



**Project Management Institute  
Silicon Valley Chapter, Inc.**

***Chapter Officer and Volunteer Leader Obligation Agreement***

The Project Management Institute Silicon Valley Chapter, Inc. (“Chapter”) and \_\_\_\_\_, in his or her role as a Chapter Officer or Volunteer Leader (collectively “the parties”), enter into this Agreement regarding voluntary staff services, and in consideration of the mutual obligations stated below, the parties agree as follows:

**I. CHAPTER OFFICER AND VOLUNTEER LEADER OBLIGATIONS AND RESPONSIBILITIES**

Chapter Officers and Volunteer Leaders stand in a fiduciary relationship to the Chapter, which requires him/her to serve in good faith, in the best interests of the Chapter, diligently, and with a reasonable degree of care. A Chapter Officer or Volunteer Leader must adhere and abide by the Code of Ethics for the Project Management Profession. It will be assumed that Chapter Officers or Volunteer Leaders have acted in the Chapter’s best interests absent a breach of fiduciary duty, lack of good faith, or self-dealing.

- A. Good Faith: Chapter Officers and Volunteer Leaders must avoid taking advantage of another individual or corporation, either consciously or unconsciously. Chapter Officers and Volunteer Leaders must act in good faith in carrying out all of their duties, activities and responsibilities.
- B. Loyalty: Each Chapter Officer or Volunteer Leader must put the Chapter’s best interest ahead of his/her personal interests, and those of any other organization or business. Chapter Officers and Volunteer Leaders must avoid Chapter-related business dealings and relationships that involve or appear to involve any personal benefit to the Chapter Officer or Volunteer Leader. Also, where a Chapter Officer or Volunteer Leader may have a potential or actual conflict of interest that could result, or appear to result, in a benefit to the Chapter Officer or Volunteer Leader or to the Chapter’s detriment, the Chapter Officer or Volunteer Leader must disclose the potential or actual conflict to the President and may not take any action without the expressed written consent of the President, with concurrence of a majority of the Chapter Board of Directors who are uninvolved.
- C. Reasonable Care and Diligence: Chapter Officers and Volunteer Leaders must act as an ordinary, reasonable person would act in the same or similar circumstances, exercising reasonable care, prudence, and diligence in carrying out their duties on behalf of the Chapter.
- D. Active: Chapter Officers and Volunteer Leaders will be considered an active volunteer if his/her service has no time lapse more than 60 days. When a volunteer is not active after 60 days, the immediate Leader whom the volunteer reports to will give an inactive 30 day warning. No compliance after 30 days, the volunteer will be considered inactive and his/her position will be replaced by another candidate.
- E. Adherence to PMI Code of Ethics and Professional Conduct as outlined in:  
[http://www.pmi.org/PDF/ap\\_pmicodeofethics.pdf](http://www.pmi.org/PDF/ap_pmicodeofethics.pdf)

**II. CHAPTER ORGANIZATIONAL REQUIREMENTS**

- A. Personal Monetary Gain: Chapter members are prohibited from receiving any monetary compensation from any element or activity of the Chapter except under the provisions of our

bylaws. The Chapter, however, will reimburse a Chapter Officers' or Volunteer Leaders' actual costs of providing services to an element of the Chapter if the Chapter Officer or Volunteer Leader properly requests the reimbursement before incurring the cost, receives the Chapter's approval, and documents all costs.

- B. Contracts for Services: Chapter Officers are never eligible to make contracts for services even if the contract clearly serves the Chapter better than contracting with any entity that does not have an affiliation with the Chapter. Volunteer Leaders are also not eligible to make contracts for services, except under the conditions described in our bylaws.
- C. Endorsements: Chapter Officers and Volunteer Leaders shall not endorse any commercial product or service that would appear to 'link' the Chapter and the commercial product or service. This includes, but is not limited to, specific products or services in which the Chapter Officer and Volunteer Leader is personally involved.

**III. CONFIDENTIAL INFORMATION**

Chapter Officers and Volunteer Leaders may, from time to time, be exposed to, or granted access to, confidential Chapter membership lists, and other personal information regarding its members. The Chapter must protect this information and has committed to PMI to do so. Disclosure of this data to persons outside of the Chapter could harm the members, and failure to protect this data could impact our Chapter Charter. There may be additional confidential information that must be protected, and in such a case the information will be clearly identified as non-public. Chapter Officer and Volunteer Leaders may never disclose confidential information to anyone, or use confidential information, for any purposes other than those that are directly related to the Chapter Officer and Volunteer Leader's responsibilities as a Chapter volunteer, without the express written approval of the Chapter's Board of Directors.

**IV. CHAPTER OBLIGATIONS TO CHAPTER OFFICERS AND VOLUNTEER LEADERS**

The Chapter will support the Chapter Officer or Volunteer Leader through documented guidelines and mentoring programs. The Chapter will make chapter policy and procedure information available to Chapter Officer and Volunteer Leaders to support and represent the Chapter in its endeavors.

\_\_\_\_\_  
(Signature)                      (Date)

\_\_\_\_\_  
(Signature)                      (Date)

\_\_\_\_\_  
Chapter President

Name: \_\_\_\_\_  
Title: