

POSITION DESCRIPTION

Position Title	Committees and Events Coordinator
Functional Area	Conference and Events
Date	April 2025
Reports To	Manager, Conferences and Events
Direct Reports	N/A
Primary Objective	Provide comprehensive secretariat committee support to guarantee the efficient oversight of the Annual Scientific Congress (ASC), in addition to coordination of events as directed.
Key Internal Relationships	ASC Coordinator ELT RACS Committees and Boards Fellows, Trainees and SIMGs Conferences and Events team
Key External Relationships	Specialty Societies Specialty Medical Colleges Government and non-Government Bodies
Primary Responsibilities	<ul style="list-style-type: none"> • Provide high level secretariat support to the ASC Planning and Review Committee and the ASC Organising Committees, including preparing meeting agendas and documents, minutes and ensuring actions are completed. • Prepare relevant, comprehensive reports for internal and external stakeholders. • Participate in internal/external meetings and other activities and reporting to these as required. • Coordinate arrangements for new Fellows' attendances for the Convocation Ceremony • Liaise with members of the Stage Party, including overseas College Presidents, Medical College Presidents, Specialty Society Presidents and RACS Councillors for attendances at the Convocation Ceremony • Manage external suppliers for ceremony logistics, including but not limited to photography company. • Liaise with award recipients for attendance/involvement at the Ceremony including the coordination of associated medals, certificates and plaques for presentation • Assist the Department across other events in key operational areas including but not limited to the management of event registrations, marketing and communications, and onsite event delivery

	<ul style="list-style-type: none"> • Perform other duties as directed and collaborate with other Conference and Events staff as required • Provide a high level of customer service to our Fellows, Trainees and Specialist International Medical Graduates (SIMGs) and answer member and other enquiries, resolve matters where possible or refer onto other Conference and Events staff. • Contribute to identifying opportunities to enhance current processes and create efficiencies.
Essential Skills, Qualifications and Personal Attributes	<ul style="list-style-type: none"> • Experience working with member-based organisation / not for profit is highly desirable • Substantial experience in committee support and management, including preparing agendas and minute taking. • Experience managing both internal and external stakeholder relationships. • Sound verbal communication skills with the ability to communicate clearly and confidently • Demonstrated skills in writing and editing to a high level • Excellent interpersonal skills and ability to relate to people at all levels • Ability to research and analyse information, effectively problem solve and offer sound advice within the scope of service • Demonstrated ability to prioritise a diverse workload and multi-task with a strong ability to manage conflicting deadlines and work under pressure efficiently • Attention to detail and a high level of accuracy • Flexibility to respond during peaks of work load • Ability to work with minimal supervision <p>After-hours work is a requirement of this position. Working arrangements and approvals for these after-hours requirements are organised in consultation with the Manager.</p>
RACS Competencies	<ul style="list-style-type: none"> ❖ strives to achieve strategic objectives ❖ seeks to find better ways of working and increase stakeholder value ❖ works collaboratively and demonstrates sound reasoning ❖ effectively prioritises work and meets deadlines ❖ team player, models RACS values ❖ works with colleagues across RACS in the achievement of objectives ❖ strives to grow professionally and is open to feedback ❖ flexible and adaptive