2023 PRO Educational Forum Planning Committee

Social and Networking Events Committee Lead (Volunteer Position)

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

The Social and Networking Events Committee Lead works to promote the leisure aspect to the conference. The lead works to plan and implement fun activities for our Forum delegates, ensuring that activities are inclusive to all. This person will ensure that these activities have variety and run seamlessly. They will work closely with the Student Volunteer and Committee leads to ensure that there are extra hands to assist with the set up and the maintenance of each event. Responsibilities for this position will vary dependent on an in-person versus virtual Forum format.

Responsibilities

- Make recommendations to the committee on new and exciting networking events
- Prepare social networking descriptions to be included in PRO Forum communications
- Plan and coordinate social and networking events in consultation with PRO Staff & Committee Leads
- With the support of PRO Staff, recruit sub-committee members for onsite support
- Maintain ongoing communication with social event sponsors to ensure proper execution of their vision
- Procure any materials needed for events
- Book entertainment for socials
- Design and create centerpieces for banquet dinner
- Create and manage PRO Forum social event budget
- Work closely with PRO Staff & Social Media Lead to create marketing tools for social events
- Secure permits for selling and serving alcohol
- Purchase alcohol for SOP events
- Lead the onsite set-up and execution of social events

Commitment

- Must be an active PRO member.
- 2-year term followed by 1 year transition (3-year total commitment). Can be renewed.
- September 2022 to 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 require for set up
- Attend and volunteer on-site at the Forum if needed
Skills and Assets

- Event planning and project management experience.
- Proficiency in hosting meetings using virtual platforms (e.g., Zoom, Teams)
- Effective administrative, organization, networking, and collaboration skills
- A creative problem solver with high level attention to detail
- Effective written, verbal, and interpersonal communication skills
- Proven fiscal responsibility
- Ability to prioritize and delegate tasks
- Ability to foster positive relationships between experienced conference delegates and new conference delegates
- Sound knowledge of PRO’s mission, values, and goals
- SMART SERVE training
- Knowledge of alcohol service and sale permits

Deadlines

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