

Volunteer Guide

— Collaboration in every project,
kindness in every action.

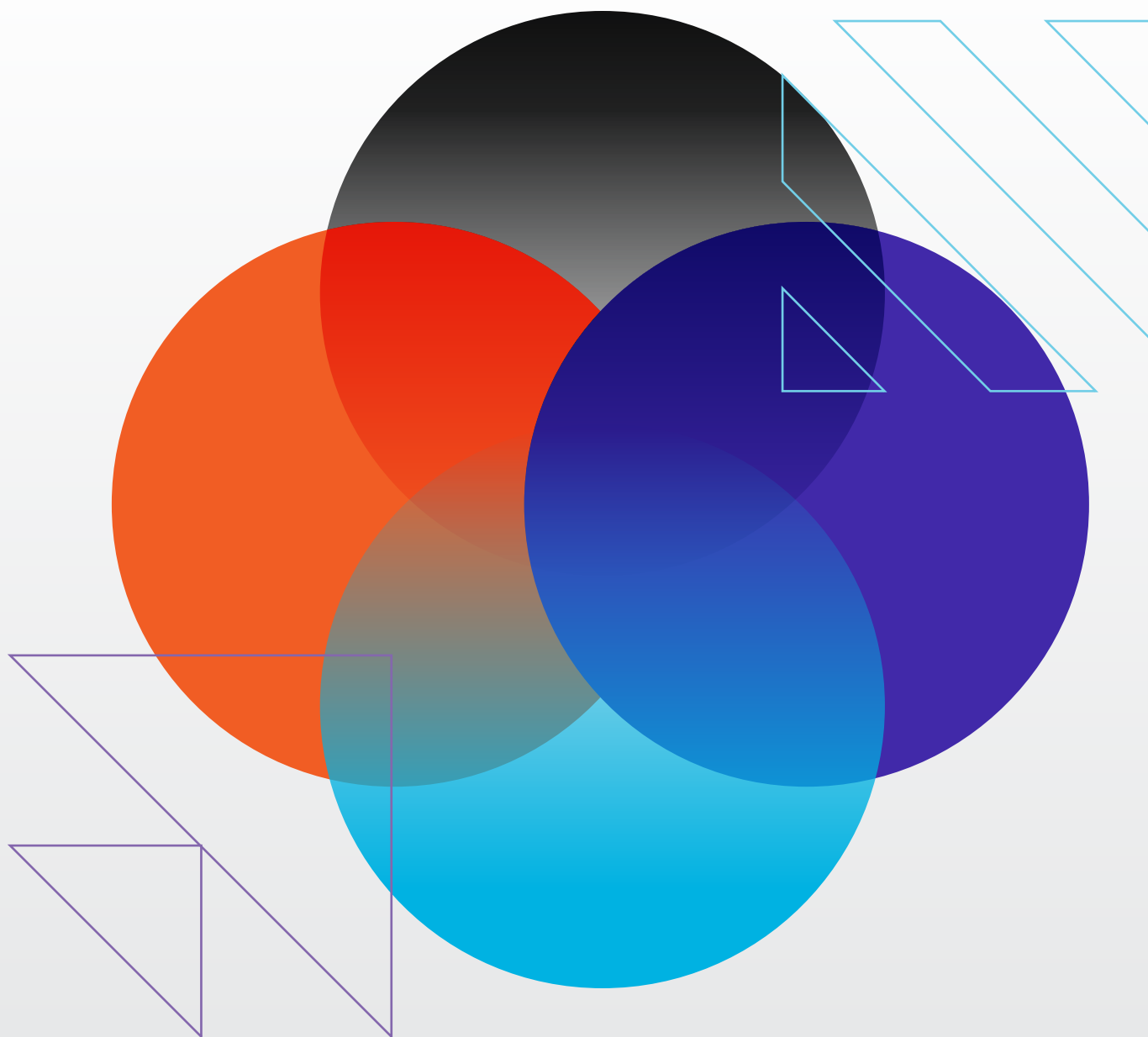
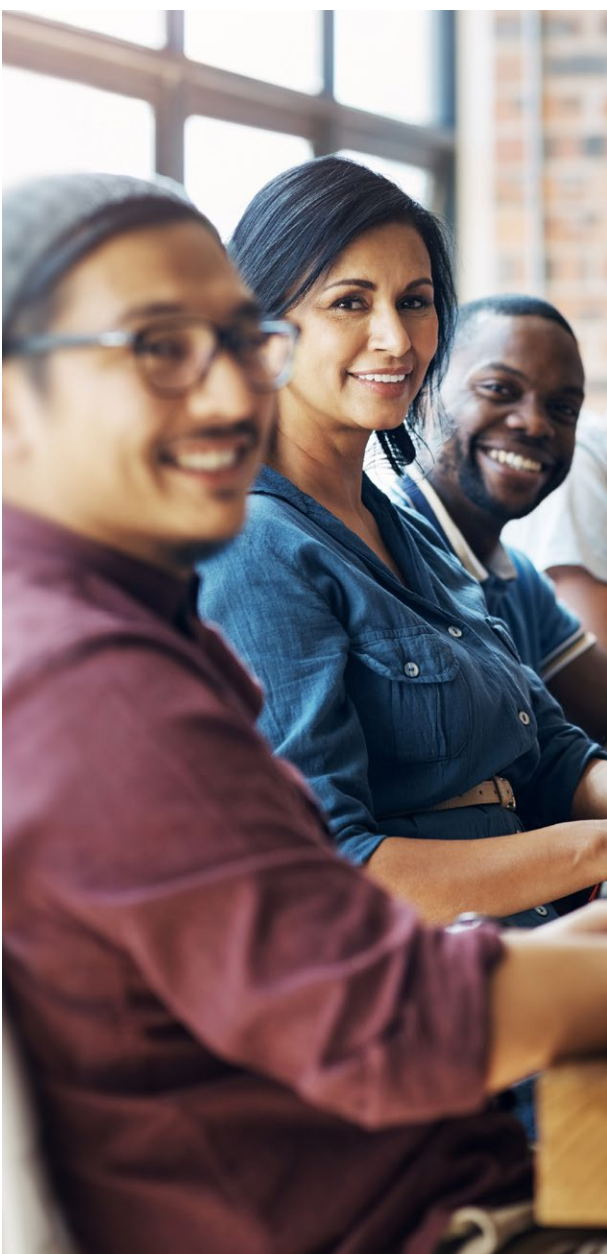


