

<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> 11:30 am to 3:30 pm</li> <li>• May 7<sup>th</sup> 11:30 am to 3:30 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 Conference Break-Out Session:</b></p> <ul style="list-style-type: none"> <li>• Ensure introduction notes are ready and available.</li> </ul> <p><b>During Conference Break-Out Session:</b></p> <ul style="list-style-type: none"> <li>• Thank First Nations People for using their land.</li> <li>• Make housekeeping announcements.</li> <li>• Make introduction of Speaker.</li> <li>• Provide support to speaker as required.</li> <li>• Thank the Speaker at the end of the session.</li> <li>• Provide a friendly and enthusiastic demeanor.</li> <li>• Have fun!</li> </ul> <p><b>After Conference Break-Out Session:</b></p> <ul style="list-style-type: none"> <li>• Check with the Speaker for feedback.</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(s) <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 – 1.5 per session</li> </ul>