



Request for Proposal – Presenters Webinars

PAVRO is a provincial organization that promotes professional standards of excellence in the leadership and administration of volunteers throughout Ontario. It was formed in 1998 as a consolidation of OAVA (Ontario Association of Volunteer Administration) and ODVH (Ontario Directors of Volunteers in Healthcare).

PAVRO sets the bar for excellence in the profession, assisting all people responsible for leading volunteers with the tools, resources and knowledge required to ensure the most engaging volunteer experiences are created for the volunteers of our 300 members.

Speaker Opportunities

Professional development opportunities available for 1 hour webinars presented to PAVRO members.

Presentation Schedule

PAVRO aims to hold at least 6 webinars per year and these will typically take place in February, April, June, August, October and December. The dates of the webinar are chosen in consultation with the selected presenters.

Speaker Qualifications

PAVRO welcomes proposals from association executives and suppliers, consultants and professional speakers. While your knowledge of the topic area and speaking skills are expected to be strong, it is not essential that you have previous speaking experience with PAVRO or other organizations within your community of practice. A desire to share your insights and ideas, plus a demonstration of how you will engage the audience will be highly valued.

Topics

Our webinar committee seeks to offer a professional development program on a range of topics relevant to managing and leading volunteers or volunteer programs. Webinar participants are both new and experienced professionals in the volunteer and not-for-profit sector. Case studies and interactive presentations are very popular. Please ensure that the material you present and the examples that you use are relevant and applicable to the management of volunteers and volunteer programs.

Suggested topics for webinars include:

- New to the profession (with less than 5 years of experience in the field)
 - Best practices in volunteer recruitment
 - Getting the most from volunteer meetings

- o When volunteer engagement is only one of your roles
- o How to “retire” a volunteer
- o Communication foundations
- Organizational development
 - o How to launch a new program
 - o Developing policies to support your programs
 - o Project/time management
 - o Performance management (helping your team identify and set annual performance goals)
 - o Program evaluation
 - o Developing a business plan
- Personal development (self-care)
 - o Communications
 - o Building relationships with difficult people
 - o Keeping and maintaining the balance in your own life
 - o Public speaking
 - o Determining and implementing personal goals
 - o Making the most of your strengths; mitigating your areas of development
- Volunteer engagement leaders
 - o Making decisions
 - o Strategic thinking
 - o Maximizing your budget
 - o Managing virtual staff
 - o Managing through influence
 - o Coaching and developing employees (could also include volunteers)
 - o Leadership foundations (understanding leadership, developing your leadership skills, managing teams)
 - o Managing office politics

Speaker Recognition

Invited speakers will be recognized through promotion on the PAVRO Website, on Social Media and E-Power line (newsletter).

Speaker Honorarium

An honorarium of \$200.00 which includes time spent on design and delivery, will be offered to the presenter per webinar. This fee is negotiable. The presenter will be required to invoice PAVRO for the fee upon completion of the webinar.

Webinar Platform

PAVRO uses video conference technology for webinars. Through these platforms, webinars will be recorded for the purposes of sharing with attendees. Speakers must notify PAVRO if they do not want their presentation recorded. A technical run through will be scheduled with the presenter in the week(s) prior to the scheduled webinar.

Presentation Requirements

Speakers will be required to have access to a computer with a video camera, good quality microphone and speakers, and reliable high-speed internet connection

Next Steps

We invite you to submit a brief proposal via email no longer than two pages in length and should outline the following:

- Brief bio on the speaker(s), including websites and social media if applicable. This should be no longer than **50-75 words** and be suitable for use in social media and email to promote the event
- Identify key messages that will be delivered and/or learning objectives

RFP's to be submitted to pavro@pavro.on.ca

Deadline for Proposals: Ongoing intake of presenters

Presenters who have been selected will be contacted by a member of our Webinar Committee.