

## Knowledge Contributor Skilled Volunteer Position Description

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### Volunteer Position: Knowledge Contributor

Knowledge Contributors are condo industry experts who volunteer to share their knowledge and expertise through various roles that serve to educate and empower condominium communities.

Opportunities include serving in any or all of the following roles: **INSITE Session Presenters**, **Interactive Expert Panelists**, or **ACE Breakout Session Presenters**. Find additional details about these roles on page three, and contact the Education & Events Coordinator if you have questions or want to discuss further (email: [education@ccinorthalberta.com](mailto:education@ccinorthalberta.com)).

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### Purpose:

**Knowledge Contributors are at the heart of CCI's mission to elevate the capacity of the Northern Alberta condo community and foster successful condominium communities.**

By sharing their industry-specific expertise, they provide valuable, actionable insights that empower condominium owners, board members, and condo managers. Through engaging and high-quality educational content, these highly skilled volunteer speakers help CCI North Alberta members navigate challenges, make informed decisions, and contribute to the growth and success of their communities.

### Benefits to the Volunteer:

- **Visibility & Recognition:** Gain enhanced visibility as a trusted expert and leader in the condo community through recognition in CCI materials, on our website, and across social media platforms.
- **Networking Opportunities:** Build connections with industry peers, fellow experts, and condo professionals, fostering valuable collaborations and partnerships.
- **Added Value for Business Partner Members:** Business Partner Members enjoy exclusive perks and heightened visibility, including sponsorship opportunities, member-to-member promotions, discounted event rates, advertising options and opportunities to contribute to *INSITE to Condos*, CCI North Alberta's quarterly magazine. Volunteering as a Knowledge Contributor is an excellent way to complement these benefits and further connect with the condo community.

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### Skills & Qualifications:

**Note:** While membership is not required to volunteer as a Knowledge Contributor, preference is given to CCI Business Partner Members when sourcing and selecting experts or proposals.

- **Professional Expertise:** In-depth knowledge in condominium-related topics (e.g., law, property management, governance, finance, engineering, maintenance, etcetera).
- **Presentation & Public Speaking:** Strong communication skills, with the ability to present complex ideas clearly and engage audiences through Q&A or discussions.
- **Collaboration & Teamwork:** Ability to work effectively with CCI staff, fellow speakers, and moderators to ensure seamless delivery.

### Key Responsibilities:

The following responsibilities apply to all Knowledge Contributor roles, ensuring smooth and effective engagement across various volunteer positions:

#### Collaboration

- Work closely with CCI staff to ensure seamless coordination and successful delivery.
- Work with moderators/fellow presenters to align on content, timing, and event goals.

#### Preparation

- Develop and deliver presentations or training sessions on agreed-upon topics, conducting research or analysis as needed.
- Create supporting materials, such as slides, resources, or handouts, to enhance the session and achieve desired outcomes.
- Submit all required materials by specified deadlines.
- For online events, participate in dry runs and test equipment and platforms in advance.
- For in-person events, arrange necessary travel and ensure on-site readiness.

#### Delivery & Engagement

- Adapt to changes in schedule, format, or content based on event or organizational needs.
- Represent CCI North Alberta and your organization professionally, demonstrating respect for fellow volunteers, staff, attendees, and industry competitors.
- Actively engage with attendees during Q&As, panel discussions, or networking opportunities.
- Foster meaningful dialogue by responding to questions and contributing to discussions in an informative and approachable manner.

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### Knowledge Contributor Roles:

*The following Knowledge Contributor roles are available. Sometimes we approach people to volunteer based on their expertise, other times we receive proposals and ideas for the different educational events. If you have an idea for a session, please download and review our [Education Submission Guidelines](#) and complete an [Education Abstract Form](#).*

**To express interest in volunteering for any role, please contact [education@ccinorthalberta.com](mailto:education@ccinorthalberta.com).**

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### INSITE Session Presenter

**Purpose:** Lead a focused 60-90 minute webinar on a specific topic relevant to the condominium community and share insights, provide resources or handout(s), and answer audience questions.

**Time Commitment:** Approx. 6-8 hours

- **Coordination with CCI Staff:** 1-2 hours.
- **Individual Preparation:** Estimated 3-5 hours for developing presentation and materials.

### Expert Panelist

**Purpose:** Serve as a panelist in a 3-hour in-person, moderated discussion with 4-6 other experts at a half-day in-person event. Engage directly with the audience through live Q&A and interactive discussions, sharing expertise, insights, resources, and practical guidance on key topics relevant to the condo community.

**Time Commitment:** Approx. 7-10 hours

- **In-Person Event:** 3-4 hours
- **Coordination with CCI Staff & Other Panelists:** 3-4 hours
- **Individual Preparation:** Estimated 1-2 hours as needed

### ACE Breakout Session Presenter

**Purpose:** Deliver a concise, impactful 20-minute presentation as part of a 90-minute breakout session at the Alberta Condo Expo (ACE), collaborating with 1-2 other experts to provide valuable insights on a specific condominium topic.

**Time Commitment:** Approx. 7-9 hours

- **Presentation Time:** ~20-30 minutes (*as part of a 90-minute Breakout Session*)
- **Coordination with CCI Staff:** 1-2 hours.
- **Collaboration with Co-Presenters:** 2-3 hours.
- **Individual Preparation:** Estimated 2-3 hours for developing presentation and materials.