



The Washington DC Chapter of the Project Management Institute
A Consistent Leader Serving the Project Management Profession

GUIDELINES FOR PMIWDC VOLUNTEERS

As a volunteer (including elected officials) of the Project Management Institute, Washington, D.C. Chapter (“PMIWDC” or “chapter”), you are greatly valued within the chapter and your efforts are sincerely appreciated. As a volunteer, you are responsible for personally reviewing and understanding the provisions of the chapter Bylaws, which can be found on the chapter website (www.pmiwdc.org), the PMI’s Code of Ethics (www.pmi.org), and the Code of Professional Conduct, for those who are PMP certified.

In addition, it is important that you understand the following guidelines to ensure that all activities are conducted professionally and within the scope of the chapter Bylaws, policies and approved operating procedures. This following information should aid you in the performance of your duties. This information includes topics that have been problematic in the past as well as general topics. If you find yourself in a situation that is not covered here, or if you need additional clarification on any of these topics, please contact a member of the PMIWDC Board of Directors (“Board”) who will help you find the guidance you need. Again, thank you for becoming a chapter volunteer and we hope you find your contributions rewarding.

1. Endorsement of products, providers and organizations.

The chapter does not endorse any particular product, provider or organization except for PMI and its products. This does not imply that the chapter does not appreciate the efforts of organizations and their products to meet the needs of project managers. It means that all are appreciated but none are officially considered by the chapter to be better than others.

2. Advertisement and marketing by organizations.

All advertisements submitted to PMIWDC are subject to acceptance and approval according to PMIWDC policy and procedures. Advertisements that will not be accepted by PMIWDC are those that are deemed to be deceptive or misleading, that make unsupported claims, are detrimental to the public interest, or that are otherwise incompatible with the charter of the PMIWDC chapter. PMIWDC, at its sole discretion, reserves the right to decline any proposed advertising matter. It must be understood that publishing or accepting advertising is neither a guarantee nor an endorsement by PMIWDC of the advertiser’s product or service.

The chapter also discourages specific marketing and advertisement of products and organizations during presentations where PDU credit is offered (unless a discussion of the product or service is clearly defined as the purpose of the presentation). The chapter may acknowledge the affiliation of speakers with their companies during introductions, and speakers may acknowledge their tools and offerings that may be available to participants after the presentations.

Project management presentations at dinner meetings, PM Tool events, and luncheons are expected to focus on project management practices, resolution of problems and general knowledge areas that attendees can consider and perhaps use in their day-to-day activities. If it is decided that a provider will be given the opportunity to present their product or service during dinner meetings and luncheons, other providers of similar products shall be given equal opportunity if they request.

3. Conflicts of Interest

There are opportunities for conflicts of interest to arise within chapter activities. Many members provide management services as part of their business or employment and may, during periods where they represent the chapter, be in a position to promote their own organization. It is policy that when conducting chapter business, a member will clarify their role and avoid exploiting the opportunity to promote themselves, their companies or their products. It is expected that the member would advise that they can only conduct chapter business and any interest in their other affiliations would have to be discussed at another time when they were not representing the chapter. When a conflict-of-interest situation arises, volunteers are expected to recuse themselves from the activity.

4. Nominating speakers for meetings

One of the main strengths of the chapter is the quality and relevance of presentations that earn PDUs and help the membership fulfill their responsibility for continued professional development. It is important that speakers be selected who have a topic and status that are relevant to project management and that they are able to present their material clearly and effectively. Anyone may nominate a speaker or recommend a topic for a dinner or luncheon presentation or for PM Tools meetings. Contact the Vice President (“VP”), Programs to nominate a speaker or to recommend a topic.

5. Promoting PMIWDC among other chapters

Our vision is simply to be the chapter of choice for project management professionals and others involved in the profession in the Washington DC metropolitan area. This does not mean we are in competition with other chapters. During the planning stage of an event, the Board and volunteers will consider offering the opportunity for other chapters to participate as appropriate for the event. Examples are: staffing a booth at national or regional conventions, filling vacant seats when conducting PMP preparation training, conducting luncheon meetings in areas near other chapters, etc. When the needs of the membership are not being fulfilled, PMIWDC may pursue an outreach program or assist those who may be attempting to meet those needs in the PMIWDC area.

6. Delegation of Authority

It is important that Board members and volunteers understand that they are representing the chapter when they are conducting chapter business. All have been delegated some degree of authority as defined by their committee’s charter, their position description, or by the chapter’s Bylaws, policies and procedures.

Volunteers are highly valued but their positions in the chapter or on committees may be withdrawn by competent authority. Specifically, volunteers serve at the pleasure of the PMIWDC Board member to whom they report, or by the chapter President. If the Board member to whom the volunteer reports (or the chapter President) should determine that a

volunteer's service is no longer required, the volunteer will be notified and encouraged to seek other opportunities. In cases where such actions are disputed, they may be forwarded to the VP, Volunteer Coordination for adjudication. If requested by the volunteer, the matter may be further reviewed and adjudicated by the chapter President. Finally, the matter may be brought to the attention of PMI's Ethics Board.

Authority may also be re-delegated to another volunteer by the VP to whom the volunteer reports, after consultation and deliberation with the VP, Volunteer Coordination, or when circumstances prevent an incumbent from fulfilling assigned duties in a timely and/or effective manner.

7. Privileged information

The chapter is an organization of the membership and there is little that would be considered "privileged" information. Nevertheless, there is specific information that may not be disclosed without the approval of the chapter President. First, personal information on members, mailing lists, and telephone numbers are privileged and may not be disclosed by the chapter. The development of the nomination slate for Board elections is privileged until announced by the President for voter consideration. Disciplinary actions by the chapter and charges made under the PMI Code of Ethics and Standard of Conduct are considered privileged. Members having access to this information are responsible for assuring confidentiality. Violations will be reported to the Board for disposition.

8. Chapter association with non-members.

One of the missions of the chapter is to spread the word about PMI and the profession of project management. The chapter will do its best to provide representatives to speak at meetings or staff a booth at gatherings when requested. The chapter encourages visitors to participate in chapter activities. Non-members who offer to volunteer for chapter activities will be encouraged so long as their involvement does not violate chapter policies or promote a personal agenda that is not appropriate to the chapter goals. While the chapter gives priority to chapter and PMI members at events, nonmembers should never be turned aside when their participation can be accommodated (at dinner meeting, luncheons, PMP preparation classes, etc).

9. Financial Responsibility

As a volunteer, you may be authorized to commit chapter funds. This may include accruing travel expenses, purchasing materials and refreshments for meetings, or entering into contracts for catering or space rental. In all cases, you will need specific authority from the board to make financial commitments on behalf of the chapter. This authority can be given by the chapter President, President Elect, VP, Finance, or from other Board members or committee chairpersons who have been granted an approved budget for such activities.

10. Business Cards

Volunteers who wish to have business cards made that mention their volunteer service to the chapter should use the business card template approved by the chapter. Please see the VP, Volunteer Coordination for information on the template.

11. Compensation for Services

It is important that volunteers understand the rules for compensating chapter members for their services to the chapter. Specific guidelines are defined in Article X of the chapter Bylaws, which can be found on the chapter's website.

To summarize current policy, no member of the chapter shall receive payment for their services, with the exception that financial honoraria may be established for a specific service only upon approval by three quarters (3/4) of the voting members of the Board. No officer, director, appointed committee member or authorized representative of the chapter shall receive any compensation, or other tangible or financial benefit for service on the Board. Finally, officers, directors, appointed committee members and authorized representatives may receive reimbursement for actual and reasonable expenses for chapter activities when previously authorized by the Board of Directors.

In the event you may deem it appropriate to pay a chapter member for services to the chapter and no precedent has been established by the Board, you must first present the request to your immediate supervisor, i.e., Committee Chairperson or the appropriate Board member for review. Such payment requests require specific approval by three quarters (3/4) of the voting members of the Board. In cases where there is difference of opinion at levels below the Board, the volunteer may request that he or she personally present the case to the Board for consideration during a scheduled meeting.

12. Performance while a Volunteer

Being a volunteer requires a certain amount of commitment. Each volunteer agrees to act in the best interests of the Chapter and to complete tasks as requested, or to seek additional help if other responsibilities prohibit the volunteer from completing those tasks.

Approved February 2006