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1. Preface

Volunteering is the very foundation of the Project Management Institute (PMI) and its many chapters. More than 11 000 people worldwide contribute to the development of the profession. Based on the values of our association, we invite you to take part in a major project: to become actively involved in our chapter and contribute to the enhancement of the profession.



Non-profit organizations like PMI-Montréal couldn't survive without the help and motivation of the people who generously devote their time and expertise. Together, we are helping to raise the profile of project management in Quebec, and indeed throughout the worldwide French-speaking community, and we thank you for it.

With 5,200 members, PMI-Montréal is one of the 5 largest chapters in the world, and the largest in the Francophonie. For many years, we have been fortunate to count on the involvement of hundreds of committed member-volunteers. Thanks to their support, we are able to offer more services to our members, such as the mentoring program for the next generation, networking opportunities for newcomers, and professional development.

Moreover, we believe in fostering the professional and personal development of our members who are actively involved in our chapter. This is what really motivates our team to orchestrate this ambitious volunteer activation plan to revive the involvement of our members, who are at the heart of our *raison d'être*.

This document serves as an introductory guide for all PMI-Montréal members who want to get involved. It explains the workings of the volunteering process, which will help you develop human, leadership and value-creating skills.

The PMI-Montréal team

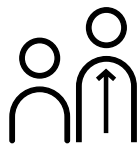
PMI-Montréal would like to thank Chantal Piette, Matthew Adam Tetley, and Marius Micle for their contribution to the very first guide that inspired this one.

2. About us



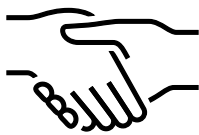
2.1 OUR VISION

PMI-Montréal encourages innovation and excellence in project management practices, fosters the development of the profession, offers services to members, and promotes PMI's professional titles throughout Quebec.



2.2 OUR MISSION

We help project managers develop the skills, network and leadership they need to excel in a world of change.



2.3 OUR COMMUNITY

Thanks to the drive, expertise and commitment of our members who work in various ecosystems (engineering, aerospace, construction, IT, pharmaceuticals, telecommunications, etc.), we bring together a dynamic community that enables the profession and its members to set themselves apart and grow.



3. Why volunteer at PMI-Montréal?

Volunteering is a clear action resulting from the donation of your time, knowledge and talent. It is the act of giving back to the community and contributing to the evolution of a cause, an ideal or your convictions.

PMI-Montréal occupies a special place in the Quebec business community because it promotes exemplary project management practices, skills and processes and benefits from an extraordinary community.

Members' contributions to the administration and growth of PMI-Montréal not only provide invaluable and essential support to the organization, but also stimulate the ongoing development and transformation of the project management profession over time. It is through the work of volunteers who, together, solve problems, learn and grow, that PMI-Montréal will secure its future as a leader and pivotal player in the development of project management in Quebec.

