**OUTREACH**

MILITARY OUTREACH (US)

# DESCRIPTION:

Appointed volunteer responsible for serving as a liaison between the local PMI chapter board, members, and the local military, as well as a resource to military personnel interested in PMI for Q&A, membership benefits, as well as certification support, networking, mentorship, and career connectivity. At this time, these efforts are focused on chapters in the United States only.

# RESPONSIBILITIES:

1. Notify PMI chapter engagement partner that the chapter has an active military program.
2. Attend military liaison calls monthly or every other month with PMI staff.
3. In accordance with chapter policies, budget, and procedures, provide local chapter marketing assistance for meetings and membership recruiting efforts. Examples include:
   * Create and circulate a “new member packet” with information about local chapter community involvement, military discounts and benefits as well as introducing the local chapter PMI board.
   * Staff a booth at a chapter event, if needed.
4. Present a PMI challenge coin to military/veteran members who earn a certification.
5. Enhance efforts to maximize new memberships and renewals, including membership drives and

on-site military brown bag luncheons or meetings.

1. Promote membership benefits of PMI to local military leaders, veteran groups, and military installations.
2. Work with other volunteers to promote awareness and assess the program’s strengths and weaknesses.
3. Communicate military liaison efforts and measurements through PMI global resources.
4. Support PMI and other military liaisons to assist in knowledge sharing and lessons learned.
5. Establish relationships with local community, military installation, veteran service organizations, and/or universities in support of hiring/training military in transition.
6. Conduct periodic surveys with military members and veterans to determine their satisfaction with the program and obtain feedback to improve the program.
7. Assist Military Affairs Program participants as they prepare their final reports.
8. Provide periodic reports to the chapter partner and Board of Directors regarding the Military Affairs Program.
9. Create an event and marketing item budget for Board of Directors review and approval.
10. Create, update and maintain Military Affairs Program contact list.
11. Attend a majority of chapter meetings and attend strategic planning sessions.
12. Write contributions for chapter website, newsletters, and annual reports to membership.
13. Provide networking and educational opportunities for local veterans and active-duty personnel interested in project management.
14. Develop and implement succession and transition plan for the role to better sustain program.

# BUSINESS ACUMEN SKILLS:

* + Active duty, retired or honorable discharge from

U.S. military (preferred)

* + Military or veteran spouse
  + Love and appreciation for the military and veteran community
  + Willing to become the subject matter expert and mentor (ideal for chapters that do not have any military/veteran members)
  + Familiarity with survey tools and construction to ensure useful data and collection

# POWER SKILLS:

* + Organization
  + Marketing
  + Computer, internet, and email access essential
  + Ability to work with others to achieve consensus
  + Networking
  + Public speaking/presentation
  + Knowledge of existing military installations and community in the area

Functional Areas and Associated Roles and Responsibilities

Chapter Volunteer

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