



Project Management Institute Portland Chapter

Volunteer Job Description

JOB TITLE	Annual Conference Speaker Lead (2019)
JOB DESCRIPTION	<p>Job Overview</p> <p>This Lead volunteer is part of the AC Project Team and has a dual reporting relationship to both the Conference Sponsor and the Director of the Annual Conference. With oversight by the Sponsor and the Steering Committee, the Speaker Lead is responsible for the recruitment, selection and management of speakers for the Annual Conference.</p> <p>Job Details</p> <p>Planning and Pre-Event Execution</p> <ul style="list-style-type: none">• In accordance with the Conference theme and tracks offered, develop the Speaker Management Plan and activities schedule that rolls up to the overall Annual Conference Project Plan and agreed upon milestones. Scope for the Speaker Management Plan includes developing speaker selection criteria, solicitation of proposals, speaker selection, speaker agreements, marketing materials, travel assistance and policy communication, on-site support, and after-conference follow-up.• Work with VP at Large for speaker related policy changes.• Attend weekly or other agreed-upon project meetings as called by the Annual Conference Director or Sponsor.• Recruit and train necessary assistant and other volunteer team members to implement the activities of the Speaker Management Plan. Collaborate with the Volunteer Management Lead for proactive recruiting and onboarding. Create working charter with assistant and any volunteers working directly with the Lead in order to effectively communicate progress, delegate work, and resolve issues. Ensure volunteer hours are reported through TrackItForward system.• Determine and lead team meetings as appropriate.• Collaborate closely with Marketing Communications Lead and Operations Lead to ensure timely multi-channel promotion of speaker line up for the Conference• Ensure all speakers understand the engagement process and have a main point of contact for the duration of their engagement with the Annual Conference. <p>Day of Event</p> <ul style="list-style-type: none">• Provide on-site speaker support throughout the event, including a hospitality room for all presenters• Ensure all speaker team volunteers understand their roles and processes and know protocols for issue resolution• Collaborate with Day of Event Manager for any last-minute room changes to ensure a positive speaker and participant experience

	<p>Event Close/Follow-Up</p> <ul style="list-style-type: none"> • Clean up details, equipment returns, and storage of PMI items • Maintain ongoing log of Lessons Learned and participate in the Retrospective after the Conference • Compile final report for submission to the AC Director • Thank team of volunteers <p>Required Skills/Qualifications</p> <ul style="list-style-type: none"> • Good interpersonal communication and prioritization skills. • Ability to work with other team leads and volunteers, influencing others to achieve results • Ability to work under pressure and in a hectic environment. • Attention to detail important. • Ability to develop plans and execute them to successful outcomes • Proficiency at Microsoft Office applications. <p>Career Benefits</p> <ul style="list-style-type: none"> • Add to your Project Management experience and exposure to the PMI community at large (great for those looking to complete an application for the PMP Exam) • Additional PDUs • Build your professional network as you engage with PMI volunteers • Increase your team leadership skills and experience • No cost attendance of annual conference
TIME COMMITMENT	<p>Job Duration 1 year with possibility of extension</p> <p>Estimated Hrs/Week Varies; may exceed 10 hours per week, except for the week of the conference, when it may exceed 10 hours per day.</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) Yes</p> <p>PMI certification required? Yes Which certification? PMP or equivalent</p> <p>Portfolio Executive</p> <p>Division/Team : Annual Conference</p> <p>Team Leader's Name Sandra Koelle</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDUs	<p>1 PDU per volunteer hour worked. See PMI.org CCRS information for details.</p>
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (16969)</p>
QUESTIONS?	<p>Hiring Manager Name Sandra Koelle</p> <p>Title Director of Annual Conference</p> <p>Email annual_conf@pmi-portland.org</p>

