



SIGS Manager

Position type: Volunteer, non-board role

Primary reporting relationship: Director of Member Services

Key Responsibilities / Deliverables

- Develop in conjunction with Director of Member Services an annual plan for special interest groups (SIGS) including objectives, tactics, approaches for evaluation, and a budget;
- Plan events and coordinate groups that promote relationship building between IABC Saskatoon members;
- Identify and coordinate volunteers to participate in the execution of special interest groups;
- Execute communications as it pertains to special interest groups;
- Provide monthly reports on any activities in the portfolio to the Director of Member Services;
- Plan events and coordinate groups that promote relationship building between IABC Saskatoon members.

Skills Learned

- Communication planning
- Event planning / project management
- Budgeting
- Public speaking