



## AWTE Board Positions

<b>About the AWTE</b>	<p><b>Stay Connected, Stay Ahead with the AWTE</b></p> <p>Our vision as an organisation is to support and inspire people to learn, grow and thrive in the travel and hospitality industries.</p> <p>Our mission is to provide a creative, innovative, and safe space for the support and personal development of our members. Whilst shaping a more inclusive and equal industry.</p> <p>We aim to:</p> <p style="text-align: center;"><b>Develop, Inspire, Support, Collaborate, with an Open mind.</b></p>
<b>Role on the Board</b>	Events Director(s)
<b>Location:</b>	Remote
<b>Role Overview</b>	The Events Director sources venues, arranges all AWTE events and encourages membership involvement in social, professional development and networking events.
<b>Responsibilities:</b>	<p>Key responsibilities will include:</p> <ul style="list-style-type: none"><li>• Devised and deliver an event plan for the next 12 months that should be shared with the Chair before taking to the board</li><li>• Events Directors should be proactive and be able to suggest events (outside our usual events) in accordance with our strategy, current industry feeling and needs, current affairs/topics of interest.</li><li>• Check the industry calendar and ensure that we won't clash with any other major industry events.</li><li>• To regularly check other likeminded associations and trade events to benchmark our offering and to be inspired for other possible AWTE events and to keep ourselves aware.</li></ul>



	<ul style="list-style-type: none"><li>• Organise social and educational events and ensure there is a mixture of events to suit the interests of all sectors of the AWTE membership to include:<ul style="list-style-type: none"><li>○ An Audience with</li><li>○ Development sessions</li><li>○ Networking Events</li><li>○ Other partner events that should be part of, for discussions with the board. When it has been decided that an event should take place the Event Directors will.</li><li>○ Christmas Lunch.</li></ul></li><li>• Source all venues.</li><li>• Source the speaker/panellists as per the board agreement.</li><li>• Liaise with the Project and Partnership Director on sponsorship for the Christmas lunch and any main event where we need to source sponsors/prizes etc.</li><li>• Liaise with the communications and marketing directors to ensure that communications are regular and correct with any sponsor/info/logo's etc.</li><li>• Liaise with the event management company/venue etc to ensure that the room layout/min costs/attendee numbers are confirmed.</li><li>• Liaise with all relevant parties for material/collateral required for the event.</li><li>• Arrange all seating plans/badges/table plans etc for the event.</li><li>• Organise all events and be on hand, on the day to ensure everything runs smoothly and to plan. To have a checklist of expectations and work with the venue to make sure they're achieved.</li><li>• Monitor and record attendance at AWTE events.</li><li>• Liaise with the chosen charity for the Christmas lunch to ensure the smooth running of the charity element of the event.</li><li>• Keep within an agreed budget, ensure that the finance director is the signatory for any contract/agreements and any expenses and agreed before costs are incurred.</li><li>• Work with a partnership/sponsorship director to look at possible/suitable partnership/sponsorship to cover costs for members at least.</li><li>• Work with the finance director to achieve positive P&amp;L balance sheet.</li><li>• Represent the AWTE at industry events and actively recruit new members.</li></ul>
<b>Additional Responsibilities</b>	Other responsibilities may include: <ul style="list-style-type: none"><li>• Covering for other members of the Board when on annual leave or overseas at conference</li></ul>



	<ul style="list-style-type: none"><li>• Working closely with the events team in the run up to the Annual Christmas Lunch and Awards</li><li>• Contributing content for the monthly newsletter supporting the Communication Director</li></ul>
<b>Role Expectations</b>	<ul style="list-style-type: none"><li>• You need to be able to dedicate time in the working week to be able to support the AWTE.</li><li>• Need to be available to attend monthly remote Board meetings.</li><li>• Need to submit a Board report each month in advance of the Board Meeting</li><li>• Need to be able to attend AWTE events where possible</li></ul>
<b>Reward &amp; Benefits</b>	<p>This role is a voluntary role.</p> <p><b>Benefits</b></p> <ul style="list-style-type: none"><li>• An opportunity:<ul style="list-style-type: none"><li>○ to enhance your Personal Development</li><li>○ Grow personal and professional network.</li><li>○ to raise your personal profile</li></ul></li></ul> <p><b>Reward</b></p> <ul style="list-style-type: none"><li>• As a token of thanks for the time invested, we will offer a complimentary place to the Annual Christmas Lunch and Awards in London. If you are not based in London the AWTE will cover your travel expenses too.</li></ul>

The above list is not exclusive or exhaustive and you will be required to undertake such tasks as may be reasonably be expected within the scope of the position.

### **The Candidate**

Specific **skills, experience, and qualities** the AWTE is looking for from the ideal candidate:

- Must have been a member of the AWTE for 12 months.
- A determined individual who possesses patience and a good sense of humour
- Passionate about the AWTE mission and values
- Experience in the travel industry is an advantage.
- A strong leader, with excellent people skills
- The ability to work to deadlines and targets.
- An ability to work collaboratively with the wider Board.
- Good organisation and administration skills
- Excellent communication skills