



## Project Management Institute - New York City Chapter

### **Volunteer Position: Chapter Meeting Team Member**

#### ***Position Description***

The Volunteer provides assistance to the PM specific to the monthly Chapter Meeting event. See Responsibilities below for details.

#### ***Program Goals***

The Program provides career enhancement opportunities for our members to acquire new skills and network with PMINYC career professionals. Each event includes networking, and a presentation on a subject of interest by speakers chosen accordingly.

#### ***Responsibilities (to be shared across team members)***

Actively participate in Chapter Meeting event activities, including:

- **Setup**: post sign/banner, turn on lights, music, confirm catering order arrived and displayed in appropriate location, dry-run through presentations for Networking, President's program and Speaker's presentation, meet/greet Leadership team, Speaker, Sponsor(s)
- **Monitor**: assist members, speaker, sponsor(s), leadership team with any needs as they arise; ensure timing remains on schedule for activities (moving from networking to President's program to Speaker's presentation)
- **Closeout** : thank members for attending, clean up any plates/cups left in chairs/floor to garbage, ensure system, music, lights, are closed down by venue closing time and all attendees have vacated

Participate in Chapter Meeting event Planning activities, including:

- Preparing President's and Networking presentations and music selection each month, review and discuss surveys to make action plans for changes needed, coordinate with Sponsor(s) for promotions to include in decks each month, and coordinating with VP Logistics contact to ensure technical needs are met prior to each meeting



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### ***Anticipated Benefits to Volunteer***

- No Fee to attend Chapter Meetings
- Reduced fee as volunteer to other scheduled monthly meetings
- Earn PDU's
- Opportunity to enhance communication skills, increase professional development and networking opportunities

### ***Contact for Further Information***

- Holly Ripley – [ChapterMeeting@pminyc.org](mailto:ChapterMeeting@pminyc.org)

### **Position Requirements**

#### ***Skills Required***

- Communication
- PMP (or preparing for PMP)
- Team Player

#### ***Commitment Required***

- Attend and actively participate in at least 75% of all monthly Chapter meetings
- Dedicate 2-3 hours per week to the program

Revised: 4/19/13