

Roles and Responsibilities

Committee Event Organiser

Pre event

- Set date, plan event, book venue and speakers - confirm with contracts etc
- Prepare AFA event budget sheet and notify AFA events if there's an event sponsor required before reaching out
- Actively engage with members to market the event via AFA social media portals

Event day

- Host event on the day (factoring in other members to help too - direct as required)
- If using AFA feedback forms - collate and scan to AFA HQ

Post event

- Collate receipts and complete budget sheet with profit/loss and submit to the AFA events manager

AFA Events Manager

Pre event

- Approve budget sheet and Event submission form - liaise with committee event organiser
- Create event images and registration via AFA CRM
- Work with the communications team for EDM invitation wording
- Get EDM invitation sign off from committee event organiser and send
- Inform social media rep of event and send event details for promotion
- Track and send registration reports to committee event organiser weekly
- Generate final registration list

Event day

- Create survey (if required) and send to final attendees

Post event

- Log/report event budget on COP finance sheet and pass invoices etc to finance
- Send 'interested in membership' attendees to the membership team for follow up calls

All (Committee Organiser and State Directors)

- Market the event through your network



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Linkedin Group
[linkedin.com/groups/4068199](https://www.linkedin.com/groups/4068199)



Facebook Group
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