



Volunteer Position: PROGRAMS SPEAKER VOLUNTEER

Description or summary

This volunteer will report to the Programs Director. Primary responsibility will be to build a database of speakers who have delivered a presentation at a PMIHNL event. Secondary responsibility will be to maintain this database by updating for every event.

Anticipated events include but are not limited to: Breakfast Roundtable, PM Talk, General Membership Meeting & Luncheon, Advance Topic Series, and Evening events featuring speakers. Professional Development Day data will also be collected, but should be provided by the PDD team.

Estimated time commitment

Primary = 35 hours to complete. Secondary = 1 hour per month.

Type of interaction

In-Person and Virtual

Number of openings: 1

Deliverables: PMIHNL Speaker Database. Data compliant with PMI's course catalog for uploading PDUs.

Duties

Collect from Programs Team speaker information details including speaker bio, picture, topic, and topic details plus event details such as event day and time, evaluation by audience if any, and evaluation by chapter. Other data points as required.

Experience

PMIHNL Member in good standing with the chapter.

Desired skill sets

Familiar with database format and/or spreadsheets such as Google sheet or Excel.

Education and training

None required.

PDUs to be awarded: 35 PDU hours.

Other recognition: Acknowledgement as a volunteer.

Other steps or action required? Answer the following questions

- Are you willing/able to perform both primary and secondary duties or prefer only one? Which one?
- Do you have ideas of individuals you could approach to be a speaker?
- This position is an initial step for a volunteer track to a Board of Director role. Are you interested in possibly following this track?

Apply via email to Vivian Pham, Volunteer Coordinator at Volunteer@pmihnl.org if interested.