



# Project Management Institute Portland Chapter Volunteer Job Description Form



<b>Job Title</b>	<b>Speaker Team Member 2018 Managing Projects, Programs, &amp; Portfolios Conference</b>
<b>Job Description</b>	<p><b>Job Summary:</b></p> <p>This volunteer will assist the Speaker Team Lead in the recruitment, selection and management of speakers for the PMI Portland Chapter Annual Conference.</p> <p><b>Job Duties:</b> Assist the Speaker PM in the following areas:</p> <ul style="list-style-type: none"><li>• Assist in the solicitation of potential speakers for the conference.</li><li>• Review returned speaker proposals, verify referrals and recommendations.</li><li>• Participate as part of the selection team to rate speakers using established criteria.</li><li>• Obtain materials from speakers including: signed speaker proposal agreement form; presentation needs; speaker bios; .pdf copies of their presentations; pictures and presentation needs and ensure all collateral is uploaded to the appropriate Google/Drive.</li><li>• Send out day-of details and reminder notices to speakers.</li><li>• Confirm details and resolve questions with speakers one week before event.</li><li>• Follow up with the speakers after the conference with the survey results from his/her workshop.</li><li>• Participate in the Lessons Learned Session after the Conference.</li></ul> <p><b>Required Skills:</b> Good communications, organization, and interpersonal skills. Ability to take direction and work effectively as a member of a professional team.</p> <p><b>Career and Personal Benefits:</b> This position provides the opportunity to add to your project team experience and exposure to the PMI community. You will be building relationships with professional speakers. You can use hours towards PDUs.</p>
<b>Job Duration</b>	March 2018 through October 2019
<b>Time Commitment / Week</b>	1 to 4 hrs / week
<b>PDUs</b>	1 PDU for each volunteer hour worked up to the maximum allowed.
<b>Contact Name</b>	Annual Conference Volunteer Lead, Rose M. Boursier
<b>Contact Email &amp; Phone</b>	<a href="mailto:ac_volunteer@pmi-portland.org">ac_volunteer@pmi-portland.org</a> or 541-556-5585