1. How to Start a PDMA Chapter

Find 5 or more Interested Members

Communicate with contacts to determine interest. Invite each person to invite any other interested persons.

Set a preliminary, informal meeting via teleconference or in-person to discuss benefits, challenges, opportunities and responsibilities of forming a Chapter of PDMA. The purpose of this meeting is to determine if there is adequate interest to form and maintain a chapter. You may need to have numerous informal discussions in order to assess your level of interest, commitment and to be aligned on goals.

2. Review the PDMA International Bylaws

Refer to the PDMA International Bylaws, which includes a section on Chapter governance and management.

3. Contact

Contact the Vice President of Chapters at chap@pdma.org or dropdown@pdma.org & Staff Liaison (Arzu Alimohd aalimohd@pdma.org) to provide a list of 5 or more interested members to get approval of provisional chapter status.

4. Elect Officers

Determine the chapter board of elected officers at minimum, there must be: President, President-Elect, and Secretary-Treasurer. The role of Secretary may be separated from the position of Treasurer. Additional officers may include: VP of Membership, VP of Communications, VP of Marketing & PR, VP of Programs, VP of Education, etc.

5. Hold an initial chapter meeting

PDMA Headquarters can help with recruitment from their database as well as circulating within the networks of the officers.

6. Find 5 or more Interested Members

Communicate with contacts to determine interest. Invite each person to invite any other interested persons.

Set a preliminary, informal meeting via teleconference or in-person to discuss benefits, challenges, opportunities and responsibilities of forming a Chapter of PDMA. The purpose of this meeting is to determine if there is adequate interest to form and maintain a chapter. You may need to have numerous informal discussions in order to assess your level of interest, commitment and to be aligned on goals.