



Association for Student
Residential Accommodation

Job Description ASRA Conference Officer

The Conference Officer is responsible for:

- Overall responsibility for setting up, managing and running a Conference Sub-Committee required to provide & deliver a first class ASRA Annual Conference

PRINCIPAL DUTIES:

1. To recruit and direct the activities of the Association's Conference Sub-Committee to ensure the successful delivery and efficient administration of the Association's Annual Conference.
2. To work closely with the Association's Training Officer to identify and develop a conference training and development programme that is relevant to all members of the Association and which takes into account any new legislation and regulations which are relevant to ASRA members.
3. To work closely with all members of the Management Committee but in particular the Chair to ensure that the ASRA Conference fulfils the requirements of the members.
4. To work closely with the ASRA Communication & Web Development Officer in advertising and booking procedures relating to the ASRA Conference.
5. To liaise with, and oversee the activities of ASRA's employed conference organiser to ensure the best possible service for our delegates and best value for money for the Association
6. To work alongside the Training Officer on negotiating advantageous fees with training providers
7. To attend and assist in the day to day running of the Conference.
8. To explore possible sponsorship options in conjunction with the ASRA Communications and Web Development Officer.
9. To work to the ASRA Constitution, Standing Orders and Financial Regulations.
10. To feed any training contacts to the Training Officer.