

Position Description: Conference Committee Workshop Session Position

Purpose:

The role of the Workshop Session position for Conference is to ensure that a well-balanced, high quality program is organized and presented at Conference.

Responsibilities:

Under the direction of the Conference Chair, the Workshop Session volunteer's responsibilities are to:

1. Handles the RFP procedure, through the selection and review process
2. Ensures signed contracts are received by all presenters
3. With the assistance of the Conference Chair, assists in the scheduling of session rooms and helping with arrangements with the venue
4. Liaise with presenters, to ensure their needs are being met
5. Propose ideas to improve services and workshop session quality
6. Proactively handle any arising issues and troubleshoot any emerging problems
7. Collects workshop descriptions, presenters bios and pictures for the development of all marketing and social media materials
8. Forwards all unsuccessful RFPs to the Director of Professional Development for future consideration

Experience/Skills Required:

- 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 Workshop Session volunteer term is from September before the Conference to August of the following year, after the Conference.

Code of Conduct

The Workshop Session 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).