2023 PRO Educational Forum Planning Committee

Program Speakers & Onsite Customer Service Committee Lead (Volunteer Position)

The 2023 PRO Educational Forum is set to take place from March 28-29, 2023 in Hamilton, Ontario.

The Program and Speaker Committee Lead will work closely with the PRO Staff to develop and maintain the educational portion of the event. They will work within the industry to be able to fully understand the issues currently facing the parks and recreation sector and what trainings would be most beneficial to have as options at the Forum, and will work to attain individuals and groups who have positive insights and methods for working through the determined issues. Responsibilities for this position will vary dependent on an in-person versus virtual forum format.

Responsibilities

- Provide recommendations for program key areas/categories for PRO Educational Forum sessions
- Review and make recommendations for the information included in the call for presenters
- Present the PRO Forum committee with sessions ideas / speakers / presenters for discussion/keynote speakers
- Reach out and promote program opportunities to potential speakers
- Work with the Forum committee to select presenters and sessions
- Research other Provincial, U.S. and International organizations and their conferences (speakers, session topics, etc.)
- Review and edit session evaluations with PRO Staff
- Work with the committee to select speaker gifts to recognize and display appreciation for presenters
- Ensure speakers have the required space and materials to run their sessions on-site
- Work with PRO Staff and Volunteer lead to ensure accurate technical set up for presenters on site
- Contact, confirm & facilitate trainings for session introducers
- Lead the on-site operations of the delegate & speaker check-in desk

Commitment

- Must be an active PRO member.
- 2-year term followed by 1 year transition (3-year total commitment). Can be renewed.
- September 2022 – March 2023 (bi-weekly to weekly conference calls as we move closer to the event date)
- Perform tasks outlined under responsibilities (approx. 4-6 hours per week for 2 months prior to event, 4-8 hours per week the month before event)
- Early on-site attendance may be required for set up
- Attend and volunteer onsite at the Forum if required

Skills and Assets

- Event planning and project management experience.
- Proficiency in hosting meetings using virtual platforms (e.g., Zoom, Teams)
- Knowledgeable about the needs of the sector
• Well-connected within the recreation and parks community
• Effective administrative, organization, networking, and collaboration skills
• A creative problem solver with high level attention to detail
• Effective written, verbal, and interpersonal communication skills
• Ability to prioritize and delegate tasks
• Capable of building strong partnerships with session presenters
• Sound knowledge of PRO’s mission, values, and goals

**Deadlines**

Interested individuals must submit a copy of their cover letter and resume by email to pro@prontario.org by Friday, September 9th, 2022.