



2017 COMMITMENT TO SERVE APPLICATION FORM

CONTACT INFORMATION

Name _____
 Company/Organization _____
 Title _____
 City _____ Province _____ Postal Code _____
 Tel _____ E-mail _____

PCMA Membership: Active Affiliate #of Years: _____
 Planner Supplier

COMMITTEE REQUEST

I am interested in participating on the following committee(s).
 (If choosing more than one, prioritize by number with "1" as your first choice)

- Community Service Communications Education & Events
- Sponsorship Foundation Emerging Leaders
- Industry Relations CIC Membership
- Other: _____

SKILLS AND EXPERTISE

Please briefly describe areas of expertise and/or interest that will benefit the committee(s) for which you are applying:

PCMA and/or PCMA Canada East Chapter Activities (Please list any previous service to PCMA, i.e. committees, chapter, activities, speaker, author etc.)

I understand and accept the responsibility of becoming a committee member as explained in the following Chapter Leader Commitment Form.

Signature _____ Print Name _____ Date _____



CHAPTER LEADER COMMITMENT FORM

I accept the responsibility of becoming a committee member and shall be responsible to PCMA and my industry colleagues in the following ways:

- ✓ I commit to myself to fulfill the responsibilities of my position on the Board of Directors to the best of my abilities.
- ✓ I commit myself to the goals and purpose of our Chapter.
- ✓ I will commit myself to cooperate and willingly put forth the effort to establish and maintain good working relationships with other board members.
- ✓ I will commit myself to maintain a professional demeanor while serving in my position and engage in this assignment with a positive, constructive attitude.
- ✓ I understand if I miss 3 committee meetings in a row, without communicating with my staff liaison, I will automatically be removed from the committee.

_____ (Initial) I agree to abide by **PCMA's Member List Privacy Policy** and understand that the purpose of the policy is to ensure our PCMA members are not unduly solicited; and that PCMA is not misrepresented by any form of advertisement or endorsement. I understand that PCMA does not make available for rental our members' phone, fax or email information. In the event that the **chapter** wishes to enter into a joint event or partnership with another industry association, labels, lists, or electronic lists **cannot be provided**. Rather, the chapter will offer to send the notification on behalf of the chapter as a special promotion.

_____ (Initial) I agree to abide by **PCMA's Conflict of Interest Policy** to operate most effectively. It is important that the decisions of the Professional Convention Management Association (PCMA) not be influenced by the special interests of individual members. To this end, PCMA must identify actual or potential conflicts of interest that have the potential to affect PCMA activities.

I, _____ hereby acknowledge that, as a volunteer of the PCMA Canada East Chapter, I will serve PCMA in good faith, and avoid even the appearance of using my position to advance any personal or business interests.

I acknowledge my continuing obligation to report to the Chapter Secretariat, promptly and in writing, of any change in the nature or setting of my professional activities, or any possible conflict of interest which comes to my attention.

_____ (Initial) I agree to abide by **PCMA's Confidentiality Agreement Policy**. I agree to treat as confidential all information I learn during the performance of my duties as a PCMA Canada East Chapter volunteer, and I understand that it would be a violation of policy to disclose such information to anyone without checking first with the Chapter President.