

Role Event Speaker Manager

Reports to VP of Chapter Events

Description/Summary

Reports to VP of Chapter Events and is responsible for maintaining relationships between PMI CTT and potential, current and upcoming speakers.

Deliverables

- Maintaining Speaker Database
- Attending Annual Planning sessions for chapter events
- Others assigned by the VP-Chapter Events

Duties:

- Coordinate and secure speakers for each event as relevant and required
- Coordination speaker requirements for communications and presentation.
- Accountability for overall speaker management and processes
- Manage speaker database
- Actively participate in annual planning sessions for chapter events.
- Actively participate in process improvement within the portfolio.

Experience

- Experience with Event Planning and Managing activities

Education and Training

- Not specified

Desired Skill Set

- Communication skills
- Tech Savvy
- Strong organisation skills
- An effective team player
- Knowledge of and interest in current Project Management trends and topics
- Representational and public speaking skills.

PMI CTT Membership Required

- Must currently be or willing to become a member in good standing in the PMI-CTT Chapter

Time Commitment

- The volunteer commitment is for a 1-year period
- Approximately 10-15 hours per month
- Attend monthly Event and event-specific team meetings
- Represent the Chapter at Chapter Events

PDU's awarded

- As per PMI Standards

Other Recognition/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