

PMI-CTT Volunteer Role Definition

Version 2020-02-05

Role	Event Registration 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 Professional Development portfolio as an Event Registration Manager.</p> <p>The Event Registration Manager is responsible for maintaining registration, inquiries and communications for events.</p> <p>Duties to include:</p> <ul style="list-style-type: none"> ● Actively participate in annual planning sessions for chapter events. ● Actively participate in process improvement within the portfolio. ● Coordinate with Event Facilities Manager, Event Manager(s), Event Speakers Manager and Symposium Project Manager(s) to execute event tasks. ● Monitor Events inbox, reply to and forward inquiries as appropriate. ● Maintain member and non-member event registration. ● Generate event attendees report and create name badge labels. ● Manage the event registration tables. ● Develop processes and best practices for event registrations.
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 ● Exceptional communication skills
Time Commitment	<ul style="list-style-type: none"> ● The volunteer commitment is for a 2-year period ● Approximately 5-8 hours per month ● Attend monthly Event and Symposium team meetings ● Represent the Chapter at Chapter Events
Requirements	<ul style="list-style-type: none"> ● Must currently be or willing to become a member in good standing in the PMI-CTT Chapter ● Current resume and interview with VP of Events. ● Agreement to a non-disclosure agreement

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Where the Role may lead

- Other Leadership roles in the Chapter
- Board of Directors role

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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