

**Role**            **Vice President of Special Events**

**Reports to**    **Director, Events**

## **Description/Summary**

PMI's Canada's Technology Triangle (PMI-CTT) is seeking a talented individual to join the Chapter's Event portfolio as the VP of Special Events. The VP of Special Events is responsible for planning, managing, and executing all special events within the Chapter.

The VP of Special Events will lead the Special Events team and participate in the overall event planning for the Events portfolio.

## **Deliverables**

- Collaborative events with other organizations
- Celebrations
- Charity events
- Volunteer appreciation events
- Other special events as identified by the Director, Events

## **Duties**

- Actively participate as a member of the Chapter Leadership and Events portfolio teams
- Manage and ensure quality of the Special Events program
- Manage the external Special Events relationships
- Manage the Special Events team of volunteers to execute the planned Special Events programs
- Support the development and implement specific tactics of the PMI-CTT strategic plan
- Ensure member inquiries regarding the Special Events programs and related topics are responded to in a timely and accurate manner
- Plan and manage member communications with regards to the Special 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.

## **Experience**

- Experience in event planning
- Leadership

## Education and Training

N/A

## Desired Skill Sets

- Knowledge of and interest in current Project Management trends and topics
- Representational and public speaking skills
- Leadership
- Organization
- Facilitation
- Networking
- Marketing
- Article writing

## PMI CTT Membership Required

Yes

## Time Commitment

- 2-year term
- Approximately 15-20 hours per month
- Attend monthly Chapter Leadership Team meeting
- Attend regular Event portfolio team meetings (varies monthly/bi-monthly)

## PDU's Awarded (As per PMI Standards)

Maximum 25 PDUs under Giving Back/Volunteer Category

## 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 have fun!
- Provide input to Chapter priorities and operations
- Gain experience within a desired area of expertise
- Opportunity to attend PMI Leadership conferences
- This position may lead to:
  - Leadership roles in the Chapter
  - Board of Directors role