

EVENT / PROJECT TITLE	PMI Vancouver Island Chapter Professional Development Conference 2019
DATE & TIME REQUIRED <i>(either date or both)</i>	<ul style="list-style-type: none"> • May 6th 7:00 am to 8:30 pm (am / pm options) • May 7th 7:00 am to 5:00 pm (am / pm options)
ASSIGNMENT TYPE	Special Event
PROJECT / EVENT SPONSOR(S)	PMI Vancouver Island Chapter
RELEVANT PORTFOLIO DIRECTOR(S)	<ul style="list-style-type: none"> • PD Director – Zachy Olorunjojon • Volunteers Director – Cindy Wass-Thomas
BOARD APPROVAL(S) REQUIRED <i>(yes/no)</i>	Executive Approval Required: No Board Approval Required: Yes
POSITION REQUIREMENTS	<p>Prior to PD Conference <i>(morning of)</i>:</p> <ul style="list-style-type: none"> • Familiarize self with venue lay-out and conference rooms. • Assist with set up of PMI-VI signs and store their cases. <p>During PD Conference:</p> <ul style="list-style-type: none"> • Subtly check for delegate name tags. • Provide directions to lost delegates and distribute maps. • Monitor foyer with refreshments prepared for delegates. • Liaise with service provider “Reboot” and Board members. • Liaise with venue staff and management on behalf of Board. • Other duties to ensure a successful PD Conference. • Provide a friendly and enthusiastic demeanor. • Have fun! <p>After PD Conference:</p> <ul style="list-style-type: none"> • Collect items left into lost and found. • Assist with collapse and storage of PMI-VI signs. <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Attend Orientation Session May 5th.
HOW TO APPLY	Volunteers Director – Cindy Wass-Thomas volunteers@pmivi.org PD Director – Zachy Olorunjojon pd@pmivi.org Executive or Board Member www.pmivi.org
MEMBERSHIP/CERTIFICATION REQUIRED <i>(yes/no)</i>	Membership Preferred Certification Preferred
EXPRESSION OF INTEREST DEADLINE	March 31, 2019
BENEFITS	<ul style="list-style-type: none"> • Free PD Conference Registration • Professional Development Units – 1 per hour