

Volunteers

Aloha mai kākou!

PMI Honolulu is seeking volunteers to support the 2018 Region 7 Summit event (Thursday March 22, 2018 to Saturday March 24 at Ala Moana Hotel on Oahu)

This is a 3-day event for participants to develop their leadership skills, network and support the building and growing of PMI chapters across Region 7. The following 18 PMI Chapters (California, Nevada, Honolulu, Arizona and New Mexico) will send chapter leaders and members:

- Central Coast California
- Central Valley California
- Honolulu Hawaii
- Inland Empire California
- Los Angeles California
- Monterey Bay California
- Northern Nevada
- Orange County California
- Otowi Bridge New Mexico
- Phoenix Arizona
- Rio Grande New Mexico
- Sacramento Valley California
- San Diego California
- San Francisco Bay Area California
- Silicon Valley California
- Southern Nevada
- Tucson Arizona
- Wine Country California

Volunteer positions are currently available and shown below:

- Volunteer Chair (1)
- Communication/Email/Website (1 Chairperson 1 volunteer)
- Attendee & Volunteer Survey Committee and After Action Review Coordinator (1 chairperson and 1 volunteer)
- Logistics Committee (1 Chairperson and 1 volunteer)
- Hospitality Event Coordinators (1 Chairperson and 2 volunteers)
- Publicity Committee: Collateral, Graphic Artist/Media & Marketing Specialist, Photographers (1 chairperson, 4 volunteers)
- Videography/editing (1 Chairperson and 6 volunteers)
- Registration Committee – On-site (1 chair and 5 volunteers)
- Speakers Committee (1 Chairperson and 3 volunteers)
- Room Monitors/Badge Scanners Committee (1 Chairperson and 8 volunteers)
- Sponsorship Committee (1 chairperson and 4 volunteers)
- Technology/Audio Visual Team (1 chairperson and 4 volunteers)
- Room Monitors/Badge Scanners Committee (1 Chairperson and 8 volunteers)
- Total volunteers needed: 13 Chairs and 47 volunteers (60 total)

A general position description is available below for each of the volunteer positions.

Sign up to be a volunteer here:

<https://tinyurl.com/2018region7>

Please contact

Kane Ng-Osorio at 2018r7@pmihnl.org for more information. Also note that if you only have capacity to sign up for 1 of the 2 days of the Summit we can make arrangements as needed. We welcome any time you can give to support this event!

Volunteer Benefits

All volunteers will receive one complimentary registration to Region 7 Summit events, meals and refreshments for Friday March 23 and Saturday March 24. All volunteers will need to pay for optional add on activities on Thursday March 22 (luau) and Friday March 23 Gala Dinner should they wish to attend. Volunteers may qualify for education PDU's for any keynote and/or breakout sessions you attend. Qualification for volunteer PDUs will depend on your Level of Effort and volunteer time spent in support of the project. All Committee Chairpersons will report to Region 7 Project Manager. Duties will include but are not be limited to attending monthly, bi-weekly, weekly virtual/teleconference meetings, planning, coordinating and executing the support requirements for your committee. This may also include reporting any purchases or financial requirements you require for approval.

If you are interested and able to commit the time and/or willing to learn/contribute something new please sign up at:

<https://tinyurl.com/2018region7>

Deadline for volunteering is Friday November 10, 2017

PMI 2018 Region 7 Summit Volunteer Position Descriptions

Volunteer Chair

- Coordinate with team leads on all volunteers across all teams
- Coordinate a collaboration tool or methodology for internal communications
- Track volunteer involvement / level of effort
- Central POC for contact info

Communication/Email/Website

- Build and maintain event website
- Collect information, files, graphics from Publicity, Sponsor, Speaker committees for use on website and email
- Coordinate with Event Lead on external communication, create schedule, determine requirements

- Distribute communications according to plan

Attendee & Volunteer Survey Committee and After Action Review Coordinator

Creates, manages the review and approval of electronic surveys to REGION 7 SUMMIT attendees and volunteers in an effort to capture external inputs on how the event was executed and capture lessons learned to improve future events. Ability to use tools like Survey Monkey, analytical tools, PowerPoint, etc. is important.

Collect and compile all feedback from attendees, volunteers and speakers via electronic surveys. In regards to the AAR meeting, coordinate the location, food and refreshments for this internal review to be conducted with the PMI BOD and REGION 7 SUMMIT 2016 Committee members. Assist Region 7 Summit Project Manager in the facilitation of the AAR and the capturing of feedback to be included in the final report. Presents an overview and survey analysis and assists in the preparation of the final report.

