

Join a Committee

The success of PMI Milwaukee/ SE Wisconsin is dependent on the contributions of its volunteers. Traditionally, the primary volunteer contributions have come from the members of the Board of Directors. However, as the chapter grows and begins to offer more and more for its members, the more important it is to receive significant contributions from other volunteers.

PMI Milwaukee/ Southeastern Wisconsin committees provide members with opportunities to do the following:

- Contribute to the success of the chapter.
- Assume leadership roles and responsibilities within the chapter.
- Raise visibility and name-recognition before running for the Board of Directors.
- Earn Professional Development Units (PDUs) toward renewing PMP certification.

Opportunities exist in various areas. Please review the “Chapter Volunteering Form” To get involved in a committee, contact the appropriate member of our Board of Directors or email Volunteering@pmi-milwaukee.org.

PDUs for Volunteering

Certified Project Management Professional (PMP’s) who volunteer with the PMI Milwaukee/ SE Wisconsin Chapter are eligible for Professional Development Units (PDUs) toward renewal of the PMP certification. PDUs must be submitted personally by each PMP. This list is provided to assist the PMP in completing the online PDU submission form.

- Serving on a Committee
 - Category: 5 – Volunteer Service to Professional or Community Organizations
 - A maximum of 20 PDUs per cycle can be earned in Category 5
 - No PDUs awarded for service less than three months
 - 3 months of service = 1 PDU
 - 6 months of service = 3 PDUs
 - 12 months of service = 5 PDUs
- Serving on the Milwaukee/ SE Wisconsin Board of Directors
 - Category: 5 – Volunteer Service to Professional or Community Organizations
 - A maximum of 20 PDUs per cycle can be earned in Category 5
 - No PDUs awarded for service less than three months
 - 3 months of service = 2 PDUs
 - 6 months of service = 5 PDUs
 - 12 months of service = 10 PDUs
- Writing an Article for the chapter newsletter “Within Scope”
 - Category: 2sdl – Self-Directed Learning
 - A maximum of 15 PDUs per cycle can be earned in Category 2sdl
 - 1 PDU for each documented hour of self-directed learning
- Presenting a project management topic at PMI chapter meeting
 - Category: 2D – Speaker on project management topic at PMI Component meeting
 - 5 PDUs per activity

PMI – Milwaukee/ Southeast Wisconsin
Chapter Volunteering Form

Please fill out this form and check any position that you are interested in volunteering time to the chapter. One of the chapter's VPs will contact you to follow-up with questions and answers within two weeks. Please hand in form at the chapter meeting or send email to: Volunteering@pmi-milwaukee.org

Chapter Member Name: _____ **Email address:** _____
Phone #: _____ **Best time to call:** _____ **Date:** _____

Finance

___ Finance Analyst (works with other committees and vendors, Quick Book knowledge)

Programs (chapter meetings once a month)

- ___ Registration Coordinator (registration program and registration table)
- ___ Graphics Coordinator (display board, handouts, PMI materials)
- ___ Speaker Coordinator (coordinates speakers with PMI related topics)
- ___ Facility Coordinator (coordinates location and meeting/ meal arrangements)

Professional Development Day (October – starts planning in January)

- ___ Facility
- ___ Program/ Speakers
- ___ Promotion/ Advertising/ Donations
- ___ Registration/ Finance

PMP Study Group

___ Facilitators (must be PMP certified – once a week for 8 to 10 weeks)

Mentoring Committee

- ___ Level 1: Meeting Mentor (basic or annual)
- ___ Level 2: Consulting Mentor (basic or annual)
- ___ Level 3: Career Mentor

___ **Event Specific Committee** (working on other programs to benefit member development)

Business Development

___ Business Development Advisor (work with local businesses and organizations to promote project management)

Newsletter (4 times per year)

- ___ Article Advisors (provide newsletter themes and articles)
- ___ Newsletter Editor (review/ correct grammatical errors)
- ___ Newsletter Layout (working with software to layout the newsletter format)

Website

- ___ Website Contributor (provide current material on chapter website)
- ___ Advertisement Advisor (work with vendors on ad promotion in newsletter and website)

Marketing

___ Marketing Coordinator (working with vendors to promote the chapter)

Membership

___ Membership Analyst (new member welcome letters, analyze membership data and surveys)