



Vice President, Events
Organization of Women in International Trade – Toronto

Objective	Manage all event initiatives undertaken by OWIT-Toronto.
Reporting Structure	Reports to the President and Board of Directors. Works closely with the Awards Commissioner on the organization of the awards ceremony and VP Communications on promotion and VP Partnership for sponsors
Key Accountabilities	<ul style="list-style-type: none"> • Prepare annual event calendar with input of the Board of Directors • Oversee 4 In Person events and 4 virtual events minimum. • Co-ordinate all aspects of the OWIT-Toronto events. This may include, but is not limited to: <ul style="list-style-type: none"> ○ Secure event speakers/presenters in conjunction with Board Members ○ Selecting and liaising with event venue ○ Collaborating with Partners to host / sponsor and to co-produce events. ○ Arranging any necessary A/V requirements and refreshments ○ Managing / Creating collateral for event (invitation, confirmation, thank you for attending). ○ Finding volunteers to help at the event ○ Organizing speaker gifts and award plaques ○ Prepare registration list based on VP Finance A/R report ○ Handling inquiries from members and guests ○ Liaising with VP Communications to ensure necessary promotion is completed. ○ Conducting post-event surveys and preparing post-event summary for Board Only section ○ Thanking speakers / presenters ○ Solicitation of potential event sponsors is part of the VP Events role ○ Set up and oversee a Committee to organize annual gala and awards ○ Engage board members to assist on larger events
Deliverables for each meeting	<ul style="list-style-type: none"> • Update on event calendar progress • Post-event summary