

Professional Development Conference

October 19 - 20, 2023

Volunteer Role Application Form



Thank you for your interest in supporting our chapter's annual conference! Please refer to the General Volunteer Expectations below and Volunteer Roles list provided on Page 2 before completing and submitting this application.

General Volunteer Expectations of All PDC Volunteers

All volunteers are critical members of the event team. As part of the team, these general expectations should be considered and accepted before seeking a volunteer role.

- Must be responsive to the committee and team lead. Acknowledge information shared and respond to inquiries in a reasonable timeframe to avoid delays and missed target dates.
- Plan to participate in team or committee meetings that are scheduled. Be prepared to participate by having available the information you are responsible for and/or provide details in advance if appropriate.
- Work with the individuals on the team to develop and maintain a positive team environment and a successful PDC event.

Complete Details and submit form to volunteers@pimmidmo.org.

Volunteer Name (first last)	
Phone Number	
Email Address	
Current Chapter Role, if any	
1st Choice Volunteer Role (see list of roles Page 2)	
Briefly state why you are interested in volunteering for this position and what previous experience you have in this area.	
2nd Choice Volunteer Role (see list of roles Page 2)	
Briefly state why you are interested in volunteering for this position and what previous experience you have in this area.	

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Volunteer Roles Description

Role	Team (Reports to)	Role Description
Already Filled - Breakout Coordinator	<i>Program Team</i>	<ul style="list-style-type: none"> Manage and coordinate with volunteers for necessary breakout session support Manage the setup and requirements for breakout sessions Assist with program planning as needed
Breakout Session Facilitator	<i>Program Team</i>	<ul style="list-style-type: none"> Role is required at the event Announce the speaker introductions for assigned breakout session(s) - details will be provided for reading the introductions Deliver the welcome & closeout for assigned breakout session(s) Monitor breakout room for technology, temperature, etc. throughout session to resolve issues immediately
Already Filled - Speakers Coordinator	<i>Program Team</i>	<ul style="list-style-type: none"> Assist with review and selection of speaker proposals Coordinate with Program Lead to manage the speakers information and deliverables
Sponsorship Coordinator	<i>Marketing Team</i>	<ul style="list-style-type: none"> Help to establish sponsorships by identifying and making contact with potential sponsors Follow-up with potential sponsors for confirmation Help to gather sponsor items prior to event Report results for overall coordination of effort
Social Media Support	<i>Marketing Team</i>	<ul style="list-style-type: none"> Support digital presence on platforms Work with Marketing Lead for content used in marketing
Event Photographer	<i>Marketing Team</i>	<ul style="list-style-type: none"> Role is required at the event Serve as official photographer throughout event Publish photos during event for live information Make all photos available to committee lead upon completion of event
Meals Planning Support	<i>Logistics Team</i>	<ul style="list-style-type: none"> Work with Logistics Lead to determine food and beverage requirements and selections During event, work with venue contact to assure food and beverages are available per contract and any special needs addressed Confirm food and beverage line items on invoice are accurate
Already Filled - Materials Print Coordinator	<i>Logistics Team</i>	<ul style="list-style-type: none"> Manage production of printed conference materials Work with Marketing Team and Program Team to obtain necessary materials for printing per schedule
Registration Support	<i>Logistics Team</i>	<ul style="list-style-type: none"> Must be available onsite 3 hrs prior to event start time Assist with completion of conference packet Assist with registration area setup, support and cleanup as needed Maintain attendee database during event registration