

Branch Events Coordinator – Role Description

Hosting and delivering events is one of the key functions of the branch network. The following role can also be shared out among the rest of the committee.

Purpose of Role:

- Liaise with event speakers
- Liaise with venues and book rooms and catering within the guidelines from CQI
- Communicate any details of an event to fellow committee members
- Put the event details up on the CQI's Eventbrite page following the procedure set out in the Branch Handbook.
- Follow all CQI policies and procedures around GDPR

Key Skills and Experience Required

- Excellent interpersonal skills with the ability to build to strong professional relationships
- Experience of organising talks and site visits is desirable
- Experience and a good understanding of how social media can be used as a tool for engagement
- Experience of producing reports
- Be an advocate for the CQI
- Must be a member of CQI/IRCA

Time Commitment

- Ability to attend 4 branch events per year
- Attending, in person or online, at branch committee meetings to plan these events. The frequency of the meetings can be decided by the committee.
- A few hours around both events and meetings to plan and carry out any follow up actions.
- Some time each quarter may be spent contacting speakers for events.

Training and Support

- GDPR Awareness Training is offered to all of CQI's volunteers
- You will be supported by your fellow committee members
- The CQI's Professional Networks team offer support to all volunteers

The benefits of volunteering at the CQI:

- Meet like-minded people
- Gain valuable CPD opportunities
- Can help your career development
- Engage with local organisations

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(CQI) as well as certifying over 10,000 people worldwide in the specialist profession of management system auditors (IRCA). Our training courses provide the industry standard for quality professionals.

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