

May 4th, 2022

Attn. Brenda Ávila, Director of Events

Dear Brenda,

Thank you for agreeing to serve Hispanotech's Members as Director in charge of the Events Committee for the 2022-23 period that started on May 4th 2022 and runs until our next Annual General Meeting in 2023.

Hispanotech aims to be Canada's leading association of professional immigrants, with the mission of helping Latin American professionals enter the Canadian job market, succeed in their careers, and give back to the community.

Being a Hispanotech Director is a privilege that entails several **responsibilities**, such as:

- Providing direction to the association as it pertains to your Committee's objectives.
- Making sure you have enough Volunteers in your team to fulfill the expectations outlined in this Letter.
- Providing guidance to your team to perform their functions effectively and efficiently.
- Being responsive and proactively engaged in the affairs of the association, including:
 - Reviewing your Hispanotech.ca mailbox at least twice a week
 - Preparing for and participating in all Board Meetings
 - Making an effort to attend events we organize or sponsor
- Ensuring the operational continuity of your Committee and the association, by identifying and grooming your potential replacements, and making sure processes and procedures are documented and followed.
- Cooperating with the other Directors and Committees to fully leverage our capabilities and deliver a seamless experience for our Members.
- Immediately escalating to the Board of Directors any issues you become aware of that may have a negative impact on the association.
- Notifying the Board as early as possible if you feel you are, or will be, no longer able to effectively discharge your duties.

The **overall objectives** of the Committee you direct are to:

- Plan, organize and execute events that are of interest to our Members, in the areas of professional development, soft skills, and networking.
- Work with Member Services Committee to identify relevant topics.
- Prepare events calendar for the year and submit to the Board for approval.
- Work with Alliances Committee to gain access to venues and presenters from our sponsors and partners, with minimal or no cost.
- Conduct post-event surveys to improve the quality and relevance of our events.
- Assist Mentorship Committee in the organization and execution of its events.
- Assist Governance Committee in the organization and execution of the annual general meeting.

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Mandate Letter 2022

Events

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Your additional **specific goals for 2022** are as follows:

- Organize and execute at least 8 Hispanotech-led events.
- Transition event registration platform from Eventbrite + Mailchimp to iAMS.
- Transition from virtual-only events to hybrid events.
- Explore the viability of incorporating Metaverse technology in our hybrid events.
- Create or update the Hispanotech Events Manual.

Please sign below to indicate your understanding and acceptance of this Mandate Letter, or immediately communicate any questions or issues to Hispanotech's President and/or Secretary.

Thanks again for your commitment to help further Hispanotech's mission.
Best regards,

Carlos Paz-Soldan, MBA
President
Hispanotech.ca

Brenda Ávila
Director, Events
Hispanotech.ca