

Role of PRINZ Divisional Chair

As Chair of a PRINZ divisional committee, you are responsible for organising the monthly committee meetings in which the committee will discuss local issues and plan PRINZ events. Occasionally, you may be asked to present to students, meet prospective members, and present at events (such as a local conference or similar).

Each division is responsible for hosting regular events (these may be monthly or bi-monthly depending on the requirements of the region). Generally, it is advised that committee members pair up and take responsibility for one or two events. This involves:

- Coming up with the event concept
- Securing event speakers
- Securing a venue
- Arranging catering
- Promoting the event e.g. through their network
- Liaising with National Office to manage the event budget and registrations
- Managing the event on the day

National Office will assist with event promotion, take registrations, manage the financial aspects of the event including invoicing, payment and debtors. National Office may also make recommendations on event content, timing, and prices. As Chair, you can attend division events at no cost.

Each year, the divisional committees hold an annual general meeting (AGM). This is your responsibility to run with the support of National Office. The AGM must be held before the 31st March and you need to call for nominations for office bearers 14 days prior to the date of the AGM. The quorum is 20 members including proxy votes. It is therefore recommended that the AGM is held at the beginning of the first committee event for the year in February or March to ensure that the quorum is met.

The opportunities include:

- Ability to drive projects within the parameters of the PRINZ Strategic Plan
- Recognition and profile raising (if desired)
- Attendance at divisional events at no cost
- Complimentary ticket to the annual Senior Professionals event
- Discounted rate for the annual PRINZ Conference
- Contribution to PRINZ and the public relations industry
- CPD points (10 for a full year)

Estimated time commitment per month:

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| ▪ Committee meeting | 1 hour |
| ▪ Emailing | 1.5 hours |
| ▪ Event attendance | 2 hours |
| ▪ Organising/planning events e.g. venue visit | 3 hours (time may vary) |