



PROGRAMME CONVENOR

TITLE: Division Programme Convenor

ACCOUNTABILITY: Reports directly to Division President

ROLE OF PROGRAMME CONVENOR

To organise the Business Breakfast, Lunch and Dinner programme for the Division.

KEY RESPONSIBILITIES

- Investigate and liaise with hospitality industry personnel to ensure that a suitable venue is chosen for each AIOP Business function.
- Book the venues for the full year's series of functions as soon as possible after the Annual General Meeting.
- Negotiate and secure sensible pricing for the food and beverage to be served at each Business function.
- Secure a guest speaker for each function. The topics and suitable speakers to be determined in consultation with the Committee of Management. Preference is given to professional rather than personal development topics.
- Liaise with each speaker to obtain a title, overview of the presentation and a short biography at least six weeks in advance of each business function.
- Prepare an advertising flyer for uploading to the Division's website no later than four weeks in advance of the function, to enable sufficient time to publicise the function. Ensure a Tax Invoice is attached to the flyer.
- If possible, arrange for the function to be advertised using the government training/events e-mail service: pswa-announce between two and three weeks in advance.
- Work with the AIOP Secretariat regarding the number of guests attending. A final list to be received from the Secretariat by midday the Tuesday prior to the function.
- Telephone the hotel/venue and advise of final numbers for catering purposes. Liaise with the venue in relation to the menu and any dietary requirements.
- Discuss room layout and whether or not a projector screen will be required, as necessary.
- Prepare an Agenda for use by the President and e-mail no later than midday Wednesday prior to the function to enable amendments to be made, if required.
- Prepare a short introduction about the guest speaker.
- Introduce the guest speaker.
- Arrange for one of the AIOP delegates in attendance to thank the guest speaker following the presentation, and present the speaker's gift.
- Thank the guest speaker, in writing, after each function.



Australian Institute of Office Professionals
(Formerly Institute of Professional Secretaries & Administrators (Australia))

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- Write a short article on the outcomes of the function for inclusion in the WA Division newsletter immediately following the Business function and e-mail to the editor.

Other Duties

- Be familiar with the Institute's aims and objectives, policies and procedures.
- Work for the continuing growth and efficient operation of the Division.
- Follow the directions and requests of the Division Director and Executive members.
- Act in a timely fashion to all directives from the Committee of Management.
- Co-operate with Committee members and foster good relations between members.

Expenditure Authority Level

As approved by the Division Executive.

SELECTION CRITERIA

- The Office Professionals' Day Convenor is a financial member of the Institute and shall be familiar with the Institute's Constitution, aims and objectives, policies and procedures.

REFERENCES AND WORKING GUIDELINES (Contained in the Institute's Policy and Procedures Manual)

- Constitution
- Policies and Procedures