inform the design team for any required promotional design to be made. This process should let the Vice- President Internal to inform the Creative Director.
  - Perform the work where required by the Vice- President Internal
  - Starting from summer 2015, all newly hired non-marketing executives are required to be at the booth hours for at least 3 hours per year.

### **Qualification**

- Current Student at UTSC & TSCPA Member

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- Strong Public Speaking, communication, leadership, problem solving, event planning skills
- Experienced in Project Management courses will be a plus
- Communicative and creative