Logistics Committee: This committee comprised of the following teams: Technology/Audio Visual and Set Up Team. The logistical committee will plan, coordinate, deliver and position all support required for the REGION 7 SUMMIT event to include, speaker gifts, certificates and leis, room and audiovisual setup requirements (screen, projectors, extension cords, slide changes, etc.) This position is for one chair and 3 volunteers and may be combined with another assignment. Logistics committee chair will work with the Speakers Committee chair for room monitors.

Hospitality Event Coordinators: Plan and execute networking events during the REGION 7 SUMMIT and Pau Hana event at the end of the REGION 7 SUMMIT. This includes any optional add on activities on Thursday March 22 including the luau, Friday March 23 Gala dinner and Saturday March 24 Pau Hana reception. Coordinate and schedule door prizes and gift giveaways. This position is for one chair and 1-3 volunteers and may be combined with another assignment. The facilities team will coordinate the food and refreshments for these events.

Publicity Committee: Working in conjunction with the Communication committee, form a marketing team for the REGION 7 SUMMIT event and jointly manage all aspects of the communications plan. Responsible for all marketing products. Coordinates in kind donations for sponsorship recognition. Coordinates the agreement for the use and support of 'Ōlelo TV requirements. Produce 30 second takes to be used for marketing and incorporation into the PMIHNL website. Manages all Social media support of the REGION 7 SUMMIT executing tweets before, during and after the event. A videographer and photographer are needed. We are looking for producers, social media enthusiasts etc.

Collateral Committee: Reports to the Publicity Committee chair. Obtains conference breakout schedule and speaker info from Speakers committee. Prepares and publishes the REGION 7 SUMMIT conference brochure, conference bags and sign(s) as needed. We are looking for graphic artists, print experts.

Videographers and Editors: Receives training from `Ōlelo to conduct videotaping and editing of keynotes and breakout sessions to make available at `Ōlelo for television airing and online streaming for Region 7.

Registration Committee - On Site: Check-in all conference attendees, including volunteers. Assures all paid attendees and volunteers check-in and sign photo/video disclaimer. Distribute/make conference badges, distribute conference material and parking validation stickers (as needed). Adds on-site walk-in registrants and information to the master conference sign-in sheet(s). Responsible for printing of the badges and organizing them the night before REGION 7 SUMMIT.

Speakers Committee: Lead the effort to engage speakers for the REGION 7 SUMMIT event to speak on the selected theme and various training tracks. Interface with PMI BOD members and assist in the selection of speakers, the assignment of topics to training tracks and the development of the program schedule. Coordinates the selection process as well as reports status at the REGION 7 SUMMIT Committee meetings. Two keynote speakers and 12-40 speakers for development of the program.

Room Monitors Committee: This committee chair reports to the Speaker Committee chair: **Room Monitors:** Provides Logistics for breakout rooms. Monitors room set up making sure speakers have what they need, confirm/assure AV set-up (may include a testing a new or preloaded copy of their presentation) with speaker requirements at least 10 minutes prior to start of the breakout session. Introduce speakers, assist with managing group discussion (if necessary), monitor room temperature, manage speaker's presentation time, present certificate and speaker's gift and remind people to take the REGION 7 SUMMIT survey.

Sponsorship Committee: Lead the effort to engage interested sponsors for the REGION 7 SUMMIT event. Interface with PMI BOD members and local and national business in support of the event soliciting them for donations, speakers and group attendance. Prepare the Call for Sponsors announcement, solicit prior and new prospective sponsors (make/attend business development calls). Handle sponsor check-in and badge distribution. Organize sponsor table assignments for the event. Be available to sponsors for questions and/or assistance. Coordinate the effort for the collection of sponsorship donations and/or materials. Reports status at REGION 7 SUMMIT Committee meetings. Prepare sponsor survey for REGION 7 SUMMIT experience feedback. Assist in the solicitation and collection of door prize gifts.

Technology/AV Committee: This team will report to the Logistic committee. The AV team is responsible to obtain projectors, laptops, laptop speakers, screens and internet (if needed) for breakout rooms. The AV team is responsible for the security of any borrowed equipment and will assure it is returned to appropriate individual(s)/company's. This includes, but is not limited to projectors, laptops, audio speakers, screens, etc. This team will help speakers transition from each breakout session ensuring the presentation is ready to go and working with videographers to ensure the speaker has a mic and everything is in place.

Mahalo for stepping forward and volunteering. Volunteering is an opportunity to gain new leadership experience, contribute/give back, and/or grow your PM talent.

Me ke aloha,
Kane

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