

## Volunteer Needs

Area	Responsible VP	Position Title	Description	Avrg hours month	Benefit/Discount
Operations	Robert Dunn vp_operations@pmipprc.org	Go To Meeting Host	This volunteer will monitor the online chapter meetings on a computer, to assess any issues during presentations, relay questions from remote attendees to speakers. This is for "in person" chapter meetings only.	4	50% discount off in person chapter meeting registration
Operations	Robert Dunn vp_operations@pmipprc.org	Chapter Meeting Set up	This volunteer will assist with setting up the room for in person chapter meetings at the Marriot Hotel. Including screens, AV, signage.	2	25% discount off in person chapter meeting registration
Operations	Robert Dunn vp_operations@pmipprc.org	Chapter Meeting Clean up	This volunteer will assist with cleaning up the room after in person chapter meetings at the Marriot Hotel. Removing screens, AV, signage.	2	25% discount off in person chapter meeting registration
Operations	Robert Dunn vp_operations@pmipprc.org	Manager Office 365	<p>Reports to the VP Operations providing updates and information about the PPRC SharePoint use. They need to be very knowledgeable and serve as the expert on SharePoint for the PPRC chapter. They will perform the following:</p> <ul style="list-style-type: none"> <li>• Provide support, maintenance, customizations, revisions, and management of the PPRC SharePoint site.</li> <li>• Troubleshoot issues promptly.</li> <li>• Review the current setup and propose a new plan to allow Board members to easily find relevant documents, media storage (photos and videos) so that all collaboration can be done on SharePoint to</li> </ul>	4	\$10 off in person chapter meeting registration

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			<p>eliminate the need to store information on individual laptops.</p> <ul style="list-style-type: none"> <li>• Provide technical support for SharePoint users.</li> <li>• Addresses questions or concerns from the PMI PPRC Board regarding the function of the software.</li> <li>• Keeps apprised of Microsoft updates to SharePoint software.</li> <li>• Applies updates to PPRC's edition of SharePoint as necessary.</li> <li>• Holds training and information sessions to teach Board members how to use SharePoint and understand the PPRC design.</li> <li>• Consults with the Board to devise the most useful ways to apply SharePoint to the PPRC mission and vision.</li> </ul>		
<b>Communications</b>	Elizabeth "Whizzy" Heritage vp_communications@pmipp.rc.org	Director Website Operations	This volunteer should be able to: <ul style="list-style-type: none"> <li>• Maintain the Chapter website utilizing the StarChapter software.</li> <li>• Maintain the Website content inventory spreadsheet.</li> <li>• Maintain website content when changes are submitted from the board or directors.</li> <li>• Promote the PMI brand through the PPRC website (colors, styles, etc).</li> <li>• Utilize Canva to create graphics for the website, events, and newsletters.</li> <li>• Knowledge of HTML is helpful.</li> <li>• Attend monthly board meetings.</li> </ul>	10-12 (will decrease once website refresh is complete)	\$10 off in person chapter meeting registration

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<b>Professional Development</b>	Frank Tank vp_pd@pmipp rc.org	Academic Outreach	<p>Promote the project management profession through the planning and coordination of special events and outreach to local educational organizations such as UCCS and CTU.</p> <p>Develop plans for and coordinate the chapter's external educational activities, such as study groups and other educational activities.</p> <p>Seek new project management professional development programs and services through networking with educational organizations.</p> <p>Volunteer would have to be self-starting.</p>	4-6	\$10 off in person chapter meeting registration
<b>Finance</b>	Denise Nieland vp_finance@p mipprc.org	Director of Finance	<p>In the absence of the VP of Finance, they should be able to:</p> <ul style="list-style-type: none"> <li>• Process all transactions through the chapter's accounting system.</li> </ul>	1-2	\$10 off in person chapter meeting registration

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<b>Marketing</b>	April Jackson vp_marketing @pmipprc.org	Director of Marketing	<p>Work with VP of Marketing to:</p> <ul style="list-style-type: none"> <li>• Promote the chapter and its activities to members and the community at large through outreach</li> <li>• Understand and serve members' needs by conducting surveys after every chapter meeting and in an annual survey</li> <li>• Advise the board on best marketing practices, strategies and potential marketing opportunities for the chapter</li> </ul>	2-4	\$10 off in person chapter meeting registration