

## Role of PRINZ Divisional Committee Member

Divisional Committees meet every month to discuss local issues, brainstorm events and speakers and the committee hosts a monthly/bi-monthly event.

You'll also be keeping your eyes and ears open for potential PRINZ members, encourage membership and recommend people to take on local divisional roles.

In terms of the monthly/bi-monthly events, usually committee members will pair up and take responsibility for one or two events each year. For the event they are responsible for, they will need to:

- Come up with the event concept
- Secure speakers and venue
- Organise event catering
- Promote the event e.g. through their network
- Liaise with National Office to manage the event budget and registrations
- Run and manage the event on the day

*Committee members who are the event organisers for a event get to attend at no cost.*

National Office will assist as much as possible and help promote events, take registrations, manage money and debtors plus invoices for payment. National Office will also make recommendations on content, timing and prices.

Estimated time commitment per month	
<b>Committee meeting</b>	1 hour
<b>Emailing</b>	1.5 hours
<b>Event attendance</b>	2 hours
<b>Organising/Planning events e.g. venue visit</b>	3 hours (time may vary)

The opportunities for you are:

- CPD points (10 for a full year)
- Contribution to PRINZ and the PR industry
- Register for the annual PRINZ Conference at a reduced cost
- Networking and building great relationships