



YoungWomenInLaw.com

Network.
Develop.
Contribute.

DIRECTOR OF EVENTS

Overview

Young Women in Law (YWL) is a not-for-profit organization that aims to provide young women lawyers in their early stages of practice with a platform and the tools to connect with other lawyers, enhance their skills and give back to their community. YWL also provides support to young women lawyers as they navigate the early stages of their career, seek to make career transitions and strive to balance work with their personal life.

The Board of Directors is a team of women lawyers who direct the organization. Each Director fulfills a specific role and manages the responsibilities associated with her portfolio. The Directors work together to put on exciting events and other activities to further YWL's mission statement.

General Information

- The term of office is two (2) years.
- Board members must be YWL members in good standing.
- Board members are required to attend monthly meetings. Board meetings are held on the second Tuesday of each month.
- Board members are also expected to attend quarterly meetings with YWL's Advisory Board.
- Board members are strongly encouraged to attend YWL's events.

The Role

YWL has three (3) Directors of Events. In this role, you will be working collaboratively with the other two Directors of Events to plan and execute high-quality, responsive events that serve members and reflect YWL's missions statement and objectives. In particular, your duties will include:

- Developing and implementing an annual events calendar.
- Brainstorming and planning individual events.



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- Creating budgets and timelines for individual events.
- Liaising with sponsors, venues and speakers.
- Corresponding with the Directors of Sponsorship, Directors of Communication, Treasurer and other Board members as required and appropriate in order to facilitate budget approval, event sponsors, advertising and other related activities in other portfolios.
- Organizing event details, such as CPD accreditation, thank you gifts/notes, etc.
- Running individual events and providing day-of support.
- Attending YWL Board of Directors meetings, Advisory Board meetings and acting as an engaged member of the Board.
- Promoting YWL to your network of associates, colleagues and friends.
- Working collaborative with other Directors of Events and Board at large.

Requirements

As well as supporting the objectives and purposes of YWL, to be considered for this position you must be able to meet the following requirements:

- Interest in and aptitude for creative event planning.
- Experience working collaboratively with team members, external organizations and other partners.
- Strong planning and organizational skills.
- Strong communication skills and responsiveness.
- Ability to take initiative and responsibility to execute high-quality events.

Additionally, the following attributes/experiences are appreciated (but not required):

- Experience in corporate/professional event planning.