

# PMI-CTT Volunteer Role Definition

Version 2019-11-29

<b>Role</b>	Symposium Project Manager
<b>Reports to</b>	Chapter President
<b>Description</b>	<p>The PMI-CTT Annual Symposium is the chapter's largest event and has been very successful over its 17 years. This is a great opportunity to gain experience in project event management, and offers considerable exposure to the local community of project managers and local companies.</p> <p>Project Objective: to successfully deliver the annual PMI-CTT Project Management Symposium, a one-day event in October.</p> <p>The responsibilities include:</p> <ul style="list-style-type: none"> <li>● Work with the Previous Symposium PM and assigned portfolio resources as the new team (the "Symposium Committee").</li> <li>● Facilitate continuous team progress from Dec to Oct through delegation by holding monthly meetings, using email and collaborative tools.</li> <li>● Provide periodic status updates to the Board.</li> <li>● Attend monthly Leadership meetings providing status updates. Identify any issues or concerns.</li> <li>● Coordinate activities on the day of the Event</li> <li>● The Committee roles will cover of the following areas: <ul style="list-style-type: none"> <li>○ Past PM – mentoring and knowledge transfer</li> <li>○ Co-PM – volunteer coordinator and PM backup</li> <li>○ Facilities – Catering, Audio-Visual, Vendor booths</li> <li>○ Marketing</li> <li>○ Communications</li> <li>○ Sponsorship</li> <li>○ Finance</li> <li>○ Speakers – sourcing and selection</li> <li>○ Registration – Name Tags</li> </ul> </li> </ul>
<b>Skills and Experience</b>	<ul style="list-style-type: none"> <li>● Project Management and/or Senior Team Lead experience</li> <li>● Demonstrated organizational abilities and leadership attributes</li> <li>● Good interpersonal and communication skills</li> <li>● Strong written and verbal communication skills including designing and delivering presentations</li> </ul>
<b>Time Commitment</b>	<ul style="list-style-type: none"> <li>● This will vary throughout the project from 5 hours a month to potentially 20 hours in the month proceeding Symposium.</li> <li>● 2 year commitment</li> <li>● Volunteer coordinator and PM backup</li> <li>● Mentoring and knowledge transfer</li> </ul>

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- Requirements**
- PMI-CTT member in good standing
  - Current resume and interview with chapter board members.
  - The candidate for this role will be appointed by the PMI-CTT Executive Committee
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- Where the Role may lead**
- Other Leadership roles in the Chapter
  - Board of Directors role
  - Officer of the Organization
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- Benefits**
- As a membership-driven organization, each of us can offer a contribution to make the most out of the Chapter and our membership.
  - Through volunteering, you can meet project management professionals, gain experience - and even have fun!
  - **Giving Back/Volunteer PDU units available**
  - Have input into Chapter priorities and operations
  - Gain experience within a desired area of expertise
  - Senior volunteers with demonstrated commitment may attend PMI Leadership conferences
  - Volunteer Reward Opportunities
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