



Continuing Professional Development (CPD) Luncheon Committee

Purpose

The purpose of the committee is to arrange for CPD luncheon speakers to present such topics and information that is relevant and timely for the interest of Production Accountants to support and advance their current and future careers.

Process

Volunteers will meet in person or by phone monthly or as needed and determined by the group. The committee will discuss topics and speakers, scheduling best dates for the PA calendar. The committee will work with the office in securing best dates with the venue.

The committee will secure the presenter and session outlines liaising back to the CAPPA office for marketing of the event.

Who should participate?

Volunteers should have an established network of contacts for this role. Committee members should be comfortable reaching out to prospective speakers to discuss our needs and securing all speaker logistic details.

Time involved

1-2 hours monthly.

Optional Additional Related Committee Work – CPD Luncheon Hosts (1 per luncheon)

CAPPA utilizes member volunteers to assist with onsite duties at CAPPA CPD Luncheons. Responsibilities may include managing the registration desk as participants check in, ensuring room set-up, welcoming, introducing and thanking the speaker, participant draws, announcements and liaising with the venue should any issues arises during the day. Benefit includes complimentary registration to the CPD Luncheon you are volunteering at.

Time involved

Ad hoc.

How to Apply

Please complete the [Volunteer Application Form](#) and submit to office@cappa.org