3.1 THE BENEFITS OF VOLUNTEERING

EXTEND YOUR REACH

It's all about connecting! When you volunteer, you share knowledge, gain expertise and develop your skills by joining our growing community of professionals who contribute to the growth and innovation of their profession. Benefit from the support of a unique and enduring professional network in a flexible and supportive environment. Meet key people who will transform your career path.

DEEPEN YOUR IMPACT

Give back to project management and to local communities, such as the new generation and newcomers, while acquiring leadership skills. Meet new people and expand your personal and professional network. Volunteers from all ecosystems and fields of practice are represented, in keeping with the values of cultural diversity and inclusion.

EARN PDUS

Our volunteers earn Professional Development Units (PDUs) that can be used to maintain PMI certifications or any other continuing education certifications according to the qualifications of the various organizations.

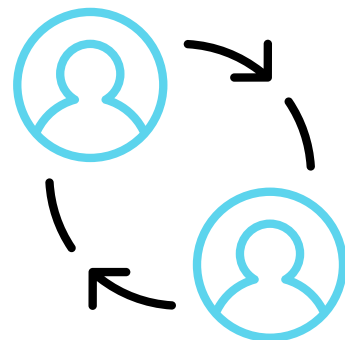
3.2 HOW TO CHOOSE YOUR VOLUNTEER MANDATE

Volunteering at PMI-Montréal should always be a rewarding and stimulating experience.

That's why it's important to identify the opportunities that are right for you. You can register with PMI Global's Volunteer Relationship Management System (VRMS) to broaden your international involvement and/or activate your PMI-Montréal volunteer profile to receive all related communications.

We encourage members to visit our website to find out about all the available volunteer opportunities, and to contact PMI-Montréal for further information on those that interest them. That way, you'll be able to assess the requirements of the position you're interested in and make an informed decision about whether or not to apply.

Being a volunteer also means making a commitment and being responsible for part of the association's success. It is therefore important to respect your wishes, your needs and your limits.



BEFORE APPLYING TO BECOME A VOLUNTEER, YOU SHOULD ASK YOURSELF THE FOLLOWING QUESTIONS:

- > In what type of volunteer position would I like to contribute?
- > What skills can I put to good use?
- > What skills would I like to acquire?
- > How much time am I willing to invest?

3.3 PMI-MONTRÉAL VOLUNTEER CATEGORIES

It is important to assess the volume of work required for a position before expressing your interest. Evaluate your personal and professional commitments, so that the volunteer opportunity does not become a burden or too great a source of stress.

PMI-Montréal's volunteer categories are presented below. The associated volunteer opportunities vary according to the degree of responsibility, their duration and their cognitive load. These categories cut across all PMI-Montréal mandates. Depending on your interests and your analysis, you'll be able to find the right category for you among the following:

A) PMI-MONTRÉAL BOARD OF DIRECTORS

High responsibility, 2-year term, high cognitive load

Open positions are advertised annually among members. Following the rigorous election process, new directors are appointed in a general election. These positions all have a detailed job description, their own reporting structure, and clear time and commitment requirements.

B) CO-PILOT – NEW!

High responsibility, from a few weeks to a few months, moderate to high cognitive load

The Co-pilot category is designed for volunteers with considerable project management experience and leadership skills.

Under the guidance of the "Pilot", a member of PMI-Montréal's permanent staff who sets the strategic direction and objectives to be achieved, the designated co-pilot is responsible for:

- overseeing a mandate in project or operational mode, and constantly monitors the gap between what is planned and what is achieved by their assigned team of volunteers.

- The co-pilot is involved from the very beginning of the mandate, and supports the pilot until it is completed.

Volunteer opportunities in this category are long-term. The call for applications is usually posted at the end of the previous term. Interested members should submit their application to PMI-Montréal and follow the selection process established by the organization.

Mandate example: Symposium logistics manager

C) DEDICATED AMBASSADOR

Moderate to high responsibility, a few weeks to a few months, moderate cognitive load

The Dedicated ambassador category offers long-term positions that are usually related to the organization itself and its administration.

- These include community of practice manager positions.
- These positions all have a detailed job description, their own reporting structure, and clear time and commitment requirements.

Mandate example: Identification and orchestration of the annual lunch-and-learn schedule.

3.3 LES CATÉGORIES DE BÉNÉVOLAT AU PMI-MONTRÉAL (SUITE)

D) MODERATE AMBASSADOR

Moderate responsibility, a few weeks, moderate cognitive load

The Moderate ambassador category offers short-term positions that are usually project-based. They enable volunteers to contribute to the success of specific strategic initiatives sponsored by PMI-Montréal. These positions have clear, time-limited mandates and objectives. Teams are set up for the occasion and disbanded once the project is completed. These volunteer projects come from a variety of sources. Every project needs a few moderate ambassadors to contribute to the execution process.

