

PMI-Fort Worth Chapter Board Member Roles and Responsibilities for 2007

Responsibilities listed in the table below represent detail tasks and the duties as outlined in the Chapter By-Laws and Constitution.

Board Position	Responsibilities
President	<p><u>Bylaws:</u></p> <ul style="list-style-type: none"> - To preside over all chapter, and special meetings - To call and preside over all Chapter Board meetings - To call and preside over special meetings - To appoint members to the nominating committee by February 1 of each year - To appoint vacant board member's positions, subject to The Chapter Board of Director's approval - To communicate information of importance to both the Institute and the Chapter membership - To serve as liaison to the Institute and to retain in Chapter files related correspondence - To submit quarterly recaps of meetings and activities to the PMI Publications - To prepare and submit, in conjunction with the cognizant Vice Presidents, required periodic reports to the Institute, including the annual Chapter Charter Renewal Forms - To solicit nominations for the awards program - To notify Chapter membership twenty (30) days before annual elections - To turn over all records to a successor - To serve as a member ex-officio with the right to vote on all committees except the Nominating Committee <p><u>Other duties:</u></p> <ul style="list-style-type: none"> - To notify PMI Headquarters of newly elected officers to ensure timely updates of the PMI Publications, PMI GOC lists, Fax-On-Demand and the PMI Web Page - To notify PMI GOC of any change of the President's contact information. PMI GOC will then update any ACP listings - To notify PMI GOC of any change in local Chapter fees by the designated due date. (This time frame is usually 1 September) Notification to GOC will ensure the correct dues amount is billed to renewing members as of 1 January - To ensure authorizing signatures are provided to any banking institution holding Chapter funds - To ensure the Chapter Constitution and/or Bylaws are upheld and enforced - To ensure PMI policies and procedures are upheld as outlined in the "PMI Chapter Guidelines & Policies Manual" - To properly utilize the PMI Copyright and registration of PMI Trademarks (including but not limited to PMI, PMP, and motto). A copy of the PMI Intellectual Property Guidelines can be found on the PMI web site at www.pmi.org - To ensure Chapter programs and activities are properly identified as an activity sponsored by the Chapter and NOT an official activity of PMI International - To forward a copy of all Chapter communications (minutes, announcements, newsletters, surveys, etc.) to PMI GOC as appropriate - To complete the PMI Chapter Charter Annual Renewal Survey by the designated due date and forward it to PMI GOC - To provide overall leadership and direction to the Chapter

	<ul style="list-style-type: none"> - To ensure the Chapter has reviewed and reported required tax schedules to the appropriate governments. Copies should be sent to PMI GOC - To ensure the Chapter is represented at the annual Leadership and caucus meetings - To ensure the Chapter is represented at the Regional and caucus meetings - To return completed forms in a timely manner (i.e. Leadership meeting attendance forms, - To receive all correspondence from PMI GOC - To distribute information, materials and/or fees received from the PMI GOC including the monthly Data Exchange Program (DEP) and weekly edition of Friday FACTS to appropriate Chapter Officers in a timely manner. PMI GOC will forward all correspondence to the President. Nominate candidates for PMI awards as described in the PMI Awards Manual - To prepare agenda for the monthly chapter meeting and conduct business portion of meeting - To co-sign certificate of appreciation for guest speaker and present at completion of presentation - To coordinate transition meeting with next President for new and prior year Board officers - To Promote Ethical behavior by all officers (see new PMI GOC documentation effective 1/1/2007 - To ensure the PMI Insurance coverage is evaluated and renewed annually - To ensure the Federal Tax exemption paperwork is processed through PMI - To organize and run monthly Board meetings through 2007 and 2008 as needed. - To represent the Chapter and PMI functions and events - To ensure that an annual Budget is developed by the end of January each year - To promote new volunteers and improve their impact on the Chapter - To prepare and issue notes of all Board meeting within on week of the event.

<p>VP Marketing & Public Relations</p>	<p><u>Bylaws:</u></p> <ul style="list-style-type: none"> - To assume the office of President, if vacant - To chair the Chapter Board of Directors meeting in the absence of the President - To prepare a Chapter Marketing/Public Relations Plan annually and submit that plan to the Chapter President and Board of Directors - To provide marketing support to other chapter officers as needed to adequately advertise and promote chapter activities - To report status of all marketing activities to the Chapter Board of Directors on a regular basis - To advise the VP-Comptroller of all financial commitments associated with marketing prior to actual expenditure if possible - To prepare and submit reports specified by the President - To turn over all records to a successor <p><u>Other duties:</u></p> <ul style="list-style-type: none"> - To promote meeting attendance by announcing meetings in other local magazines/newspapers - To receive and pursue all incoming advertising requests - To develop, update & maintain the Chapter advertising policy - To promote Brand Management for FWPMI - To develop and print an annual FWPMI Brochure - To lead in the design of Chapter Shirts and arrange for their procurement for Chapter officers with a small surplus - To lead the effort in 2007 to transition the Chapter to a Share Point type of information storage for Chapter documents requiring archiving - To work with VP Communications to promote FWPMI with up to 4 FWPMI Newsletters in 2007 - To develop a Corporate Representative Program (a Chapter PMI member as lead spokesperson within the members company).

