

MCM Champion title:	Events Director (Technical Events & Annual Dinner)	Minimum Requirements:	RTAA Financial Member
Location:	National	Dedicated timings:	Technical Events – 4 per year Dinner – Annually, generally in September on a Non Field Day Year and in March/April on a Field Day year.
Time Commitment over the term:	Fortnightly Executive Committee teleconference (30mins/fortnight) 2 x Management Meetings (3 hours) 1 x AGM (1.5 hours) 2 x Event Calendar planning meetings (via Teleconference with Business Manager)		
Length of Term	12 months	Term Expires	November 2019
Nominations Accepted by: EMAIL: businessmanager@rtaa.org.au Or online via the nomination portal		Nominees will be voted at the AGM	
Role Description			
<p>EXPECTATIONS</p> <ul style="list-style-type: none"> • The Events Director will be responsible for assisting the Business Manager in coordinating all Technical Events, nationwide as well as being instrumental in the delivery of the RTAA Annual Dinner. • They will be required to work with the Business Manager to develop and coordinate an annual event calendar. • Be available for decisions in the planning and coordination of events and be the first point of call for all things events. <p>RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Promote RTAA Events and be proactive in sourcing marketing and advertising opportunities, with the support of the Business Manager • Proactively seek sponsors with the support of the Business Manager • Provide guidance on speakers and topics • Review dates and collaborate with other organisation and associations • Assist with budget and venue selection • Proactively seek out non-RTAA events for the RTAA to be involved with (CORE, AusRAIL etc) <p>Opportunities and benefits</p> <ul style="list-style-type: none"> • Personal achievement and reward for giving back to the industry with supporting the RTAA's key objectives • Complimentary 2 x tickets to attend the Annual Dinner • Discounted sponsorship opportunities for your organization to sponsor the Annual Dinner • RTAA Directors are offered complimentary or discounted tickets to other rail events • Networking opportunities that result in greater support network and career prospects • Increased technical and leadership prowess and continuing professional development points to 			

relevant affiliated professions (e.g. Engineers Australia)			
Reviewed By:	Thomas Kerr	Date:	4/10/2018
Approved By:	Thomas Kerr	Date:	4/10/2018
Last Updated By:	Lynne Greenaway	Date:	4/10/2018