



**Project Management Institute – Houston Chapter, Inc.**

P. O. Box 32 Houston, TX 77402 <http://www.pmi-houston.org>

Statement of: Understanding of responsibilities, requirements, and duties of office, and willingness to serve if elected

Completed on (*date*):

By (*name*):

Candidate for (*position*): \_\_\_\_\_

I agree to stand as a candidate for the above office in the Project Management Institute – Houston Chapter, Inc. I have read the Bylaws, Structure Definition and Policy manual of the Chapter, and agree to serve, if elected, under those guidelines.

I am currently a Member in good standing of the Project Management Institute and the Houston Chapter, I have volunteered for PMI Houston for a minimum of six months in the last 18 months, and I understand that I must maintain those memberships and certification for the full term of office to which I am elected.

I have reviewed the responsibilities of the position and/or I have spoken with the current holder of the position I am seeking (or other officers as appropriate) about the time, effort, and level of support services that will be required in the position, such as compulsory attendance at Board meetings, Chapter meetings, Strategic Planning meetings, Regional LIMs, National LIMs, special meetings, BOD training programs, PMI Houston Annual Conference, other leadership committees and Vendor Expo, as well as conducting effective mentoring of directors and other volunteers for the purpose of succession planning. I am comfortable with all such information.

My employer has been made aware of my candidacy, as appropriate.

I understand that the term of office for this position is up to 30 months: an initial period through December 31 of the current year where I will work in concert with the current position holder, followed by two full calendar years of service as a voting officer or other term, if I am filling an open position that ends sooner.

I agree that any information and any other work that I produce during my

service to the Project Management Institute – Houston Chapter, Inc. (CHAPTER) either as a volunteer or as a member of the Board of Directors, will become the property of the CHAPTER. The CHAPTER may use or transfer this information or work in any manner it finds appropriate. I agree to deliver any such information or work product to the CHAPTER upon request or upon completion or termination of the work or my service to the CHAPTER.

I agree that any and all confidential information made available to me during my service to the CHAPTER either as a volunteer or as a member of the Board of Directors will be held in confidence and will not be disclosed to any third party without the prior written consent of the President of the CHAPTER.

Signature: \_\_\_\_\_

Typed name will be considered as equivalent to a signature

Current Employer: \_\_\_\_\_

Current Position: \_\_\_\_\_