



VOLUNTEER RECRUITMENT PACKET

The National Center for APEC (Asia-Pacific Economic Cooperation) is currently recruiting volunteers to support the first APEC Business Advisory Council (ABAC) meeting of 2016. The events are taking place in San Francisco and offer volunteers an opportunity to attend and learn about APEC policy and related international trade issues.

ABAC I MEETING

Dates: February 24 – 28, 2016

Location: San Francisco, CA, InterContinental Hotel

About the Event: The APEC Business Advisory Council (ABAC) was created by the APEC Economic Leaders in 1995 to provide them with advice on specific business sector priorities, and to respond to the various APEC requests for information about business-related issues or to provide the business perspective on specific areas.

ABAC comprises up to three members of the private sector from each of APEC's 21 economies. ABAC members are appointed by their respective Leaders, and represent a range of business sectors, including small and medium enterprises.

The ABAC meets four times each year with the final meeting held concurrently with the APEC Leaders' Meeting. During 2016, ABAC will meet in San Francisco, Papua New Guinea and China. Lima will be the final meeting as Peru is the chair of APEC and ABAC for 2016.

RESPONSIBILITIES AND DUTIES

- Event setup and breakdown;
- Greeting and providing directions to attendees;
- Making copies and collating conference materials;
- Assisting with registration tasks;
- Work on other assigned tasks.

REQUIREMENTS

- Excellent interpersonal and communications skills;
- Enjoys interacting with culturally diverse individuals ;
- Must be able to follow directions in a fast paced environment and the ability to multitask;
- Able to lift at least 25 lbs;
- Must be 18 years or older



TIME COMMITMENT

Volunteers are expected to commit at least 4-8 hours during the week of February 24-28.

BENEFITS OF VOLUNTEERING

- Exposure to APEC and related international trade issues;
- Volunteers will have the opportunity to learn event logistical skills;
- Meals will be provided.

TO APPLY

Please submit a resume and three professional references with phone numbers by January 22, **2016** to Barbara Hazzard at bhazzard@ncapec.org.

Only materials delivered by e-mail will be accepted. No telephone calls or personal office visits, please.