

PMI-CTT Volunteer Role Definition

Version 10-29-2019

Role	Event Manager
Reports to	VP of Chapter Events
Description	<p>PMI's Canada's Technology Triangle (PMI-CTT) is seeking a talented individual to join the Chapter's Education portfolio as an Event Manager</p> <p>The Event Manager is responsible for managing and executing chapter events to completion.</p> <p>Duties to include:</p> <ul style="list-style-type: none"> ● Actively participate in and manage planning sessions for chapter events. ● Actively participate in process improvement within the portfolio. ● Coordinate with Event Facilities Manager, Event Registration Manager, and Events Speakers Manager to execute event tasks. ● Coordinate approval for event PDUs. ● Plan event budget and reconcile against invoices and actuals. ● Collect, analyze and report event feedback.
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
Time Commitment	<ul style="list-style-type: none"> ● The volunteer commitment is for a 2 year period ● Approximately 10-15 hours per assigned event (2-3 events per year) ● Attend monthly Education Portfolio team meetings ● Represent the Chapter at Chapter Events
Requirements	<ul style="list-style-type: none"> ● Must currently be 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
Where the Role may lead	<ul style="list-style-type: none"> ● Other Leadership roles in the Chapter ● Board of Directors role

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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 professional development units (PDUs) 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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