

Volunteer Agreement

July 2016

Welcome Volunteer to the Minnesota Chapter of the Project Management Institute (PMI-MN)!

Our goal is to offer you a rewarding volunteer experience. For the good of the Chapter, the profession, and our volunteer community, we ask each volunteer to review and sign the following basic agreements. Please feel free to direct any questions to your director or president@pmi-mn.org.

Part 1: Basic Volunteer Expectations

As a volunteer for the PMI-MN, in addition to my specific role responsibilities, I agree to:

- Remain a member in good standing of PMI-MN throughout my volunteer service
- Adhere to the PMI Code of Ethics and Professional Conduct (see below*)
- Make every effort to provide a minimum two week notice to my team leader if I cannot continue in my role and
 - assist in recruiting a replacement
 - document a transition plan
 - facilitate transition as much as is possible
- Use SharePoint for all chapter documents
- Log my volunteer hours

Note: There is a supplemental Volunteer Agreement for Board & Operations Committee roles.

***Code of Ethics and Professional Conduct**

This Code of Ethics and Professional Conduct describes the expectations that we have of ourselves and our fellow practitioners in the global project management community. It articulates the ideals to which we aspire, as well as the behaviors that are mandatory in our professional and volunteer roles. The four elements of the code are:

- Responsibility: our duty to take ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences that result
- Respect: our duty to show a high regard for ourselves, others, and the resources entrusted to us
- Fairness: our duty to make decisions and act impartially and objectively. Our conduct must be free from competing self interest, prejudice, and favoritism
- Honesty: our duty to understand the truth and act in a truthful manner both in our communications and in our conduct

The full code can be found here <http://www.pmi.org/About-Us/Ethics/Code-of-Ethics.aspx>

Part 2: Confidentiality Agreement

As a volunteer for the Minnesota Chapter of the Project Management Institute (PMI-MN), I agree not to divulge, furnish, or make accessible to any unauthorized individual or organization PMI-MN proprietary, confidential, or trade secret information which I have acquired or become acquainted with, or will acquire or become acquainted with during my term and/or involvement with PMI-MN unless disclosure of such information is formally authorized by a majority of PMI-MN Board members during a regularly held Board of Directors meeting. This includes, but is not limited to:

- Professional or personal information regarding PMI-MN members
- Business plans, finances, operational measures, and internal correspondence
- Materials directly or indirectly useful to the business that are not generally available to the public

I acknowledge that the above types of confidential information constitute a unique and valuable asset of PMI-MN and represent a substantial investment of time and expense by PMI-MN, and that any disclosure or other use of such information, other than for the sole benefit of PMI-MN would be wrongful and could cause irreparable harm to PMI-MN.

Both during and after the period of my involvement with PMI-MN, I will refrain from any acts or omissions which would reduce the value of such confidential information to PMI-MN. I agree that this Confidentiality Agreement shall survive the termination of my involvement with PMI-MN. I also agree that upon termination of my involvement, I will return or destroy all copies of PMI-MN confidential information and property unless otherwise authorized by PMI-MN.

INITIALS _____

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Part 3: Conflict of Interest Agreement

As a volunteer for the Minnesota Chapter of the Project Management Institute (PMI-MN), I agree to exercise the utmost good faith in all transactions involved in my duties, and shall not use my position with PMI-MN to exploit, appear to exploit, or attempt to exploit PMI-MN decision-making or resources. In general, I agree to refrain from using my PMI-MN position or PMI-MN resources for other than their intended purpose and/or for inappropriate personal or professional benefit.

I understand that a conflict of interest may occur if I have a personal, professional, or financial connection outside of PMI-MN with an individual or organization who also have a connection with PMI-MN. Specifically this may include me being a close relative, investor (greater than 1% of income), trustee, director, partner, officer, consultant, contractor, or employee of the individual or organization.

If I incur a conflict of interest situation, I agree to promptly notify the PMI-MN Board of Directors and immediately refrain from any decision-making, voting, deliberations, or any use of personal influence in the matter. A written record of any report of possible conflict and of any adjustments made to avoid possible conflicts of interest will be kept by the Board of Directors in the monthly meeting minutes. While the transaction may go forward, I agree to restrict my personal involvement within PMI-MN by refraining from activities such as:

- Initiating the business transaction
- Recommending or selecting the party
- Approving/signing the purchase or contract
- Authorizing or making payments
- Providing goods or services
- Collecting payments

If you have any possible conflicts of interest at this time, please note them briefly here:

I agree to these Basic Volunteer Expectations, Confidentiality, and Conflict of Interest terms for the duration of my volunteer service:

(Print Name)

(PMI Member ID)

(Signature)

(Date)

(Email)

(Phone)

(Committee)

(Role)

Volunteer: Please return completed form to the Committee Chair.
[**Committee Chair:** email to ChairVolunteers@pmi-mn.org]

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Board of Director Expectations

As a Board Member for the Minnesota Chapter of the Project Management Institute (PMI-MN), I understand that I am responsible for the strategic direction of PMI-MN. In addition to the specific responsibilities of my role and the basic volunteer expectations, I agree to:

- Uphold the values of trust, integrity, respect, service quality and results
- Attend all monthly Board Meetings and proactively communicate with the President or a delegate if I cannot attend. I understand that missing two meetings back to back, or two meetings in any six month period may be grounds for removal.
- Produce a monthly status report
- Actively engage in Board meetings
- Attend at least one chapter breakfast meeting per year
- Attend at least six chapter dinner meetings per year and participate as a New Member Buddy
- Perform Master of Ceremony, Membership Table, and New Member Orientation duties at dinner meetings (one of each at three different meetings)
- Be an Ambassador of PMI-MN
- Attend Strategic Planning Sessions during incoming and outgoing years (2/year)
- Attend Leadership Transition meeting during incoming and outgoing years (1/year)
- Serve on Board committees as needed to advance the mission of the chapter
- Give at least a one month notice if I cannot continue in my role and
 - Assist in identifying a replacement
 - Document a transition plan
 - Facilitate transition as much as is possible
- Conduct a monthly meeting with my team(s) (if applicable)

I have carefully read and understand the expectations of the **Board of Directors** role and agree to perform the noted duties consistent with expectations.

(Print Name)

(PMI Member ID)

(Signature)

(Date)

Please return to: administrator@pmi-mn.org
- or -
PMI-MN Administrator
1611 County Road B W., Suite 320
Saint Paul, MN 55113

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Operations Committee Expectations

As a member of the Operations Committee for the Minnesota Chapter of the Project Management Institute (PMI-MN), I understand that I am responsible for the day to day operations of PMI-MN. In addition to the specific responsibilities of my role and the basic volunteer expectations, I agree to:

- Uphold the values of trust, integrity, respect, service quality and results
- Attend all Operations Committee meetings and proactively communicate with the President Elect or delegate if I cannot attend. I understand that missing two meetings back to back, or two meetings in any six month period may be grounds for removal.
- Produce a monthly status report, including a financial true up
- Actively engage in Operations Committee meetings
- Communicate with my team leader as agreed-upon with them
- Attend at least one chapter breakfast meeting per year
- Attend at least three chapter dinner meetings per year and participate as a New Member Buddy
- Attend Leadership Transition meetings for both incoming and outgoing years
- Serve on Operations Sub-committees/Task Forces as needed to advance the strategic direction of the chapter
- Ensure volunteer needs are communicated in a timely manner to the Volunteer Services team for recruitment/placement
- Delegate responsibilities as needed although remain accountable for deliverable(s)
- Provide a minimum of one month notice if I cannot continue in my role and
 - Recruit replacement
 - Document a transition plan
 - Facilitate transition as much as is possible
- Define/refine business processes in support of my team's activities

I have carefully read and understand the expectations of the **Operations Committee** role and agree to perform the noted duties consistent with these expectations.

(Print Name)

(PMI Member ID)

(Signature)

(Date)

Please return to: administrator@pmi-mn.org

- or -
PMI-MN Administrator
1611 County Road B W., Suite 320
Saint Paul, MN 55113