

## ASRA Events Officer Job Description

### PRINCIPAL DUTIES:

- To act as the principle officer tasked with providing assistance in organising meetings / events throughout the regions.
  - To be a primary contact on the executive for all regional representatives.
  - To assist the committee in the organisation of the Annual Conference.
- 1. To act as the principle officer tasked with providing assistance in organising meetings / events throughout the regions.**
    - a. providing support in arranging regional meetings and event
    - b. assist in identifying training or seminar needs for the regions
    - c. To act as a central contact for all regional reps on the executive
    - d. To deliver regional reports at committee meetings in the absence of a regional representative.
    - e. To act as a point of continuity for the regions, assisting with handovers between representatives and ensuring comprehensive handover and transfer of information takes places in a timely and efficient manner.
  - 2. To be a primary contact on the executive for all regional representatives.**
    - a. To be the primary contact for all representatives on the executive and
    - b. To assist regional reps as a point of information for continuity.
    - c. The review and update the regional representative's handbook annually.
    - d. To liaise with the Association Treasurer to ensure that income and costs for regional events are managed within the annual agreed budget for such.
  - 3. To assist the committee in the organisation of the Annual Conference.**
    - a. To participate in the activities of the Conference Sub-Committee to ensure the successful delivery and efficient administration of the Association's Annual Conference.
    - b. To assist the Association's Training Officer to identify and develop a conference training and development programme that is relevant to all members of the Association and which takes into account any new legislation and regulations which are relevant to ASRA members.
    - c. To work closely with all members of the Management Committee but in particular the Chair *and Treasurer* to ensure that the ASRA Conference fulfils the requirements of the members, *whilst operating within the agreed budget for the event*
    - d. To work closely with, and oversee the activities of ASRA's chosen conference organiser to ensure the best possible service for our delegates and best value for money for the Association
    - e. To work alongside the Training Officer on negotiating advantageous fees with training providers
    - f. To explore possible sponsorship options in conjunction with the chosen conference organiser and the ASRA Communications & IT Officer.
  - 4. To work to the ASRA Constitution, Standing Orders and Financial Regulations.**