

**THE INSTITUTE FOR
PUBLIC PROCUREMENT**



**Minnesota
Official Chapter**

Are You Interested in Volunteering for the MN NIGP Chapter?

Position Description: Short-term Volunteer

A Volunteer would be expected to share interests and skills, while understanding the needs of the Chapter. Any Volunteer will work with the Board to match current needs of the Chapter with the Volunteer's skill set. Volunteers should understand the nature of the duties to be performed and to be engaged in the work, as well as engaged with the committee. Volunteers will be encouraged to act as a resource for other Chapter members who are looking for ways to be involved in Chapter operation.

Volunteer job duties may consist of the following:

- Prepare meals;
- Attend committee meetings;
- Assist in the planning of conferences and Chapter activities;
- Attend conferences and Chapter activities;
- Work with other committees, task forces, and the Board; and
- Recruit other members to volunteer.

Please fill out the information below and submit to president@mnnigp.org to apply. Participation Incentive Points (PIP) are available to those who wish to Volunteer.

<i>Name of Volunteer</i>	
<i>Email</i>	<i>Phone</i>
<i>Agency</i>	<i>Certifications, if applicable</i>

Volunteer Opportunities:

- Course/Meeting Set-up
- Fall Conference
- Member Outreach
- Reverse Vendor Fair
- Spring Conference
- Other: _____
- Other: _____
- Other: _____

Tell us about yourself:

What are your skills and interests:

Are there specific volunteer opportunities you are interested in or other opportunities you would like to suggest: