

OPEN VOLUNTEER POSITIONS

To sign-up for a volunteer position or ask questions contact Randy Rasmussen at volunteers@projectmanager.org

Project Name	Task Name	Work Scope	Est. Hours
Event Registration	Event Registration Committee Member	Tabulates event registrant information. Exports files to hard copy. Downloads and formats exported file used for name badge printout. Prints, sorts, and arranges name badges.	4 hrs
Marketing	Graphic Designer	Creates advertisements, get content on website, graphics layouts, etc.	<2hrs/mo
Marketing	Director of Marketing Communication	Promotes PMI NU in public forums, finds/oversees editorial stories, and manages traditional marketing communication.	<4hrs/mo
Marketing	Photographer-	Takes event pictures for newsletter, website articles, stories, etc.	2hrs/mo
Membership Retention	Director of Membership Retention	· Contacts expiring members to determine trending. · Plans and implements membership retention activities where feasible. · Attends Quarterly Membership Meetings. · Coordinates with VP to problem solve membership issues.	4-5 hrs/mo
Other PMI Credentials Research and Recommendations	Director of Other PMI Credentials	Research interest of chapter members in other PMI credentials Identify local and online providers of other PMI credential study/prep courses Document findings and present to board with recommendations	20 hrs total
PDD 2012	Marketing PDD Council Member Lead	Works with Marketing VP & Outreach VP to market event. Create a promo brochure	4-5 hrs/mo
PDD 2012	Marketing Council Member (need 3)	Works with Marketing PDD Council Member Lead to market event. Create a promo brochure	4-5 hrs/mo
PDD 2012	Registration PDD Council Lead	Works with Registration trustee to register attendees. Works with logistics volunteers to create name badges, tags, etc.	4-5 hrs/mo
PDD 2012	Registration Council Member	Name badges, tags	4-5 hrs/mo
PDD 2012	Volunteer PDD Coordinator Council Lead	Define/obtain volunteers. Formulates PDD Volunteer plan. Trains "day of" volunteers & Coords volunteers during PDD event.	4-5 hrs/mo
PDD 2012	Logistics Council Lead	Works with PDD Director to determine location, rooms, caterer, food served, creates signage, determines & obtains attendee spiiffs, bags, folders	4-5 hrs/mo

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PDD 2012	Logistics/Location/Food PDD Council Member (need 2)	Works with Logistics Council Lead to determine location, rooms, caterer, food served, creates signage, determines & obtains attendee spiffs, bags, folders	4-5 hrs/mo
PDD 2012	Speakers PDD Council Member Lead	Works with VP Programs to determine speakers. Manages all aspects of speakers and speaker experience.	4-5 hrs/mo
PDD 2012	Speakers Council Member (need 6)	Manages speaker experience after contracted acquisition, oversee approval, assist in speaker acquisition and content	4-5 hrs/mo
PDD 2012	Finance PDD Council Lead	Works with PDD Director and VP Finance to budget, plan, expense PDD event	4-5 hrs/mo
PDD 2012	Sponsorship Council Lead	Works with VP, Marketing to obtain event sponsorship	4-5 hrs/mo
PDD 2012	Sponsorship Council Member (need 2)	Works with the PDD Sponsorship Council Lead to obtain event sponsorship	4-5 hrs/mo
PDD 2012	Planning Volunteers (need 30)	Assist with miscellaneous tasks as needed. Help on the day of the event, etc.	4-8 hrs total on the day of the event
PMP Exam Prep	Director of PMP Certification	Schedule and Coordinate PMP Prep Class Identify post-prep class needs of attendees and opportunities to support their work toward certification	10 hrs total
Speaker Recruitment	Luncheon Speaker Recruitment	Assist Programs VP in finding and vetting speakers for chapter luncheons. Help with luncheon logistics.	4 hrs/mo
Volunteers-General	Volunteer Program Manager-General	Assist Volunteer Coordinator with volunteer requests, tracking, assignments, hours, follow-up, and surveys for all events except for PDD.	6-8 hrs/mo