Mandate example : Elixir Contest jury member

E) OCCASIONAL AMBASSADOR

Low responsibility, a few days, low cognitive load

The Occasional ambassador category offers one-time positions. This may involve presenting a conference, representing PMI-Montréal at a university, or helping to organize an event.

Our invaluable speakers are among these ambassadors.

Mandate example: Moderator of a round-table discussion with students

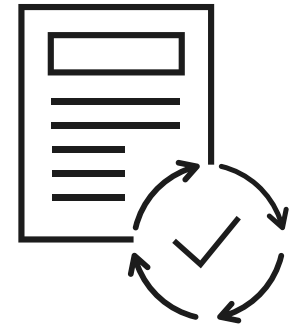
3.4 CODE OF ETHICS AND PROFESSIONAL CONDUCT

PMI's Code of Ethics and Professional Conduct applies to all PMI members, including volunteers.

Click on the following links to download them:



[PMI's Code of Ethics](#)



3.5 VOLUNTEER RECOGNITION



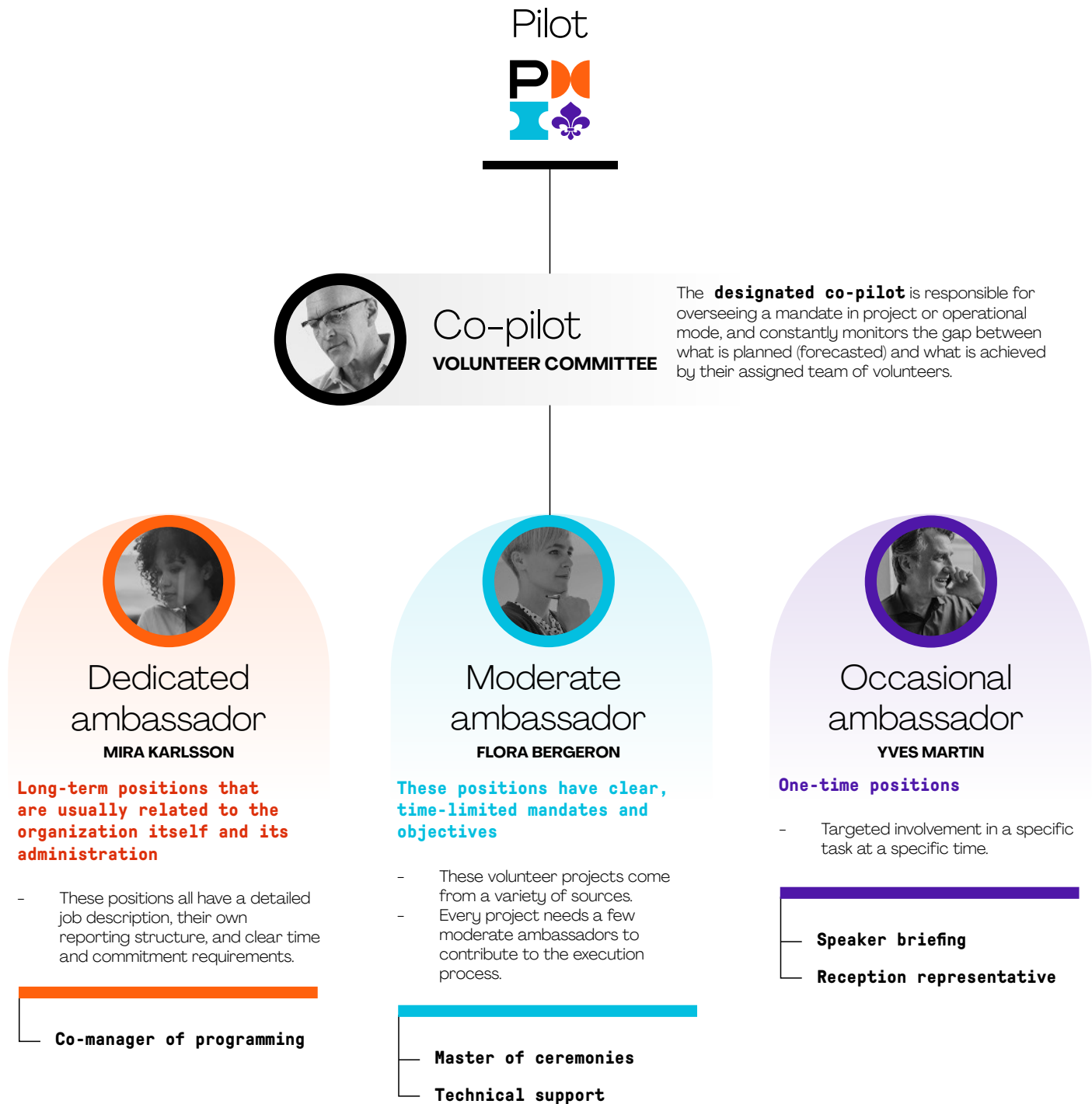
PMI-Montréal makes a point of recognizing the contribution of its many active volunteers through various forums: annual reports, social media, events, website, etc.