<p>VP Education</p>	<p><u>Bylaws:</u></p> <ul style="list-style-type: none"> - To prepare a chapter education plan annually and submit that plan to the Chapter President and Chapter Board of Directors - To report status of chapter education activities to the Chapter Board of Directors on a regular basis - To prepare and submit reports specified by the President - To advise the Vice President-Comptroller of all financial commitments associated with education activities prior to actual expenditure, if possible - To turn over all records to a successor - To establish and maintain a Chapter library of project management reading material and professional publications - To assist members with completing their PMP application - To establish / maintain relationships with universities or other organizations which promote project management educational programs in Tarrant County area - To create and post re-certification and/or educational credits for each Chapter program and educational workshop for chapter members. <p><u>Other duties:</u></p> <ul style="list-style-type: none"> - To serve as Chapter liaison with PMI with regard to the Professional Development Program <ul style="list-style-type: none"> Communicating guidelines and requirements to Chapter members Establishing an appropriate record keeping process Establishing effective meeting PDP identification numbering system and communication process Provide proper attendance documentation to session attendees. - To communicate educational opportunities to Chapter members and forward for posting on the Chapter website - To develop and support a “big name” event (or 2) in cooperation with Programs - To establish and maintain attendance records with payment status & associated metrics - To provide instructor evaluation results to BoD on periodic basis - To continue the monthly training opportunities to FWPMI members - To evaluate the opportunity for a local Professional Development Days (PDD) program (perhaps co-hosting with Dallas).

<p>VP Membership</p>	<p><u>Bylaws:</u></p> <ul style="list-style-type: none"> - To prepare an annual plan for organizing, coordinating and promoting PMI membership in the Fort Worth area, and submit that plan to the President and the Chapter Board of Directors - To actively promote new PMI memberships, and renewals of membership among existing members, in the Fort Worth area - To chair the membership committees and to appoint committee members - To establish and maintain a current Chapter membership list and database - To compile a current file of the Institute’s members in the greater Fort Worth area and to solicit their application with the PMI-FTW Chapter - To facilitate the processing and submission of application forms and payments to the Institute - To present membership status and trends to the Chapter Board of Directors - To prepare and submit reports specified by the President - To turn over all records to a successor - To develop and implement a member needs assessment survey - To develop and implement a retention program to follow up with each member who does not renew - To keep the records of all business meetings of the Chapter and meetings and meetings of the Board - To provide membership metrics and report to the Board on a periodic bases (quarterly is minimum) - To establish and maintain policies for membership rights and privileges and ways to reduce membership attrition <p><u>Other duties:</u></p> <ul style="list-style-type: none"> - To receive monthly membership files (DEP) - To send letters to members up for renewals encouraging them to renew - To contact new members welcoming them to the Chapter, answering questions and encouraging them to come to the meetings - To develop and send new member packet to new members, monthly - To develop and send out New PMP congratulatory letters (and CAPM) - To initiate a letter to first timers (FWPMI Members) _ - To initiate and send a “we missed you” letter for regulars who skip XX meetings. - To advise VP Comptroller of all financial commitments prior to actual expenditures - To support the Job Board efforts with VP Communications to develop a working Employment Search program - To support the Corporate Representative efforts with VP Marketing - To increase FWPMI membership to 1,200 by end of 2007 - To reduce Chapter attrition form 33% in 2007 to 25% in 2007 - To develop a reward for members of long standing (i.e.5 & 10 year anniversary pins.

<p>VP Communications</p>	<p><u>Bylaws:</u></p> <ul style="list-style-type: none"> - To prepare an annual Chapter Communications Plan, and submit that plan to the Chapter President and Board of Directors. - To appoint and direct the activities of project managers and committee staff for: <ul style="list-style-type: none"> Collecting newsworthy information (to be deleted when By-Laws are changed) Establishing a newsletter format to be deleted or modified for web publication Editing, publishing (both hard copies and web versions), and distributing the newsletter (to be deleted when By-Laws are changed) Advertising newsletter (to be deleted when By-Laws are changed) Preparing and distributing other chapter publications Creation and maintenance of the Chapter web site, including: <ul style="list-style-type: none"> Updating the list of future meetings on the website and include biographic information provided by the VP Programs by the 1st of each month (to be deleted when By-Laws are changed), - To prepare and submit reports specified by the Chapter President - To advise VP Comptroller of all financial commitments prior to actual expenditures - To turn over all records to a successor - To distribute a 3-month program plan showing monthly events (to communicate) - To notify membership not less than 14 days before all special meetings called by the President - To notify membership not less than 30 days before all general meetings - To maintain a file of all Chapter correspondence (meeting minutes, mailings, etc) - To direct preparation of the Chapter Annual Renewal Survey for submission to the Institute for review and to distribute it to the Chapter membership - To prepare for BoD approval and then to distribute Chapter Annual Report to the Chapter membership. <p><u>Other duties:</u></p> <ul style="list-style-type: none"> - To publish ads received from VP of Marketing and providing VP Comptroller with appropriate billing information - To providing HTML/PDF versions of newsletter for placement on Chapter's website - To maintain the Chapter's electronic archives - To update changes to the listing of Officers and membership statistics on the web pages.

