

**ABOUT THE PCMA CANADA EAST CHAPTER**

The Canada East Chapter of PCMA offers cutting-edge programs, community service projects, professional recognition, and many other opportunities for members. We are committed to supporting future industry leaders through our scholarship program with area community colleges & universities by providing endowments to students pursuing careers in the meetings industry. PCMA's Canada East Chapter serves 300+ members from Ontario, Quebec, Nova Scotia, New Brunswick, Prince Edward Island, and Newfoundland.

**OBJECTIVE**

The PCMA Canada East Chapter is seeking an experienced Facilitator to guide the Chapter Board through a full-day, in-person strategic planning session during our upcoming August Board Meeting in Toronto on August 11, 2025.

The ideal candidate will have expertise in non-profit or association strategy development, an engaging facilitation style, and a track record of helping boards align on vision, goals, and priorities.

**Please complete this page and include with your Proposal**

CONTACT INFORMATION	
Speaker Name:	
Address:	
Website:	
Title:	
Telephone:	
Email:	

**Submission deadline:**

Wednesday, May 14, 2025 5:00pm EST

*A decision will be made by May 30, 2025*

For more information on sponsorship and to submit your proposal, please contact:

Erica Orecchio, Chapter Secretariat

PCMA Canada East Chapter

Ph: 416-595-9615

Email: [canadaeast@pcma.org](mailto:canadaeast@pcma.org)

**2025 AUGUST CHAPTER BOARD MEETING - FACILITATOR**

DATE	LOCATION	TIMING
<b>Monday, August 11, 2025 (firm)</b>	<b>Toronto or GTA (final venue TBC)</b>	8:00am – 4:00pm

Participants: 15 attendees  
Format: Board Room Setup for 15  
In-person, interactive facilitation

**Draft Agenda:**

8:00am	Buffet Breakfast
9:00am	Meeting Starts
10:30am	Coffee Break
11:00am	Meeting Continues
12:30pm	Buffet Lunch
1:00pm	Meeting Continues
2:30pm	Coffee Break
4:00pm	Meeting Concludes

**RESPONSE REQUIREMENTS**

- Overview of your facilitation approach
- Experience facilitating strategic planning for boards or non-profits
- Sample agenda or workshop design
- Estimated fee structure (including travel if applicable)

**SUPPORT PROVIDED**

The PCMA Canada East Chapter will provide the following:

- Meeting venue, meals, and AV will be arranged by PCMA Canada East Chapter
- Facilitator will have access to a boardroom with AV support, projector/screen, and high-speed internet
- Meals and refreshments included throughout the day

## **SPONSORSHIP CONSIDERATION**

**The PCMA Canada East Chapter would like to request the following sponsored items:**

- Pre-meeting consultation to understand chapter priorities and challenges.
- Design of a tailored strategic planning session agenda and activities.
- Facilitation of the full-day session (including discussion moderation, group exercises, etc.).
- Delivery of a post-meeting summary document including key insights, goals, and action recommendations.

**In return the PCMA Canada East Chapter will offer the following benefits:**

- Meet and Greet with the board members at the beginning of the meeting.
- Logo in Chapter e-newsletter and on website as a Chapter facilitator sponsor.
- Feature promotion in September 2025 newsletter.
- Thank you on all Chapter social media channels.