



UNIVERSITY of GUELPH

Volunteer Job Description: *Director of Events, HAFA HFTM Alumni Association*

The HAFA HFTM Alumni Association is currently looking for an Alumni of the University of Guelph, HAFA HFTM program, to step into the role of **Director of Events**. The successful candidate will have previous leadership experience, be a team player, inclusive and coachable, and be willing to commit a minimum term of one year.

Association objectives:

- Develop, maintain, and provide opportunities or lifelong relationships among alumni, the University, and the School and to provide a channel for continued interest in their profession.
- Publicize the work and activities of the School and to aid in maintaining good relations with the public, faculty and students.
- Offer continuing assistance to all aspects of the School, the College and the University of Guelph.
- Support the University of Guelph Alumni Association through fundraising initiatives, alumni engagement, etc.

Volunteer position:

- Work alongside the Board of Directors to organize all operational aspects of the Association's annual events including the Fall Social and Careers Networking Night.
- Attend Board of Directors meetings four to five times a year and update the Alumni Association about upcoming events (virtual and/or in person – COVID-19 permitting).
- Lead, organize and facilitate subcommittee meetings related to the organization of events.
- Manage annual the Association's events calendar and consider introducing new annual or ad-hoc events that will further engage alumni and extend the reach of the Alumni Association.
- Grow and strengthen the U of G HAFA HFTM Alumni network through active participation and communication at various events, meetings, etc., and to continue to increase alumni engagement around the world.
- Speak at various events and be active in engaging industry contacts with sponsorship opportunities to further the current growth strategy.
- Creativity, enthusiasm and a strong work ethic welcome!

Applications deadline is **May 15th, 2021**. Please send an email to the Alumni Association President, Lora Bender at lorabender@gmail.com, indicating your interest and experience by answering the three questions below, along with your resume:

1. Why do you want to join the HAFA/HFTM Alumni Association Board of Directors?
2. What are the strengths that you can offer as a member of the Board?
3. Outline your previous leadership experience and describe your passion for the hospitality and tourism industry.