



## 2021 ACCT Leaders' Summit: *Aspire to Lead* Volunteer Opportunities

You are invited to volunteer at the 2021 Leaders' Summit: *Aspire to Lead*, a series of Canada-wide virtual gatherings for aspiring, emerging and established Chinese Canadian leaders. Guided by four core topics, participants will engage in thought-provoking dialogue, make meaningful connections and be supported and inspired by a community of like-minded leaders to further personal leadership journeys.

Volunteers receive free registration to participate in the Leaders' Summit and must be available for at least one of the Summit sessions.

### Program Schedule

**Friday June 18, 9am-12pm MT** – What is Chinese Canadian history and how does it contribute to contemporary issues?

**Saturday June 19, 9am-12pm MT** – What are the leadership needs and issues for younger Chinese Canadians?

**Friday June 25, 9am-12pm MT** – What would Canada look like with fully engaged Chinese Canadians?

**Saturday June 26, 9am-12pm MT** – What does a Seat at the Table mean for Chinese Canadians?

**Tuesday June 29, 4pm-7pm MT** – Inspiring Collective Action

### Volunteer Orientation

June 13, 2:00-3:30pm MST via Zoom

June 15, 5:00-6:30pm MST via Zoom

(only need to attend one orientation session)

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Role	Time Commitment	Description of Tasks	Skills and/or Experience Desired
Note-Takers	Preferably available to attend full session. At minimum available between approximately 11am-12:30am MT during breakout sessions.	<ul style="list-style-type: none"> <li>• Take clear and accurate notes that capture key points, supporting details and questions asked</li> <li>• Review notes immediately after session with facilitator to check for accuracy and to “fill in the gaps”</li> <li>• Note participants in breakout session for follow-up if needed</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to follow fast-paced discussion</li> <li>• Fast and accurate typing skills</li> <li>• Strong understanding of session topics</li> </ul>
Breakout Session Facilitators	Available for full session.	<ul style="list-style-type: none"> <li>• Facilitate breakout discussion using guiding questions provided</li> <li>• Ensure all voices heard around the table</li> <li>• Navigate potential pressure points in a respectful manner</li> <li>• Connect participants for further follow-up if necessary</li> <li>• Review notes after session with note-taker</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with group facilitation</li> <li>• Strong understanding of session topics</li> <li>• Strong awareness of group dynamics and ability to manage varying perspectives</li> <li>• Strong interpersonal skills</li> </ul>
Deep Listeners (Repertoire Support)	Available for full session. Preferably able to commit to more than one session for continuity. Some pre-reading may be required.	<ul style="list-style-type: none"> <li>• Identify key themes, common questions, takeaways, areas of friction, areas of excitement and hope that emerge throughout the session</li> </ul>	<ul style="list-style-type: none"> <li>• Strong analysis skills</li> <li>• Ability to produce report in a timely manner</li> <li>• Critical thinking skills</li> </ul>

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		<ul style="list-style-type: none"> <li>• “Reading between the lines” assessment of overall session</li> <li>• Making linkages between different components of the session</li> <li>• Including findings from breakout session notes, collaborate to create a high-level report back to the Programming Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Strong understanding of session topics</li> <li>• Strong understanding of Leaders’ Summit intended outcomes</li> </ul>
Tech Support	Available for full session.	<ul style="list-style-type: none"> <li>• Work closely with IT consultant on IT support and related tasks</li> <li>• Work with speakers and presenters to ensure their IT needs met</li> </ul>	<ul style="list-style-type: none"> <li>• Some tech experience needed - whether formal or informal</li> <li>• Experience organizing virtual events an asset</li> </ul>
Donation Campaign Volunteer	2-4 hours weekly leading up to the Leaders’ Summit	<ul style="list-style-type: none"> <li>• Contact 2019 Summit participants through email or phone to seek donation support</li> <li>• Complete donation tracking tasks as delegated by the Fundraising Committee</li> </ul>	<ul style="list-style-type: none"> <li>• Attention to detail</li> <li>• Strong communication skills</li> <li>• Strong understanding of intended outcomes, purpose and program briefing of the Leaders’ Summit</li> <li>• Fundraising experience an asset</li> <li>• Experience as a 2019 Leaders’ Summit volunteer or participant an asset</li> </ul>

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Translator (French or Simplified Chinese)	Available for keynote and plenary sessions (approximately between 9:30am- 11:30am). Available to attend rehearsal dates. Some pre-reading may be required.	<ul style="list-style-type: none"><li>• Translate keynote and panel plenary sessions in written format</li><li>• Work closely with IT consultant, presenters and programming committee</li></ul>	<ul style="list-style-type: none"><li>• Strong understanding of session topics</li><li>• Fast and accurate typing skills</li><li>• Previous translation experience</li><li>• Ability to follow fast- paced discussion</li></ul>
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If any of the volunteer opportunities interest you, click [here](#) to complete a volunteer form and someone will be in touch soon.

For more information, please contact Samantha Hung at [samrhung@gmail.com](mailto:samrhung@gmail.com) or you can also visit <http://acctfoundation.ca/summit-2021>