



The Washington, DC Chapter of the Project Management Institute (PMI®)

A Consistent Leader Serving the Project Management Profession in the Washington, DC Metropolitan Area

**PMIWDC Membership Committee
Volunteer Opportunities**

The PMIWDC Chapter has grown dramatically in the past few years. For this reason, the Membership Committee is offering opportunities for active members to participate in enhancing Chapter services. The Membership Committee is recruiting volunteers in the following areas:

Career Day 2007

Career Day Volunteers

- Work with PMIWDC Event Project Manager and Membership Committee Leaders to plan and implement inaugural PMIWDC Career Day on September 12, 2007
- Develop Career Day Communication Strategy (e.g., write content for the PMIWDC webpage, compose email announcements, prepare newsletter announcements, and prepare press releases for the PMIWDC Career Day 2007, etc.)
- Day of the Event Support (e.g., coordinate speakers, guide participants and sponsors on the day of the event, greet registrants, administer facility requirements)
- For more information, contact Karen Browne, Karen.Browne@pmiwdc.org.

New Member Welcome

New Member Welcome Volunteers

- Work with PMIWDC Membership Committee Leaders to facilitate new member welcome activities
- Review and update the New Member Welcome Packet as appropriate
- Greet and welcome new members and guests during Chapter events
- Respond to member inquiries
- Facilitate networking during Chapter events
- Create and maintain PMIWDC website content specifically targeting new members
- Attend New Member Welcome Committee meetings at least once per month
- Participate in special projects (such as New Member Orientation)

Member Retention

Member Retention Volunteers

- Work with PMIWDC Membership Committee Leaders to facilitate member retention initiatives
- Assist in developing strategies to retain PMIWDC members
- Respond to member inquiries
- Facilitate networking during Chapter events
- Create and maintain PMIWDC website content specifically targeting current members
- Attend Member Retention Committee meetings at least once per month
- Participate in special projects

For more information, contact volunteers@pmiwdc.org or membership@pmiwdc.org.



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Member Relations

Member Relations Chair

- Work with Membership Committee Leaders and other Chapter leaders to identify ways to enhance member services
- Work with PMIWDC Membership Committee Leaders to develop, publish, and maintain Chapter marketing and promotional materials
- Recommend modifications to information on the Chapter website
- Respond to member inquiries
- Facilitate networking during Chapter events
- Attend Membership Committee Leaders meetings at least once per month
- Lead or participate in special projects
- Recruit volunteers

Member Recognition Team

The Member Recognition Committee Chair will:

- Work with PMIWDC Membership Committee Leaders to develop and implement a member recognition program
- Develop and maintain member recognition information on the Chapter website
- Respond to member inquiries
- Attend Membership Committee Leadership meetings at least once per month
- Lead or participate in special projects
- Recruit volunteers

Sponsorship Program

The Sponsorship Program Committee Chair will:

- Work with PMIWDC Leaders to implement and grow the Chapter's sponsorship program
- Recommend modifications to information on the Chapter website
- Respond to sponsorship program inquiries
- Facilitate networking during Chapter events
- Attend Membership Committee Leadership meetings at least once per month
- Lead or participate in special projects
- Recruit volunteers

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