

Position Description

Webinar Committee Member

Purpose:

As per the Terms of Reference, the PAVRO Webinar Committee members will work to increase webinar opportunities made available to members of PAVRO.

Responsibilities:

As a member of the Webinar Committee, work towards increasing the number of webinar professional development opportunities offered to members in PAVRO including:

- Brainstorming ideas for successful ways to increase professional development opportunities through webinars hosted by PAVRO and pre-recorded webinars offered by other organizations
- Host webinar presentations including introducing the topic and the facilitator
- Researching topics of interest to members
- Researching speakers/facilitators for webinars to be hosted by PAVRO
- Work with webinar presenters to do a pre-check of audio/visual compatibility, suggest questions or polls to enliven the presentation.
- Write webinar advertisement and reminders for webinar for newsletter
- Send online surveys to all participants within a week of webinar.

Terms:

- One year term
- Time required is approx. 3 to 6 hours per month (6 webinars per year)
- Expenses must be pre-approved by the Director of Membership
- Must agree to abide by the Code of Conduct below

Qualifications:

- Have a thorough understanding of PAVRO and the advantages of membership
- Be knowledgeable about the field of volunteer management
- Be passionate about our profession
- Have the ability to work independently and meet deadlines
- Provide regular updates to the Director
- Possess excellent communication and interpersonal skills
- Be committed to the process for a 1 year term
- Have time (approx. 3 to 7 hours per month) and resources to complete the tasks
- Familiarity with webinar facilitation and/or Survey Monkey an asset
- Must agree to abide by the Code of Conduct below

Benefits:

- increased knowledge of current issues in the not-for-profit, voluntary sector
- Increased network of contacts throughout the province
- Satisfaction of helping to “grow the profession”

CODE OF CONDUCT

- I will perform my duties responsibly and impartially to the standards set out by PAVRO in a manner that would bear public scrutiny.
- I agree to declare any real, apparent or perceived conflict of interest in matters which may result in financial gain or personal benefit.
- I further agree to maintain the confidentiality of any proprietary or privileged information to which I have access, both during and after my term on the Board of Directors. This information may include contracts, financial information, membership lists, etc.

Approved: May 5, 2017