

Board Officer Descriptions

Title	President
Description of Role	The President is the chief executive of the Chapter. This person is responsible for overall oversight of the Chapter, its Board and leadership teams. The President directs the activities of the other elected officers in accordance with the Chapter bylaws.
Duties	<ul style="list-style-type: none"> • Direct the Chapter’s strategic goals • Establish project priorities in alignment with Chapter mission and vision • Represent the Chapter at public events • Ensures strategic alliance, planning and annual reporting • Ultimately accountable for all board operations and Chapter activities • Assume responsibility for the overall functioning of the chapter • Presides over board meetings and annual general membership meeting • Ensures all Chapter business is done legally and ethically • Promotes leadership and team development for officers and teams • Legally represents the organization • Develop and implement a succession and transition plan
Areas of responsibility	<p>PMI GOC liaison: point of contact with PMI Global; ensure annual chapter charter renewal is updated and in compliance; establishes administrative rights for other officers; responsible for ensuring all annual reporting is performed in a timely manner</p> <p>Leadership development: provide leadership training opportunities and skill development within the leadership teams</p> <p>Chapter Advocacy: promotes the Chapter; strives to establish clear vision and mission to the Board and its relationship with the membership; networks with other Chapter Presidents; establish goals and metrics that support award winning metrics</p>
Skills	<ul style="list-style-type: none"> • Excellent people skills • Public speaking and presentation skills • Conflict resolution skills • Ability to delegate effectively • Adept at motivating others and team building skills

	<ul style="list-style-type: none"> • Knowledge of PMI and the Chapter organization structure • Volunteer recognition and appreciation • Proficient with Microsoft Access and SharePoint
Time Commitment	Time investment for this role is approximately 30 hours per month; two (2) year commitment
Selection Criteria	<p>The successful candidate for this role meets the following criteria:</p> <ul style="list-style-type: none"> • Has been a chapter member for more than three (3) years • Has been actively engaged in the chapter for at least one (1) year • Has more than ten (10) years of project management experience • Must hold PMP credential in good standing • Willing to submit to and pass a background check • Has no history of or pending ethical violations • Must have served as an elected PMI component officer (preferably within the Chapter)

Title	Vice President Operations
Description of Role	The Vice President of Operations is responsible for areas of chapter operations including finance, governance, event registration management, contract and asset management and operational ethics.
Duties	<ul style="list-style-type: none"> • Maintain annual budget • Oversight / maintenance of Chapter financial records • Maintain operational readiness • Review and update Chapter by-laws • Develop and maintain operational infrastructure • Develop / maintain policies, procedures, handbooks • Develop a transition and succession plan • Provide timely membership statistics to the Board • Ensure Chapter policies are consistent with applicable laws and regulations; ensure compliance
Areas of responsibility	<p>Finance: bookkeeping, accounting, contract management, asset management</p> <p>Registration management: online registration, event check-in</p> <p>Governance: Chapter bylaws, insurance, policies and procedures, records management, performance metrics, Historian</p>
Skills	<ul style="list-style-type: none"> • Policy development experience • Organizational change management • Financial and budget management skills • Knowledge of PMI Code of Ethics and Professional Conduct • Excellent analytical skills • Proficient with QuickBooks, Microsoft products
Time Commitments	20-30 hours per month; two (2) year commitment
Reports To	The Chapter President
Selection Criteria	<p>The successful candidate for this role meets the following criteria:</p> <ul style="list-style-type: none"> • Has been a chapter member for at least one year • Has been actively engaged in the chapter for the last six months • Has more than five (5) years of project management experience • Must hold a PMI credential; PMP desired • Willing to submit to and pass a background check • Has no history of or pending ethical violations • Experience in Operations, Governance and Finance desirable

Title	Past President
Description of Role	The Past President is the immediate former Chapter President. This person assists the President with his or her duties managing the Chapter and provides guidance and mentoring.
Duties	<ul style="list-style-type: none"> • Maintain continuity within the Chapter and aids in board officer transitions • Assists Board of Directors with strategic policies • Chairperson of the nomination committee • Lead and direct election process • Support ethics enforcement and guidance to the board • Lead role in conflict resolutions • Assists the President as liaison with PMI GOC, as needed • Develop and implement a succession and transition plan
Areas of responsibility	<p>Elections: chairs the nomination committee and leads the election process annually</p> <p>Ethical Oversight: provides guidance to the Board and is responsible to ensure all elected and appointed officers are aware of their fiduciary responsibilities to the membership</p> <p>Continuity: acts as mentor to the President and Board, networks with other Chapters within the region; ensures smooth transitions and guides new officers in their roles</p>
Skills	<ul style="list-style-type: none"> • Diplomacy • Strategic planning • Parliamentary procedures • Coaching and mentoring
Time Commitments	20-30 hours per month;
Comments	This position is not an elected position; Once chapter President has completed his or her term in office, s/he transitions to this role and is advisor to the incoming President and Chapter Board of Directors.

Title	Vice President Professional Development
Description of Role	The Vice President of Professional Development is responsible for all professional development, educational workshops and chapter meetings. S/he is responsible for the development of chapter activities that support our memberships' professional development needs including preparation for and maintenance of project management certifications.
Duties	<ul style="list-style-type: none"> • Define strategies for improvement in professional development / training programs • Develop and implement a Chapter professional development plan • Oversee educational events to help membership achieve and maintain project management credentials • Provide the information necessary to market Chapter educational events • Oversee events, presentations and training programs • Develop and implement a succession and transition plan • Develop / maintain relationships with PMI R.E.P.s
Areas of responsibility	<p>Education: workshops, certification prep, PDD</p> <p>Event Management: meetings, Toastmasters, book club, workshops, webinars</p> <p>Event logistics: venue management, REP coordinator, marketing</p>
Skills	<ul style="list-style-type: none"> • Program and event planning skills • Knowledge of all PMI credentials and recertification requirements • Contract and vendor management skills • Budget management • Ability to delegate effectively • Presentation and public speaking skills
Time Commitments	20-30 hours per month; two (2) year commitment
Reports To	The Chapter President
Selection Criteria	<p>The successful candidate for this role meets the following criteria:</p> <ul style="list-style-type: none"> • Has been a chapter member for at least one year • Has been actively engaged in the chapter for the last six months • Has more than five (5) years of project management experience • Must be PMP certified; other credentials desired • Willing to submit to and pass a background check • Has no history of or pending ethical violations • Experience in Education and Event Management desirable

Title	Vice President External Relations
Description of Role	The Vice President of External Relations is responsible for areas of Chapter communications, marketing and outreach in accordance with Chapter bylaws and policies. S/he is responsible for all corporate relations, brand management and promoting project management to the communities we serve.
Duties	<ul style="list-style-type: none"> • Develop external relationships with the community • Develop relationships with other professional organizations and businesses • Develop and manage Chapter communications • Create community service project opportunities • Manage the Registered Company Coordinator program • Manage Chapter website • Develop and implement a succession and transition plan • Maintain relationships with sponsors for revenue generation
Areas of responsibility	<p>Communications: website, publications, social media</p> <p>Marketing: public relations, promotional materials, sponsorships, advertising, surveys, annual report</p> <p>Outreach: RCC program, corporate and academic outreach, community service, scholarships</p>
Skills	Must have a PMI certification; excellent negotiation and communication skills; knowledge of PMI and the Chapter; proficient with web technologies, databases, Microsoft products
Time Commitments	20-30 hours per month; two (2) year commitment
Reports To	The Chapter President
Selection Criteria	<p>The successful candidate for this role meets the following criteria:</p> <ul style="list-style-type: none"> • Has been a chapter member for at least one year • Has been actively engaged in the chapter for the last six months • Has more than five (5) years of project management experience • Must hold a PMI credential; PMP desired • Willing to submit to and pass a background check • Has no history of or pending ethical violations • Experience in Outreach, Communications and Marketing desirable

Title	Vice President Internal Relations
Description of Role	The VP of Internal Relations is responsible for areas of membership, member services and volunteer management. He or she is responsible for addressing the needs of chapter members and volunteers including service delivery, recruiting, recognition and retaining members in accordance with chapter policies and bylaws.
Duties	<ul style="list-style-type: none"> • Develop and deliver membership value through programs and services • Oversee volunteer management program • Create and promote membership benefits • Develop membership recruitment and recognition plans • Develop a transition and succession plan • Provide timely membership statistics to the Board • Recruit volunteers for all positions that support the elected Board members
Areas of responsibility	<p>Membership: new member recruitment, new member orientation, member retention/services, member recognition</p> <p>Volunteer management: volunteer recruitment, onboarding and training, identifying volunteer opportunities, tracking and recognition</p> <p>Member services: job board, mentoring and identifying other member-only benefits</p>
Skills	<ul style="list-style-type: none"> • Understanding of volunteer management programs • Understanding of membership recruitment and retention methodologies • Excellent interpersonal skills • Coaching and mentoring • Ability to delegate effectively • Persuasion skills • Adept at motivating others; team building skills • Knowledge of PMI and the Chapter organization structure • Proficient use of PMI DEP and CRS • Proficient usage of volunteer management software
Time Commitments	15-25 hours per month; two (2) year commitment
Reports To	Chapter President

Selection Criteria	<p>The successful candidate for this role meets the following criteria:</p> <ul style="list-style-type: none">• Has been a chapter member for more than one (1) year• Has been actively engaged in the chapter for last six months• Has more than five (5) years of project management experience• Must hold a PMI credential; PMP desired• Willing to submit to and pass a background check• Has no history of or pending ethical violations• Experience in Membership recruitment and Volunteer Management desirable
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