



SIOR

EUROPEAN REGIONAL CHAPTER

EXECUTIVE COMMITTEE

PRESIDENT

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VICE PRESIDENT

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TREASURER

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SECRETARY

Michael Pain SIOR MRICS
Tel: +44 20 7016 0722

COMMITTEE CHAIRS

ADMISSIONS CHAIR

Michael Pain SIOR MRICS
Tel: +44 20 7016 0722

MARKETING & PR CHAIR

Managed by the Exec Committee

SPONSORSHIP CHAIR

Vacant Chair

RETENTION CHAIR

Christophe Wuyts SIOR MRICS
Tel: +32 478 65 77 83

SIOR FOUNDATION TRUSTEE

Matthew Leguen de Lacroix SIOR FRICS
Tel: + 41 78 665 3081

IMMEDIATE PAST-PRESIDENT

Paul Danks SIOR FRICS
Tel: +44 7836 652369

YOUNG PROFESSIONALS

Vacant Chair

DIVERSITY & INCLUSION

Renata Osiecka SIOR MRICS
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BUSINESS DEVELOPMENT

James Mulhall SIOR MSCSI MRICS
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PAST PRESIDENTS

Paul Danks SIOR FRICS
Paul McDowell – SIOR FSCSI FRICS
Renata Osiecka SIOR MRICS
Matthew Leguen de Lacroix SIOR FRICS
Frédéric Schneider MSc SIOR
Patricia LeMarechal SIOR MRICS

NOMINATING COMMITTEE

Paul Danks SIOR FRICS
Paul McDowell SIOR FSCSI FRICS
Renata Osiecka SIOR MRICS
Matthew Leguen de Lacroix SIOR FRICS

CHAPTER ADMINISTRATOR DUTIES & RESPONSIBILITIES

January 2023 onwards.

The part-time position is currently open, and the candidate should ideally have a good knowledge of the real estate business in UK and Europe. The candidate would work from home.

Note that the below is very comprehensive but at the time of writing the ERC has circa 105 members and four to five events a year so the overall workload should not be more than two days a week, eight to ten days a month.

Manage and Coordinate Chapter's Schedule of Events

- Coordinate all arrangements for the Chapter events, which typically include four to five events per year, the business luncheons, dinners, conferences etc. Details include:
 - Make arrangements with the venue
 - Create event flyers, send flyers to the membership via email and hard copy
 - Take reservations, deposit and post receipts
 - Prepare badges for attendees
 - Send thank you and follow up letters to sponsors and attendees
 - Manage events on site, handle the logistics of the events when appropriate
 - Coordinate with Chapter Chair, format, date and location
 - Answer and/or route email correspondence and telephone calls.
 - Operate using SIOR ERC email addresses and will manage all SIOR ERC emails being received to the team and to any generic email accounts that should be set up for SIOR ERC's operations,

Board & Committee Meetings

- Make arrangements with the venue / conference call facilities
- Send meeting notice / invitation to board members
- Prepare the agenda and record minutes of meetings



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Financial Responsibilities

- Perform the annual corporate sponsorship dues billing (as appropriate)
- Maintain the accounting records of the Chapter, reconciling bank statements
- Serve as liaison to the Chapter's Tax Accountant & Chapter Treasurer
- Perform duties such as preparation of invoices, payment of invoices etc.
- Assist in preparation of the annual budget.

Membership Management

- Mail prospective member packets, including applications and personalized letters to all prospects.
- Add prospects to computer database, maintain and manage database and e-mail distribution list.
- Assist in the implementation of any SIOR ERC membership promotion plans.
- Prior to each Committee meeting, prepare a report on membership totals.

Marketing Management

- Management of social media channels for SIOR ERC including sharing SIOR content; sharing industry knowledge; and ongoing engagement with members, prospects, sponsors and students (in cooperation with the external marketing / communication team).

Other duties:

- Maintain the chapter's calendar and board directory
- Sponsor solicitation
- Maintain and update the chapter's website, liaising with third party supplier
- Liaise and work with team members from SIOR HQ
- Attend SIOR World conferences when invited to do so, attending the Leadership Conference and other seminars/training that may be offered for Chapter Administrators

Compensation

- To be agreed according to experience.
- The Chapter Administrator is expected to work circa 8 -10 hours per week as an independent contractor.

For further information or to apply, please send a covering letter and your CV to admin@sioreurope.com

You can also call Matthew Leguen de Lacroix at +41 78 665 30 81