



International Association
of Business Communicators
Canada West Region

VOLUNTEER POSITION: CO-CHAIR OF THE CANADA CONFERENCE COMMITTEE

IABC Canada West Region Overview

IABC Canada West Region (CWR) is one of the six international regions and one of the two Canadian regions within the International Association of Business Communicators (IABC). Collectively, these two Canadian regions represent just over 40 percent of all IABC members globally.

CWR's principal mandate is to cater to IABC members in Western Canada, delivering added value to their membership experience while fostering volunteer and leadership development, and professional engagement initiatives.

CWR is a representative body, supporting IABC chapters and their respective leaders from British Columbia to Manitoba. Our core mission involves cultivating leadership skills and refining the operational capacities of individual chapters. This is achieved through a spectrum of leadership development programs and facilitating the exchange of ideas and best practices among chapters. Additionally, we provide avenues for professional development, notably through our regional conferences and other specialized opportunities.

Overview: The IABC Canada West Region (CWR) seeks a dedicated volunteer to join our Canada Region Conference Committee as Co-Chair. In this role, you will lead and support the planning, execution, and partnership management for our biennial conference.

Unique Opportunities of the Role

- **Leadership:** Along with the Conference and Partnerships Director (a Canada West Region Board Position), Co-chair the Canada Conference committee, overseeing all aspects, including planning, development, execution, and reporting. Assist with committee recruitment and venue selection.
- **Conference Program Development:** Oversee the development of the conference program, including session planning, speaker coordination, and ensuring that the content aligns with conference objectives and audience needs.
- **Logistics Management:** Manage the conference's logistics, including coordinating with vendors, handling event setup, and ensuring smooth on-site operations.
- **Vendor Management:** Oversee the event vendor process, manage contracts, liaise with, oversee, and evaluate the event producer's work.
- **Partnership Development:** Help cultivate and steward conference sponsorships and partnerships, coordinating with IABC CER, chapters, and international counterparts.
- **Sponsorship Strategy:** Collaborate with sponsorship representatives to develop and implement a robust sponsorship strategy.

Term: To align with the IABC Canada Conference planning cycle, this is a 12—to 15-month commitment starting ASAP and ending on or before December 31, 2025.

Estimated Time Commitment: 5 hours per month for administrative and management tasks, with an increased commitment as the conference date approaches. An event management vendor will assist with logistics, planning and execution.

Requirements

- IABC member in good standing.
- Experience in team leadership and event planning.
- Ability to manage supplier contracts and vendor relationships.
- Experience or willingness to learn how to build and maintain partnerships with sponsors.
- Ability to collaborate effectively with the Co-Chair, committee volunteers, event management vendor.

Interested in Applying? To apply, send an email with the highlights of your relevant experience. Submit to the Chair at cwr-chair@iabc.com. This position will be open until filled.

Join us in shaping a successful Canada Region Conference and gain valuable experience in event management and leadership!