

LEADING CHANGE

LEADING CHANGE 2018 CALL FOR VOLUNTEERS

Organizing Committee Directors

[Leading Change](#), in conjunction with Connecting Environmental Professionals (CEP) Canada, The Delphi Group, and the GLOBE Series, invite you to apply for a leadership role in organizing and delivering Leading Change 2018 – The Forum for Emerging Environmental Leaders running alongside GLOBE 2018 on March 13th, 2018.

The Forum is an energy-filled one-day workshop, followed by additional activities and potential access to GLOBE the rest of the week. Leading Change will bring together 150 of Canada's young leaders between the ages of 19 and 35, helping to create the next generation of policy thinkers, entrepreneurs and community actors. Over the years, Leading Change has developed into a high-profile youth sustainability and leadership event, and now we want you to be part of it.

We are looking for six experienced and enthusiastic Directors to join the Event Manager on the 2018 Organizing Committee. The six new Directors will share the following skills:

- A detail- and task-oriented work ethic;
- Experience and/or desire to work on medium to large scale events and/or campaigns;
- A passion for, and/or experience in, the environmental/sustainability sector;
- The ability to work in a team of committed volunteers;
- The ability to commit between 5-10 hours per week, increasing to 15-20 as the event draws near, this fall, winter, and spring;
- The ability to attend Leading Change and GLOBE the week of March 12th, 2018, in Vancouver.

Your Role: Each Director will be responsible for a specific area of the organization and delivery of the Forum. With the support of the Event Manager, you will:

- Develop and implement a work plan;
- Attend online weekly team meetings;
- Support the other Directors in cross-functional tasks;
- Provide a final Role Report at the end of Leading Change 2018.

Benefits: Leading Change is about more than putting on an incredible event for a group of young Canadians; it is also about providing an opportunity to join a cross-Canada event team, to guide the direction of Leading Change, and to be part of something different than your normal work experience would offer. While some roles require specific skills, they are all open to people who do not have a lot of event experience, but are willing to put the time in to be part of this team.

Further benefits include opportunities to interact with an expanded network of passionate environmental leaders, industry experts, high-profile speakers, panelists, sponsors, and peers. You will cultivate contacts in the private, non-profit and government sectors, and deliver a high profile and rewarding event. Travel and accommodations to Vancouver for Leading Change 2018, as well as a GLOBE 2018 pass will be provided for all Directors.

If you are interested in this exciting and dynamic volunteer position, please send your CV and a brief (200 – 300 words) statement outlining the role you are applying for, your experience and passions, and why you are the best candidate to Janessa@leadingchangeCanada.com by Monday, July 24th, 2017.



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Role Descriptions

Marketing Coordinator

- Manage social media accounts and online communication;
- Update brand logo's and create new ones as required;
- Update and publish website content;
- Create promotional material;
- Ensure sponsor logo's are included on the website and all published material;
- Assist in the preparation of the delegate's package;
- Use various forms of media to attract young leaders to the Forum.

Web design skills, and a valid InDesign/Photoshop license (or equivalent), are required.

Venues and Logistics Coordinator

- Find and arrange local venues including day-of conference space as well as pre- and post- event venues;
- Coordinate all event logistics including food, AV and other aspects, in line with budget expectations;
- Assist in the preparation of the delegate's package;
- Prepare all materials required on the day of the Forum (handouts, name tags, etc.);
- Arrange transportation for delegates if required;
- With the Event Manager, find and coordinate volunteers.

This role is the only one that is location specific, and must be located in Vancouver, BC.

Delegate Coordinator

- Develop and implement a recruitment strategy for Forum participants;
- Reach out to schools, environmental groups and other organizations to advertise Leading Change applications;
- Design and supervise the registration process;
- Develop an approval process for delegate applications, and communicate with delegates as approvals and rejections are decided;
- Assist in the preparation of the delegate's package;
- Communicate with delegates throughout the application process;
- Create, send out, and summarize a Forum feedback survey.



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Speaker Coordinator

- Research potential speakers and review those who are attending GLOBE for opportunities;
- Keep track of speakers that have been invited and of their answer;
- Prepare information packages for speakers and ensure they are aware of where and when to arrive;
- Collect all speakers' biographies and pictures, and ensure they are on the website;
- Arrange for any unique requirements by the speakers and mentors;
- Greet and direct speaker guests on the day of the Forum.

Sponsors and Sustainability

- Coordinate with the Event Manager and Advisory Committee about possible sponsors;
- Ensure sponsor asks, rejections and confirmations are tracked and monitored appropriately;
- Seek out and build new connections with organizations whose mandates reflect the goals of Leading Change;
- Review, understand, and if necessary update, the Leading Change Sponsorship Prospectus;
- Ensure all sponsorship requirements, as outlined in the Sponsorship Prospectus are met;
- Ensure all sponsor logos are posted on the website accordingly;
- Collect and maintain information that will be used in the Sustainability report;
- Prepare and submit the Sustainability Report to the Event Manager along with your Role Report.

GLOBE Liaison

- Responsible for the overall theme of the Leading Change session at GLOBE;
- Work with the Event Manager and Advisory Committee, as well as the Speaker Coordinator, to find appropriate speakers to attend;
- Ensure all delegates are aware that the LC session at GLOBE is part of the Leading Change Forum schedule;
- Manage, along with the Sponsorship Coordinator, any specific session sponsor requirements and recognition;
- Coordinate timing and design of the session along with GLOBE 2018 employees.

Applications will close on Monday, July 24th, 2017 at midnight ET. We will be interviewing 2-3 people per role and will be looking for those who we think will have the greatest success, both for the growth of Leading Change, and for themselves.

Thank you for your interest and good luck!

