Events Coordinator

This not a formal office bearing role within HBA committee, however the Events Coordinator is responsible for overseeing the annual conference, which is the main activity of HBA.

Tasks undertaken:
- Oversee the planning of the annual Homebirth Australia conference
- Manage the conference planning sub-committee, delegating roles and ensuring that all tasks are completed on time
- Work closely with the Treasurer regarding the conference budget and expenses
- Work closely with the Social Media Coordinator and Communications Coordinator regarding conference announcements and social media posts
- Work closely with the Advertising Coordinator regarding conference sponsorship
- Attend all monthly committee meetings
- Manage the conference email inbox
- Keep in regular contact and liaise with committee via HBA committee Facebook group, monthly meeting or email
- Present ideas to the committee for other small events that could take place during the year around the conference (in-person or online)
- Attend the annual homebirth conference to be a point of contact (or, if unable to attend, delegate responsibility to another committee member)
- 1 year commitment to role
- Agreement to transition incoming committee member to new role over a number of months if required

Reporting Requirements
- Report on activity from conference planning meetings at HBA Committee meetings

Expected and desirable qualities
- Ability to liaise with committee members and coordinators of other organisations and businesses
- Excellent communication skills
- Great project management and time management skills
- Ability to motivate others in the conference sub-committee to ensure that tasks are completed on time
- Passion for homebirth!

Time commitment
The events coordinator could spend approximately 1 hour per month outside of meetings on organising the annual conference, answering emails, etc. The level of work is expected to rise closer to the date of the conference and drop off significantly afterwards.