

## Operations Committee - Annual Events Leader

### Introduction and background

The annual events (One Big Day, Summer Party and Awards) are a key part of the UK Chapter's Calendar. They are industry leading events, well attended that provide a great opportunity to learn and network within the UK Corporate Real Estate market. These events generate a significant amount of revenue, enabling the UK chapter re-invest for its membership.

The operations and leadership role will manage each organising committee that is responsible for each event.

This will require either attending or chairing (if required) each committee group set up for One Big Day, the Summer Party and the Awards (assuming they go ahead this year). A total of 2 to 3 committee groups.

The role will require close liaison with Robin Harris, the UK Chapter Board Events Lead and will assist the delivery of the wider CoreNet UK objectives.

Be responsible for setting and managing the event budget and profit targets.

Provide monthly reports back to the UK Chapter board.

### Draft Structure

Each committee will be responsible for developing the content and leading the management of each event. Specific roles and responsibilities will be allocated to each committee member.

It is envisaged there will be no more than 5 to 6 committee members per group. Including the chairperson, YL Events operations lead and a representative from SAS. The UK Chapter Board lead (Robin Harris) may attend as appropriate.

Consistency across all committees will be provided by myself and the selected Young Leader.

Each committee will set its own agenda and meet as required. Admin support will be provided by SAS. This is in the form of events management, note taking, arrangement of graphics and design services, budget forecasting and general operational support.

### Committee membership criteria:

Able to commit time to support the event management - regular attendance and ability to follow up on actions, with active support and encouragement from the individuals' employer

To attract the following type of people:

Chairperson / leadership role (this will also help with succession planning) - With strong management and decision making skills

A creative / design background for at least 1 seat

A marketing / branding background for at least 1 seat  
At least 1 or 2 young leaders for each committee group