

PMI-CTT Volunteer Role Definition

Version 14-06-2016

Role	VP of Chapter Events
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Reports to	VP of Professional Development / Chief Education Officer
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Description	<p>PMI's Canada's Technology Triangle (PMI-CTT) is seeking a talented individual to join the Chapter's Education portfolio as the VP of Events. The VP of Events is responsible for planning, managing, and supervising the executing all Chapter program meetings, events.</p> <p>Duties to include:</p> <ul style="list-style-type: none">● Actively participate as a member of the Chapter and Education Portfolio Leadership team● Manage and ensure quality of the Events program● Manage the external Events relationships● Manage the Events Management team of volunteers to execute the planned events programs● Support the development and implement specific tactics of the PMI-CTT strategic plan● Ensure member inquiries regarding the Events programs and related topics are responded to in a timely and accurate manner● Plan and manage member communications with regards to the Events programs and related topics● Ensure appropriate controls and process are in place to maintain records and documents, including financial and attendance details● Identify and mentor volunteer talent to grow the leadership of the Chapter.
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Skills and Experience	<ul style="list-style-type: none">● Knowledge of and interest in current Project Management trends and topics● Representational and public speaking skills.● Leadership● Organization● Facilitation● Networking● Marketing● Article writing
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Time Commitment	<ul style="list-style-type: none">● The volunteer commitment is for a 2 year period● Approximately 10-15 hours per month<ul style="list-style-type: none">● Attend monthly Chapter Leadership Team meetings● Attend regular Portfolio Team meetings● Represent the Chapter or delegate representation at Chapter Events
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Requirements

- Must currently be or willing to become a member in good standing in the PMI-CTT Chapter. Please note that membership is open to all those with an interest in project management and no professional designation is required to join PMI-CTT
 - Agreement to a non-disclosure agreement
 - Interview will be arranged with interested volunteers
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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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