

Role Title	Event Lead
Role Purpose	<p>Board members support the President and CEO of Women in Transport by providing strategic advice and support in the pursuit of advancing women working in transport, volunteering their time and expertise on a regular basis.</p> <p>Event Lead Overseeing the delivery of a varied programme of events to support and advance women working in transport by providing opportunities to increase professional skills, learn from role models, benefit from panel discussions and networking opportunities.</p> <p>The role involves managing a team of volunteers and building relationships with relevant organisations and individuals who can share their experience, skills or facilities to support the programme of events.</p>
Time commitment	Estimated at 0.5 a week or 15-20 hours a month
Volunteer Name	[Vacancy]
Reports To	Vice President
Status	Volunteer
Duration	6 month probation, quarterly reviews, maximum term in any one role of 4 years
Subject to Conditions	As per Volunteer Agreement

Remit	Experience/Skills Required
<p>General Board responsibilities</p> <ul style="list-style-type: none"> Regularly attend and contribute to Board meetings (4-6 per year) Support the activities and the development of WiT. 	<p>Must be a member of WiT for at least a year by 13 May 2021</p> <ul style="list-style-type: none"> Project management and

Event Lead

- Provide solid advice to the President and CEO to assist with decision making, and challenging current practice and progress to ensure that WiT meets its mission whilst operating in a responsible manner.
- To safeguard the good name, reputation and values of the WiT
- To ensure the financial stability of WiT
- To use any specific skills, knowledge or experience you have to help the Board reach sound decisions, this will involve:
 - Scrutinising board papers
 - Leading discussions
 - Focussing on key issues
 - Providing guidance on new initiatives and on others areas in which you have specific expertise
- You are expected to portray a positive image of WiT by displaying high standards of service, integrity, punctuality, politeness and professionalism.
- You will be invited to attend APPG events.

Event Lead responsibilities

- Managing, training and supporting the events volunteer team to ensure our events programme is delivered to a high, professional standard..
- Regularly reviewing the event processes and systems to ensure we are continuously improving our approach to events (including consideration of member feedback and surveys).
- Review events programme regularly to ensure a balanced approach in terms of topics, types of events, timings and regions.
- Build relationships and partnerships with organisations and businesses

stakeholder management skills would be a bonus

- Previous experience in coordinating or organising events would be beneficial (we run an average of 4 events per month)
- Excellent communications skills with both members and companies and individuals who can offer events
- Good speaking skills to introduce and facilitate events
- Ability to take on technical responsibility for setting up events
- An understanding of the topics and content that would appeal to WiT members
- Works independently, with minimum supervision
- Has a passion for supporting women working in transport in a positive manner
- You must maintain the confidentiality of any personal data shared with you in undertaking your duties, ensure that this information is kept secure and not shared for any other purpose or without the consent of the individuals in line with our [privacy policy](#)

Board: Volunteer Role Profile

Event Lead

<p>that can provide facilities and resources to support WiT events.</p> <ul style="list-style-type: none">• To keep in close touch with transport professionals, professional coaches, transport role models and board members to ensure that the best information possible is provided to WiT members through our events programme.• To liaise with partners such as Intelligent Transport, Transport Times and WORK180 to ensure you are promoting information about their events on WiT website and in our monthly newsletter to WiT members.• Lead one of the volunteer inductions per quarter (one hour Zoom) to talk to potential volunteers for WiT.• Report on activity at board meetings.	
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