Dear Chapter Members,

PMI Mumbai Chapter (PMIMC) is an NGO for advocating PMI’s Project Management Mission & Vision in Mumbai. Volunteers in any NGO are key resources to make the NGO successful in delivering the quality of services to the target community. In order to expand the service PMIMC Board has decided to invite more volunteers for following objectives.

**High Level Deliverables:**

* To document the processes for all the key activities

**Experience/Skills Required:**

* Having former experience in preparing process documentation in line with ISO:9001-2004/2008, OR
* Are ISO certified lead auditors or internal auditors
* Existing volunteers having sufficient knowledge of the chapter activities and processes.

**Time commitment required/Duration of work:**

Minimum 8 hours per month including meetings with Chapter Committee members and visits to Chapter office for meetings on weekends.  
  
**Role & Responsibilities description:**

* Preparation of process documentation by understanding existing chapter processes.
* Improving and streamlining existing processes by discussing with respective VPs.
* Preparation of Formats for checks as required for the processes.
* Standardizing all document formats across chapter portfolios.
* Pre-final and Final review with Chapter Committee.
* If required, preparing for ISO:9001 audit.

Warm Regards

AVP Volunteer Management

**Volunteer Invitation Template**

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**High Level Deliverables:**

* List of deliverables

**Experience/Skills Required:**

* List of skills required

**Time commitment required/Duration of work:**

Minimum time commitment required per month or week. Duration of project.  
  
**Role & Responsibilities description:**

* List of responsibilities, roles need to be played, interface

Warm Regards

AVP Volunteer Management