

SPECIAL PROJECTS CHAIR

<p>Responsible for</p>	<p>The Projects Officer shall be responsible for:</p> <ul style="list-style-type: none">• Planning and organizing the Orthopaedic Division Symposium including:<ul style="list-style-type: none">- Work with key staff at CPA and Event Coordination company to complete the event plan- Research optimal venue location and secure venue- Ensure that is the event plan communicated to National Orthopaedic Executive- Ensure key tasks are completed by set dates- Organize speakers and contracts for speakers- Ensure participating speakers have all of the necessary documentation and information needed to participate within time frame set in event plan- Coordinate IT/VC requirements for Speakers- Create a speaker brochure with Bio's for posting to website/advertising- Create sponsorship/exhibitor package and reach out to various potential exhibitors- Research and purchase attendee registration packages including Orthopaedic promotion items- Track budget and actuals of Symposium expenditures and revenue- Ensure Speaker honorariums are facilitated • Performing such other duties as may be assigned by the Executive Committee<ul style="list-style-type: none">○ Respond to different committees, organizations and parties that would like NOD support or presence at an event or conference
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Orthopaedic Division Executive Roles and Responsibilities

Requirements	<ul style="list-style-type: none">• Physiotherapist• Proven leadership work experience in a committee or similar role• Solid knowledge of Division procedures• Experience with office management software like MS Office (MS Excel and MS Word, specifically)• Strong organization skills with a problem-solving attitude• Excellent written and verbal communication skills• Attention to detail• Previous event planning an asset
Term of Appointment	3 years AGM to AGM