

The ACCT Aspire to Lead Chinese Canadian Leaders' Summit started in 2019 with the aim to bring together emerging and established leaders, representing Chinese Canadian achievement from across Canadian society.

This year, 2023 ACCT Aspire to Lead Chinese Canadian Leaders' Summit will be held from June 23 - June 25 in Ottawa. Now volunteers are needed for:

## **Registration Desk Volunteer**

### **Position Description:**

The Registration Desk Volunteer plays a crucial role in ensuring the smooth operation of ACCT's Leaders Summit by assisting with attendee registration and providing essential information to participants.

This volunteer position involves interacting with attendees, providing excellent customer service, and managing attendee materials.

### **Responsibilities:**

- Greet and welcome participants at the registration desk in a friendly and professional manner.
- Assist attendees with the registration process, including distributing name badges, and providing event materials.
- Answer inquiries from participants regarding event schedules, locations, and general information.
- Maintain an organized registration area and ensure all necessary materials are readily available.
- Assist with troubleshooting registration issues and coordinating with event organizers or technical support when needed.
- Collaborate with other volunteers and event staff to ensure a seamless registration experience for participants.
- Maintain a positive and professional attitude throughout the event.

### **Requirements:**

- Excellent interpersonal and communication skills.
- Strong organizational and time management abilities.
- Attention to detail and accuracy in handling registration materials.
- Ability to work effectively in a fast-paced environment.

- Customer service experience is preferred but not mandatory.

**Benefits:**

- Opportunity to contribute to the success of ACCT’s Leaders’ Summit
- Gain valuable customer service and organizational skills.
- Networking opportunities with event organizers, staff, and participants.
- Recognition and appreciation for volunteering efforts.

**Shifts**

<b>Date</b>	<b>Time</b>	<b>How many?</b>
Friday, June 23	1:30 - 3 PM	2
Friday, June 23	5 - 6:30 PM	2
Saturday, June 24	7 AM - 12 PM	2
Saturday, June 24	12 - 5 PM	2

**Notetakers**

**Position Description:**

The Notetakers volunteer role involves attending the Leaders’ Summit on Saturday, June 24 and Sunday, June 25 in the morning to take notes during the breakout sessions. The goal is to capture accurate and comprehensive notes on the discussions, key points, and action items that were discussed at the breakout sessions.

Notetakers play a crucial role in ensuring that important information is documented and shared with ACCT for reporting purposes.

**Responsibilities:**

- Attend the Summit and actively listen to the discussions.
- Take detailed notes on key points, discussions, and action items.
- Ensure accuracy and clarity in note-taking, focusing on capturing essential information.
- Organize and structure the notes in a logical format for easy reference and understanding.
- Submit the notes to the designated individual or team within the specified timeframe.
- Maintain confidentiality and professionalism while handling sensitive information discussed during the meetings.

- Communicate any challenges or concerns regarding note-taking responsibilities to the designated coordinator or supervisor.

**Requirements:**

- Strong listening and note-taking skills.
- Excellent written communication skills with attention to detail.
- Ability to capture information accurately and succinctly.
- Proficiency in using digital tools or software for note-taking, such as Microsoft Word, Google Docs, or note-taking applications.
- Can bring your own laptop to take notes and submit the notes right after.
- Ability to work independently and meet deadlines.
- Flexibility to adapt to different meeting formats and topics.
- Respect for confidentiality and the ability to handle sensitive information appropriately.

**Benefits:**

- Contribute to effective knowledge sharing and documentation
- Develop active listening and note-taking skills.
- Opportunity to attend Sunday’s Keynote speech by Eric Liu for free
- Recognition and appreciation for volunteering efforts.
- Expand professional networks by interacting with event participants and organizers.

**SHIFTS**

<b>Date</b>	<b>Time</b>	<b>How many?</b>
Saturday, June 24	3 - 5 PM	10
Sunday, June 25	10 AM - 1 PM	10

**Event venue:**

Ottawa Conference and Event Centre, 200 Coventry Rd, Ottawa, K1K 4S3

Application : email to zheng.zheng@occsc.org

Application Due date: June 16, 2023

More information, please contact:

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