



## GENERAL VOLUNTEERING OPPORTUNITIES

### Department

Chapters

### Description

If you have a general interest in volunteering with our chapter, please apply using this opportunity. Answer all of the questions and include your resume so that we can try to match you with other available volunteer opportunities.

### Type of interaction

In-Person and Virtual

### Estimated time commitment

For your benefit and the chapter's, you should expect to devote at least a few hours per month. Refer to the Volunteer Development Model as a guide

[http://my.pminyc.org/images/downloads/img/volunteer\\_development\\_model\\_v\\_1.2.pdf](http://my.pminyc.org/images/downloads/img/volunteer_development_model_v_1.2.pdf) (draft 1/28/22)

### Deliverables

Here are some general characterizations of the major functional areas within the chapter:

- Programs – Chapter Meetings, Career Development Network, Networking
- Operations – Event operations and support, venue management, administrative procedures
- Outreach – Academic, Corporate, Community
- Professional Development – Classes
- Strategy – Driving the chapter to successful outcomes
- Communications – Web site design and content, E-Blasts, Newsletters, Special communications
- Technology – Website maintenance, G-Suite tools, Help Desk, Reporting, Analysis, Multimedia, Cybersecurity
- Membership – Member and Volunteer support, Volunteering Opportunities, Mentoring Program, Special Projects, Member metrics
- Finance – Budgets, Chapter accounts, Business reports, Risk management, Functional area reports

### Duties

Volunteers do everything needed to help the chapter run! You might ...

- Work in a team or independently
- Perform a range of tasks, take on a variety of roles and responsibilities
- Develop strategies, analyze alternatives, develop and communicate recommendations, evaluate risks
- Conceive, plan, deliver, execute, support, monitor, document, report, promote, communicate
- Collaborate, follow, lead, learn

- Apply Project Management discipline to whatever your do
- Help chapter leaders, members, teammates... and yourself! Get it done!

## Prerequisites

### Is membership required?

Yes

### Number of years as a member

0

### Desired skill sets

This will depend upon the specific role

### Credential(s) and number of years required

N/A

## Additional Information

### PDU's

Volunteers can claim 1 PDU per 1 volunteer hour in the Giving Back to the Profession Category up to the maximum of 25 PDUs in a three year cycle.

Please refer to the continuing Certification Requirements handbook for details about earning and reporting PDUs and much more.

### Resume required?

Yes

### Interview required?

Yes

### Volunteer may hold other roles while concurrently serving in this role?

Yes

### Term limit for role

None

### Start date of opportunity (mm/dd/yyyy)

Immediately

### End date of opportunity (mm/dd/yyyy)

N/A

### Opportunity Type

Rolling

### Opportunity Status

Active

**Opportunity create date**  
3/28/22

**Opportunity update date**  
N/A

**Application close date**  
N/A

**Search keyword**  
Volunteer

**Number of openings**  
10