



Guidelines for the Conduct of PMI GOC Volunteers

Volunteers who serve as Member Advisory Groups, Mentors and the Committees and Task Teams that support them.

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I. Vision and Purpose

The PMI Code of Ethics and Professional Conduct (the “Ethics Code”) states:

“As practitioners of project management, we are committed to doing what is right and honorable. We set high standards for ourselves and we aspire to meet these standards in all aspects of our lives - at work, at home, and in service to our profession.” (Ethics Code, Sec. 1.1)

These Guidelines describe the expectations that we have of ourselves in our roles as Volunteers in activities supported by PMI’s Global Operations Center. A “GOC Volunteer” means a person who has been appointed to serve on a GOC sponsored activity, including MAG members, Regional Mentors and the Committees and Task Teams that support them.

These Guidelines are meant to enhance GOC Volunteers' understanding of their obligations under the Ethics Code. These Guidelines are intended to give GOC Volunteers direction for complying with the Ethics Code. GOC Volunteers should also consult the Ethical Decision-Making Framework and other resources available through PMI. It is the purpose of these Guidelines to ensure that the best interests of the public, the project management community, PMI's members are served by all that we do. We believe that the credibility and reputation of PMI, and its communities, are shaped by the collective conduct of our Chapter Leaders and Volunteers. We also believe that these Guidelines will assist us in making wise decisions, particularly when faced with difficult situations where we may be asked to compromise our integrity or our values.

Other PMI Volunteer groups such as the PMI Board of Directors and their Board Support Committees, in addition to the volunteers serving on PMI Chapter Boards adhere to separate guidelines for proper conduct that have been developed specifically for these positions. (See appendix)

II. Maintaining Non-conflicted Loyalty.

Volunteers must conduct themselves with non-conflicted loyalty to the interests of PMI and its stakeholders. This accountability supersedes any conflicting loyalty, such as loyalty to other advocacy or interest groups, membership on other organizations' boards, participation in affiliated PMI Chapters and professional responsibility to an employer. It also supersedes the personal interests of any PMI GOC volunteers.

III. Avoiding Conflict of Interests.

Volunteers must not breach their responsibility to PMI as a volunteer and must avoid conflict of interests, as well as the appearance of any conflict of interests, with respect to the following:

1. There must be no self-dealing, nor any private business activity, nor personal services between PMI GOC volunteers and the Institute and/or affiliated PMI Chapter(s) regardless of whether or not the services or products comprising the business activity are rendered for free or for compensation, including expenses. For purposes of this section "PMI GOC volunteers" includes any organization in which the PMI GOC volunteer, or any member of his/her immediate family, has a beneficial equity ownership interest of at least ten percent or is an officer or member of the organization's Board of Directors.

2. Apart from the PMI GOC volunteer's assignment, no PMI GOC volunteer may engage in any other elected or appointed volunteer activity in PMI or any PMI chapter organization, including but not limited to holding office and/or actively participating in an organization's training or other professional programs. Where a volunteer wishes to participate in an additional volunteer role within PMI or a PMI chapter, he/she (with the support of the staff liaison) must formally request approval from the Manager, Volunteer Programs and Services Department who will assess if there is any conflict with the Code of Conduct. Any exceptions will be noted via an official communication from the Manager, Volunteer Programs and Services Department.

3. When the PMI GOC volunteer is to provide, advise, or render other services as part of his/her duties upon an issue in which he/she has an unavoidable conflict of interest, that individual shall excuse herself or himself, without comment, from all activities or discussions relating to that event and shall immediately advise the PMI GOC department staff member of the conflict. This policy applies to both existing and future engagements.
4. PMI GOC volunteers must not use their positions to obtain PMI employment (contracted or permanent) or employment with an affiliated PMI Chapter for themselves, family members, or close associates. Should an individual desire such an employment offer, he or she must first resign from the position of PMI GOC volunteer. This stipulation can be waived by formal written consent submitted and signed by the appropriate PMI Staff liaison and approved by the Manager, Volunteer Programs and Services Department. Formal approval of this exception will be communicated in writing by the Manager, Volunteer Programs and Services Department.
5. PMI GOC volunteers may not engage in any outside business, professional or other activities that would directly or indirectly materially adversely affect PMI or its affiliated Chapter.
6. PMI GOC volunteers will annually disclose their involvement with other organizations, vendors, or any other associations that might produce a potential conflict under these Guidelines. (See section VI of this document for details)
7. PMI GOC volunteers must abide by Institute-wide policies. Please review all volunteer governance policies located on PMI.org <http://www.pmi.org/About-Us/Governance.aspx>

IV. Avoiding Individual Authority.

PMI GOC volunteers may not attempt to exercise individual authority over their respective volunteer groups nor represent PMI or their respective volunteer groups, except as explicitly set forth in their charters.

When supported by and representing their PMI volunteer role at any event or activity, the PMI volunteer will perform and represent himself/herself in that role and avoid alternate representations or activities that may appear as a conflict of interest.

V. Maintaining Confidentiality.

PMI GOC volunteers will respect any confidential information concerning PMI and their respective volunteer groups.

VI. Compliance with PMI Global Operations Center Code of Conduct.

PMI GOC volunteers will annually acknowledge compliance with these Guidelines by completing an appropriate consent form(s) as provided by PMI Volunteer engagement liaison or the Volunteer Programs and Services staff. These Guidelines are in alignment with the Institute's Code of Ethics and Professional Conduct. Violations of these Guidelines may constitute a violation of that Code and may

result in procedures being brought under the Member Ethics Case Procedures, in addition to any corrective or other enforcement actions taken by PMI.

VII. Related Documents

Related procedures, forms, and other support documents enforce, maintain, and verify policy compliance. These procedures and forms support this policy:

Document Name	Document Type (Procedure, Form, User Guide, etc.)
PMI Code of Ethics and Professional Conduct	Form
Ethical Decision-Making Framework	Form
PMI Rules of the Board - Code of Conduct Section 12.1 PMI Board and Board Committee Member's Code of Conduct	Form
Membership-at-Large Organization Chart	Organizational Chart
Procedure to support the Guidelines for the Conduct of PMI volunteers who serve as volunteers on Member Advisory Groups, Mentors and the Committees and Task Teams that support them.	Form

VIII. Revision History

Changes to this policy are made as necessary under the direction of the preparers and approvers. The change log describes new topics and other changes.

Action (Creation, Revision, Review)	Effective Date	Changes/Approvals
Created	January 2015	Approved by: President and CEO

IX. Glossary

This policy uses the following specific terms, acronyms, and abbreviations:

Term	Definition
Advisory Group	A group of volunteers, which can include PMI non-members, who volunteer their time, talent and expertise to advise PMI staff on specific operational matters as defined in a charter approved annually by the CEO.
Member Advisory Group (MAG)	A group of PMI members who volunteer their time, talent and expertise to advise PMI staff and provide a member perspective on specific operational matters as defined in a charter approved annually by the CEO; reference to MAGs is meant to include other advisory groups.
PMI's Global Operations Center (GOC)	PMI Headquarters and other related offices that support ongoing PMI operations.
GOC Volunteers	GOC Volunteer” means a person who has been appointed to serve on a GOC sponsored activity, including MAG members, Regional Mentors and the Committees and Task Teams that support them.
Volunteer Engagement Liaison (VEL)	Appointed staff members who act as liaisons to volunteer groups and aid them in achieving their annual deliverables.