

Volunteer & Chapter Board Member Expectation Guidelines

PMI Belgium Chapter is committed to build a meaningful experience with all volunteers by embracing four fundamental and vital core values in our program: **Commitment, Integrity, Respect and Quality.**

- ❖ **Prepare for my Commitment**
As volunteer, it is important that I know when and where I am expected to be and that I secure all the materials I will need to be successful.
- ❖ **Honor my Commitment**
As a volunteer, I am a vital member of the PMI Belgium Chapter organization. I will honor my commitment to:
 - Attend the activities that I sign up to support
 - Perform the job assigned, and work the number of hours required to achieve my commitment.
 - Understand that from time to time I will have a number of competing personal and professional responsibilities
 - Contact a committee member as a professional courtesy to let them know as my plans change and I cannot attend a particular activity
 - Inform a Committee Member should I conclude that I will not be able to achieve my commitment due to the impossibility to spend the necessary amount of hours for my volunteering work. I will then spontaneously propose to handover my work to another volunteer in a professional manner.
- ❖ **Maintain Integrity**
 - As a volunteer, I may be asked to serve in a number of capacities in which I interact with third-party vendors or other chapters. I will conduct work on behalf of PMI Belgium Chapter with the highest standard of honesty, integrity, and fairness; therefore, avoiding conflicts of interest, both real or perceived, avoiding appearance of misconduct or improper behavior that jeopardize the reputation of the PMI Belgium Chapter or other PMI Chapter affiliation.
 - As a volunteer I agree to adhere to the PMI Code of Ethics and Professional Conduct.
- ❖ **Treat everyone with Respect**
As a volunteer, I will interact with a diverse population representing members, vendors, and other chapter affiliations. I will treat everyone with the same respect and dignity.
- ❖ **Promote Quality**
As a volunteer, I will work with The PMI Belgium Chapter to promote quality in the services we offer and programs we deliver to the PMI membership and surrounding Belgium area

Volunteer First/Last Name

Date

Volunteer Signature

Director of Volunteering Signature