<p>VP Comptroller</p>	<p><u>Bylaws:</u></p> <ul style="list-style-type: none"> - To be in charge of all Chapter monies and to pay all bills in accordance with the Chapter Board's directive - To arrange for the establishment of a chapter bank account which requires the signature of either the Chapter President or the VP-Comptroller on all checks - To prepare the annual budget for the Chapter Board of Directors' approval, with the support of all VPs, project managers and committees who have a requirement for funds or are a source of income for the coming year - To assume responsibility for the checkbook of the Chapter and for reconciling and maintaining such checking or banking accounts as approved by the Chapter Board of Directors - To assist with the collection of Chapter fees at Chapter meetings - To prepare monthly financial statements for presentation to the Chapter Board of Directors and the general membership - To assist the Chapter President with preparation of the annual and semi-annual financial reports required for submission to PMI - To turn over all permanent records and statements of finance to a successor and receive receipt therefore - To apply for IRS Employee Identification Number (EIN) and submit all required IRS tax related filings on a local, state, and federal level as required - To be responsible for all funds collected and disbursed by the Chapter - To prepare a monthly financial report, managing Chapter cash flow and maintaining permanent Chapter financial records. <p><u>Other duties:</u></p> <ul style="list-style-type: none"> - To conduct monetary and bill paying activities such as: <ul style="list-style-type: none"> At the Chapter meeting – verifying every item on the bill, correctness of charges, and making out the check for the bill After Chapter meetings – filing the attendance form and bill, completing the bank deposit slip, marking the back of each check with 'for deposit only and the Chapter account number', and depositing the funds Depositing monies received from PMI for membership Reimbursing Board members for expenses - To carry out banking activities, such as: <ul style="list-style-type: none"> Coordinating with Bank One, the Chapter President, and one other Board member creating the bank's form necessary to transfer Chapter account responsibility. The form needs to be completed at the Bank - To develop or receive the Chapter meeting's attendance form which contains: first and last name, member or visitor, telephone number, date of reservation, request for vegetarian meals, space for signatures, meal cost, wine cost, PDU number, total cost - To collect fees at Chapter meetings: <ul style="list-style-type: none"> Arriving prior to the social time to set up to collect fees Bringing the following materials: checkbook, form for recording attendance, receipt book, calculator, and twenty \$100 bills Collecting and recording fees and issuing receipts when requested Verifying with another Board member the record of attendance and fees, and the monies collected - To provide financial summaries for publishing in the monthly newsletter - To prepare a report after each Chapter meeting for the President which summarizes financial results

<p>VP Programs</p>	<p><u>Bylaws:</u></p> <ul style="list-style-type: none"> - To prepare an annual plan for chapter programs and submit that plan to the Chapter President and the Chapter Board of Directors - To assemble an annual events calendar of each year - To establish committees, if necessary, and to direct activities to cover: <ul style="list-style-type: none"> Speakers, Site logistics, Vendor demos, Audio-visual equipment, Meeting rooms and meals, Photographer - To prepare and submit reports specified by the Chapter President - To advise the Vice President-Comptroller of all financial commitments prior to actual expenditure, if possible - To turn over all records to a successor - To prepare program and meeting notices for publication and distribution by the Vice President of Communications - To chair the Chapter General Membership Meeting in the absence of the President - To prepare a report following each Chapter General Membership Meeting which summarizes financial and attendance results of the meeting, and submit that report to the Chapter President. <p><u>Other duties:</u></p> <ul style="list-style-type: none"> - To prepare/forward speaker information to VP Communications (newsletter) and publish on the Chapter web site) - To liaison with Site coordinator for meeting room set up - To liaison with Site coordinator for meal selection and provide final count of attendees - To post announcement on web site each month, along with: <ul style="list-style-type: none"> Collecting reservations from web site, Creating PDU spreadsheet for sign-in at the meeting and file with PMI GOC, Maintaining Chapter records - To forward the PDU information collected at the Chapter meeting to PMI - To send monthly meeting notifications to Chapter membership. - To maintain Chapter Meeting metrics and report to BoD on a periodic basis.
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<p>Chair Emeritus</p>	<p><u>Bylaws:</u></p> <ul style="list-style-type: none"> - To act as Chairman the Chapter Board of Director Meetings with a vote - To act in the capacity of advisor to the newly elected President for at least one year following the election - To act as the lead of the nominating Committee - To act as liaison for any and all special events as requested by the Chapter Board of Directors - To act as Chairman of the Executive Advisory Board and be its liaison to the Chapter Board of Directors - To promote corporate contributions and corporate relations for chapter - To provide chapter interface with general public when needed. <p><u>Other duties:</u></p> <ul style="list-style-type: none"> - To draft a proposed Volunteer Strategy - To collect required information for and obtain Chapter business cards for the 2007 FWPMI officers