

## **VMPC Position Description – Conference and Special Events Committee Volunteer**

*September 2025*

**Position Title:** Conference and Special Events Volunteer

**Reports to:** Board Chair, Conference and Special Events

**Time Commitment:** Monthly meetings + conference preparation, minimum 6 month commitment

**Location:** Virtual; some in-person opportunities may arise

### **Role Overview**

The Conference and Special Events Volunteer plays a key role in supporting VMPC's conference initiatives by assisting with planning, facilitating, and representing VMPC at events. This volunteer ensures that conference activities run smoothly and that participants have a meaningful and engaging experience. The role offers opportunities for professional networking, skill development, and active participation in the volunteer management community.

### **Key Responsibilities**

- Facilitate group discussions and activities during breakout sessions at conferences and virtual events.
- Assist with planning and coordinating conference activities, including logistics, scheduling, and session preparation.
- Attend monthly planning meetings and actively contribute ideas and feedback.
- Serve as a VMPC representative during conferences and events, embodying the organization's values and mission.
- Participate in potential in-person events as opportunities arise, supporting onsite coordination and engagement.

### **Qualifications / Skills**

- Strong communication and interpersonal skills, with the ability to facilitate discussions and engage diverse groups.
- Interest or experience in volunteer management, event planning, or nonprofit leadership.
- Ability to commit to monthly meetings and conference preparation activities.
- Professionalism and reliability in representing VMPC to external stakeholders.
- Flexibility to attend in-person events, when possible.

### **Learning and Development Opportunities**

- Gain hands-on experience in event and conference planning within the nonprofit sector.
- Expand professional networks by connecting with volunteer management professionals across Canada.
- Develop facilitation, leadership, and project management skills.
- Contribute to the growth and visibility of VMPC within the broader volunteer management community.

**Recognition**

VMPC values the contributions of all volunteers and provides recognition through certificates, acknowledgment in conference materials, and ongoing opportunities for engagement and leadership development.

**Application Process**

Interested individuals should submit their interest through [this form](#). Selected volunteers will be invited to an orientation and training session prior to their involvement in conference activities.

**Contact**

If you have questions please reach out to Kimber Bork, VMPC Chair Volunteer Engagement, by email at [volunteer@vmpc.ca](mailto:volunteer@vmpc.ca)

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