

Position Description: Events Committee Chair

Reports to: Spence Club Inc.

Key Relationships: Chairperson and Deputy Chairperson; Communications Team; Member Engagement Lead; External Stakeholders; Volunteers; General Members.

Relationship with Key Roles

Works with the Chairperson and Deputy Chair to ensure events align with Club vision and strategy, as well as with the Deputy to identify opportunities for speaker, venue or partnership collaboration. Will work with the Treasurer to understand the budget and financial viability of events, as well as pay venues, etc. Collaborates with the Member Engagement Lead to ensure events meet member needs and support retention and works closely with the Communications Committee Chair on aligning timelines, messaging and promotion plans.

Role Purpose

The Events Committee Chair is responsible for overseeing the design, planning and delivery of Spence Club's event program, ensuring it supports the organisation's strategic objectives and delivers value to members. The role leads a volunteer committee to coordinate a mix of networking, inspirational, and professional development events that reflect the Club's purpose, values, and evolving reputation.

Strategic Responsibilities

- Design an annual event calendar aligned to Spence Club's vision, strategy and membership goals
- Ensure events support the Club's objectives, including member retention, community impact, and professional development
- Collaborate with the Chair or Deputy Chair to review event purpose and thematic alignment
- Seek feedback from members (via Members Engagement Lead) to shape future programming
- Help build the Club's reputation through quality, consistency and impact of events

Operational Responsibilities

- Lead the Events Committee, delegating roles and supporting planning across all events
- Deliver 6–8 events annually (informal and formal)
- Liaise with venues, speakers, suppliers and community partners
- Develop event budgets in collaboration with Treasurer and manage to agreed targets
- Collaborate with the Communications Lead to ensure timely, targeted event promotion
- Oversee event logistics, run sheets and coordination on the day (with committee support)
- Ensure post-event follow-up and insights are shared with the board
- Track and report on event attendance, feedback and outcomes

Desirable Skills and Attributes

- Strong organisational and event management skills
- Experience in career or professional development
- Experience leading volunteer teams or committees
- Confidence working with suppliers, venues and speakers
- Ability to work alongside a communications team to ensure promotion of events
- Ability to align operational delivery to strategic goals
- Interest in seeing members grow and develop
- Calm, proactive, and solutions-focused

Success Measures

- Events delivered on time, on budget, and aligned with annual objectives
- Member satisfaction and engagement levels (attendance + feedback)
- Increase in member retention linked to strong programming
- Improved perception of Spence Club brand and impact
- Clear delegation of tasks and development of committee members
- Cohesive events team and volunteer group

Time Commitment


- 8-12 hours a month, including board and AGM prep
- Attending events, including helping to set up or pack up

Term: Two years (in line with board terms)

Constitutional Requirements

- Must be a current member for at least 12 months
- Must meet membership criteria in Section 5 of the Spence Club Constitution

Board Member Expectations

- Commit to Spence Club's mission, values, and gender equity objectives
 - Avoid conflicts of interest and maintain confidentiality
 - Attend all board and sub-committee meetings regularly and punctually
 - Foster positive, inclusive relationships across the Club
 - Represent Spence Club at a minimum of five events annually
 - Maintain confidentiality and act ethically
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