



VOLUNTEER JOB DESCRIPTION: Director, PDD (Profession Development Day)

ROLE DESCRIPTION: Assist the Vice President of Professional Development (VP of Professional Development) in duties of professional development for the chapter. Specifically, to plan and prepare all aspects for the execution of any board-approved special event, e.g., Professional Development Days (PDD). Professional Develop Day is held in October of each year.

RESPONSIBILITIES:

- PDD Planning
- Take the Lead for the venue location and facilities (Selection recommendation, contract, etc.)
- Determine venue capacity required to support PDD speakers, attendees, activities, etc.
- Recruit and convene a planning committee of volunteers
- Create, and work to, project plans as laid out by this committee. Project plans should address concerns such as (others may arise depending on the PDD):
- Find & contract Venue
- Determine & arrange for Menu
- Determine break times, etc.
- Determine & establish room layout
- Determine minimum number of attendees required and break-even point for chapter
- Arrange for AV and other presentation equipment required by the presenter(s)
- Plan and execute registration processes
- Identify and resolve PMI Education-related concerns
- Set up Marketing, both inside and outside of the WMPMI chapter, for turn over to Marketing
- Signage
- Conduct Lessons Learned following conclusion of event

AVERAGE HOURS PER MONTH: 20 HOURS

DESIRED SKILLS:

- Strong communication skills – especially in the areas of sales, negotiation, public speaking, and interpersonal communication.
- A strong network from which to sign speakers for events.
- The ability to build a team, keep them motivated, and allow for a smooth transition when it is time to move on from the role.
- Ability to handle rejection well enough to get booked speakers.