New! The “Volunteer of the Year” award is now one of the categories of the prestigious Elixir Contest, which recognizes excellence in project management in Quebec.

Nominees will be selected by an independent selection committee, which will identify the most outstanding individuals among the **Co-Pilot and Dedicated ambassador volunteer categories**, according to pre-established criteria. The award ceremony takes place during the Elixir Gala, attended by around 250 project management professionals from across Quebec.

Mr. Jean Lapierre, Volunteer of the Year 2023

HERE IS A DIAGRAM ILLUSTRATING THE DIFFERENT ROLES IN AN EVENT CONTEXT



4. Selection process



All volunteer opportunities with PMI and PMI-Montréal begin with a call for applications. This is designed to ensure that the selection of volunteers is carried out as fairly and transparently as possible. Volunteer opportunities are posted on our website and shared through our volunteer program communications.

Depending on the role you wish to play, selected volunteers will be invited to:

CO-PILOT:

Participate in an interview with the project Pilot; a member of the permanent staff. This is a collaborative meeting, during which the Pilot seeks to get to know the candidate better and offers more information about the project.

The final selection of the Co-pilot will be based on the following criteria:

- **MOTIVATIONS** : What are the candidate's personal motivations and interests in relation to the volunteer opportunity?
- **COLLABORATION SKILLS**: Is the volunteer comfortable working with other volunteers?
- **EXPERIENCE** : Does the candidate have the necessary experience and skills to move the project forward?

All candidates will be contacted by the **Pilot** at the end of the selection process.

DEDICATED AMBASSADOR:

Participate in an interview with the project Co-pilot. This is a collaborative meeting, during which the Co-pilot seeks to get to know the candidate better and offers more information about the project.

The final selection of the Dedicated ambassador will be based on the following criteria:

- **MOTIVATIONS** : What are the candidate's personal motivations and interests in relation to the volunteer opportunity?
- **COLLABORATION SKILLS**: Is the volunteer comfortable working with other volunteers?
- **EXPERIENCE** : Does the candidate have the necessary experience and skills to move the project forward?

All candidates will be contacted by the **Co-pilot** at the end of the selection process.



4.1 VOLUNTEER INTEGRATION

Once volunteers have been selected, depending on their desired level of involvement, each volunteer will be asked to view or participate in the welcome information session before taking part in activities. This one-hour virtual information session is designed to inform volunteers about the volunteer structure and resource personnel as well as the policies and procedures in place, such as the Code of Ethics and Professional Conduct (the Canadian Code for Volunteer Involvement, and the confidentiality agreement.

Each major project will also be the subject of preparatory, follow-up and post-mortem meetings with the Co-pilot to keep the team informed of project progress.

4.2 WITHDRAWING FROM A VOLUNTEER OPPORTUNITY

PMI-Montréal understands that, despite their best intentions, volunteers' time is limited, and that their professional and personal lives extend far beyond their commitment to the organization. In the event that a current volunteer is no longer able to fulfill their mandate, they must notify the project Co-pilot as soon as possible in order to discuss the situation and set up a transition plan.

MODERATE AND OCCASIONAL AMBASSADORS:

The Co-pilot and their team select, from the applications received and interested in the specific opportunities, the people invited to join the project.

It is then the Co-pilot's responsibility to set up their project team and the various communication channels to rally the volunteers (moderate and occasional ambassadors) and lead them through the various stages of the project leading up to its delivery.

5. Conclusion



PMI-Montréal is at the heart of the project management community, thanks to the commitment of its volunteers. Recruiting new volunteers and retaining active ones is therefore of paramount importance. This document aims to facilitate the selection process for volunteers while providing them with tools and strategies that will not only optimize their success but also make their experience as enjoyable as possible.



**YOUR COMMUNITY IS WAITING FOR YOU, YOUR
PMI CHAPTER NEEDS YOU.**

We look forward to working together for the future
of our association.

www.pmimontreal.org.