

<b>EVENT / PROJECT TITLE</b>	PMI Vancouver Island Chapter Professional Development Conference 2019
<b>DATE &amp; TIME REQUIRED</b> <i>(either date or both)</i>	<ul style="list-style-type: none"> <li>• May 6<sup>th</sup> 7:00 am to 5:00 pm</li> <li>• May 7<sup>th</sup> 7:00 am to 5:00 pm</li> </ul>
<b>ASSIGNMENT TYPE</b>	Special Event
<b>PROJECT / EVENT SPONSOR(S)</b>	PMI Vancouver Island Chapter
<b>RELEVANT PORTFOLIO DIRECTOR(S)</b>	<ul style="list-style-type: none"> <li>• PD Director – Zachy Olorunjojon</li> <li>• Volunteers Director – Cindy Wass-Thomas</li> </ul>
<b>BOARD APPROVAL(S) REQUIRED</b> <i>(yes/no)</i>	Executive Approval Required: <b>No</b> Board Approval Required: <b>Yes</b>
<b>POSITION REQUIREMENTS</b>	<p><b>Prior to PD Conference</b> <i>(morning of)</i>:</p> <ul style="list-style-type: none"> <li>• Ensure name tags are located at the registration table.</li> <li>• Ensure blank name tags and pens available.</li> </ul> <p><b>During PD Conference:</b></p> <ul style="list-style-type: none"> <li>• Prepare registration check-in for delegates.</li> <li>• Collect food allergy / sensitivity information for venue.</li> <li>• Provide Q &amp; A regarding PD Conference.</li> <li>• Distribute PD Conference materials.</li> <li>• Other duties to ensure a successful PD Conference.</li> <li>• Provide a friendly and enthusiastic demeanor.</li> <li>• Have fun!</li> </ul> <p><b>After PD Conference:</b></p> <ul style="list-style-type: none"> <li>• Gather paperwork and litter.</li> <li>• Collect items left into lost and found.</li> <li>• Assist with collapse and storage of PMI-VI signs.</li> </ul> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Attend Orientation Session May 5<sup>th</sup>.</li> </ul>
<b>HOW TO APPLY</b>	Volunteers Director – Cindy Wass-Thomas <a href="mailto:volunteers@pmivi.org">volunteers@pmivi.org</a> PD Director – Zachy Olorunjojon <a href="mailto:pd@pmivi.org">pd@pmivi.org</a> Executive or Board Member <a href="http://www.pmivi.org">www.pmivi.org</a>
<b>MEMBERSHIP/CERTIFICATION REQUIRED</b> <i>(yes/no)</i>	Membership <b>Preferred</b> Certification <b>Preferred</b>
<b>EXPRESSION OF INTEREST DEADLINE</b>	March 31, 2019
<b>BENEFITS</b>	<ul style="list-style-type: none"> <li>• Free PD Conference Registration</li> <li>• Professional Development Units – 1 per hour</li> </ul>