

Position Description: Conference Committee Hospitality & Social Planning Position

Purpose:

The role of the Hospitality and Social Planning position for Conference is to manage and maintain the events, celebrations and socials for the Conference.

Responsibilities:

Under the direction of the Conference Chair, the Hospitality and Social Planning volunteer's responsibilities are to:

1. With the assistance of the Conference Committee, plan the social activities for Conference attendees which may include but not limited to; Awards Luncheon/Dinner, Keynote Speaker Breakfast, and evening networking
2. Ensure all activities fall within preapproved budgets
3. Liaise with the venue to accommodate the needs of the social events
4. Ensure Director Communication and Marketing has correct information for marketing materials and communication posts
5. Keep Conference Committee Chair up to date on tasks assigned

Experience/Skills Required:

- Skilled project management, including arranging for and conducting conference calls, recruiting volunteer for the events and encouraging the work of the volunteers
- A minimum of five years' experience managing or leading a volunteer program(s).
- Demonstrated skills, knowledge and experience in the design and execution of marketing, communications and public relations activities
- Experience overseeing the design and production of print materials and publications
- Strong belief in PAVRO's mission, vision and values; able to articulate them
- A readiness to learn and understand PAVRO's strategic objectives.
- Excellent leadership skills and an interest in innovation and best practice

- Demonstrated ability to work independently and follow through with assigned projects and responsibilities
- Excellent interpersonal and organizational skills as well as excellent communication skills (written and oral) including public speaking
- Knowledge of the broader community impacting volunteerism and effective volunteer engagement
- Flexibility and patience

Term:

The Conference Hospitality & Social Planning volunteer term is from September before the Conference to August of the following year, after the Conference.

Code of Conduct

The Hospitality and Social Planning volunteer must agree to the following:

- I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.

Benefits:

- Opportunity to gain a keen understanding of current happenings in the profession and broader voluntary sector.
- Opportunity to network and work closely with leaders in volunteer management from across the province
- Opportunity to have broad input and impact on behalf of PAVRO and the profession.
- Opportunity to develop leadership skills
- Opportunity to help find/develop real solutions
- An opportunity to develop/enhance leadership experience and be part of a team dedicated to excellence and best practice in the engagement of volunteers.
- Reimbursement for travel expenses and long-distance phone charges (as per existing policies).