IDCN Volunteer Role Description

Role Name: Events Team Leader

Responsibilities:

- Develop and manage Events Team strategy and operations
- Determine and publish annual event calendar
- Assign event coordination leadership and support roles for each event
- Organize all IDCN events in collaboration with the Corporate Member hosts and the Event Team
- Ensure continuity of quality and organization of events
- Engage and coach team members in their assignments
- Ensure creation and delivery of event summaries
- Represent the Events Team at IDCN Events, Corporate Member Meetings and Leadership Team Meetings
- Proactively identify and train successor for Team Leader role

Key Competencies:

- Leadership and Coaching: Ability to identify, coach and engage team members and 'lead by example'
- Organization: Create & assign roles, delegate tasks and ensure continuity of event organization
- Project Management: Ability to manage multiple projects in parallel
- Communication: Effectively communicate with Event Team, Volunteer Committee Leaders, Corporate Members, Service Providers and Mentor
- Enthusiasm: Convey a positive attitude and encouragement while representing IDCN
- Cooperation: Ability to work effectively across cross-functional teams
- Self -Motivation & Results Orientation: Takes initiative and anticipates obstacles while effectively driving results

Estimated Weekly Time: 2-10 hours (dependent on phases of event organization)

Role Length: 9-12 months