

# Venue Management Team Volunteer

## DESCRIPTION

This position involves working closely with the Programming Committee, event coordinators to manage venues information for the venue management team.

## RESPONSIBILITIES

1. Work with the Programming Committee to validate in-person venues information for Chapter events.
2. Capture all venue contract details and upload them to Record keeping repository.
3. Obtain insurance coverage for in-person Chapter events by working with regional coordinators from PMI Global.

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

N/A.

## LEADERSHIP SKILLS

- Collaboration within the PMINYC Chapter and PMI Global.
- Time management.

## COMMITMENT REQUIRED

- 4 hours per month.

## REQUIRED CREDENTIALS

N/A.

## PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning, and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook.
- Refer to the Handbook for the most current information.

## ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDUs.
- Build strong networking relationships.
- Produce documentable career-enhancing achievements.
- Build management and leadership skills through cross-functional interactions within the Chapter.
- Opportunity to give back to your community.

## CONTACT

- Administration Operations <adminandops@pminyc.org>