



# ROMANCE WRITERS OF AUSTRALIA

## Position Description - Events Manager

**Position title:** Events Manager

**Committee position:** Portfolio Holder (Events)

**Volunteer commitment:** Five hours per week

**Reporting to:** RWAus Committee

### About us

Since 1991 Romance Writers of Australia (RWAus) has been helping writers all across Australia (and beyond!) to follow their dreams. We provide support and inspiration while actively fostering opportunities for our members to engage in professional development, network with industry professionals, and pursue excellence in their writing and publishing careers.

### About you

In your role as Events Manager, you'll be thoroughly committed to RWAus' vision. The Events Manager is responsible for managing the events sub-committee (made up of state liaisons), and sourcing volunteers for within the Events Portfolios. You'll report on operations and finances for events, and generate event programs within the RWAus calendar that adhere to the objectives of the organisation, which will be primarily (but not limited to) coordinating the annual conference. The Events Manager must factor in the needs of the membership, and the visibility and favourable image of RWA when it comes to event creation.

### Responsibilities

#### *Committee*

- Provide regular Committee reports on the actions undertaken within the Events portfolio.
- Be the liaison between the Committee and the Events team.
- Maintain volunteer details with the Volunteer Coordinator.
- Present an Events Strategy and report at the bi-annual S&P meetings.
- Develop and seek Committee ratification for an overall Events budget for each financial year. Manage and report on the same.

#### *Events team*

- Develop a robust and financially healthy event program by mapping out the aims and objectives of proposed events and comparing to the organisation's mission to ensure compliance.
- Present event proposals (as per the RWA Events Proposal Form) to the RWAus Committee for approval, budgetary planning and support **prior** to any expenditure contracts being signed.
- Work in partnership with the Relationships Manager, and Treasurer to sustainably budget for all proposed and active event programs, confirm contracted partnership conditions, and ensure the continuation of the current event calendar and other key events.

## *RWAus - Position Description - Events Manager*

- Lead, coach, support and retain the volunteer Events team and hold regular team meetings (3-4 times per year).
- Ensure all portfolio volunteers are aware of their roles and responsibilities, and that all events comply with all applicable laws and by-laws, and that the Constitution and Code of Conduct are observed.
- Develop, implement, and review processes to assess program viability, benefits/appeal and service delivery to members. Regularly evaluate program components, and communicate outcomes to the committee, sponsors, members and other stakeholders.
- Ensure all event reports are prepared and ready for presentation to the Committee in time for the regular meetings.

### **Conference**

- Liaise with Events Company (Will Organise) to organise a national annual conference.
- Maintain and update the conference manual where appropriate.
- Along with President, Treasurer, Relationships Manager and Will Organise, hold regular conference budget meetings.
- Solicit information on speaker fees from international authors and craft presenters. Maintain a list of such speakers in the drive.
- Prepare a list of keynote speakers and workshop presenters to take to the Committee for approval and then invite speakers once approved.
- Work with Events team and Committee to come up with a theme for annual conference.
- Work with Relationships Manager to achieve sponsorship for annual conference.
- Put out a call out for workshop submissions in August/September.
- Hold a meeting with Events team to go through workshop submissions and draft conference program.
- Contact local publishers and agents and invite them to be pitchtakers - consult conference manual for procedure.
- Work with the Marketing Manager and team to publicise and market the conference to members and the wider writing community.
- Recruit (with help of Volunteers Manager) a Newbies Coordinator, Bookstore Coordinator, Charity/Raffle/Silent Auction Coordinator, Pitch Coordinator and Author Signing Coordinator for conference from Events team or wider membership if necessary.
- Attend the RWA conference and perform official duties as required.

### **Goals 2023-2024**

- Initiate social and promotion events for members in each state.
- Organise a program of online events that provide education and networking opportunities for all our members in consultation with the Professional Development Manager.
- Brainstorm and implement ways to raise funds for the events portfolio.

### **Skills and experience**

- Current financial member of RWA.
- A working knowledge of the organisation's structure.

*RWAus - Position Description - Events Manager*

- Ability to develop strong relationships across the organisation.
- Excellent communication, organisational, and interpersonal skills.
- An eye for detail and data collection.
- Comfortable with spreadsheet maintenance and using Google+, or the enthusiasm to learn.
- Ability to work effectively in collaboration with diverse groups of people to encourage positive communication and commitment to service delivery.
- If possible has been to at least two or three previous RWA conferences.
- Ideally has been a member of the Events team for at least a year.

DOCUMENT CONTROL			
Drafted by:	Events Manager - Rachael Johns	Date:	12 June 2023
Approved by:	RWA Committee	Date:	
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