



**Project  
Management  
Institute®**  
Tallahassee, Florida

# **Board Position Descriptions**

**Project Management Institute  
Tallahassee, Florida Chapter**

**Revised January 2022**

## General Rules and Expectations of PMITLH Board Members

The Board of Directors is comprised of PMI Tallahassee Chapter (PMITLH) members elected by the PMITLH membership to organize and operate the PMITLH Chapter. Following are the needed qualifications and expectations of the members of the Board of Directors.

- Individuals elected to the Board of Directors must be members in good standing with PMI and the Tallahassee Chapter of PMI.

The members of the Board of Directors are expected to attend all Chapter meetings (six per year). If emergencies or work responsibilities pose a conflict, the member is required to notify the Chapter President at least 24 hours prior to the meeting. Any reports that need to be presented at the Chapter meeting should be sent to the Chapter President along with the name of a designee to represent the Board member.

The Board of Directors conducts monthly Board meetings (12 per year). Members of the Board are expected to attend and participate in the Board meetings. If emergencies or work responsibilities pose a conflict, the member is required to notify the Chapter President at least 24 hours prior to the meeting. Any reports that are to be presented to the Board should be sent to the Chapter President.

Minutes and any other documents sent to the Board members are to be reviewed within the prescribed time stated in the cover memo or email. Responses should be sent to the document originator. "No comment" or "No changes" responses are required if the Board member has no changes or comments so ensure the document was received and reviewed.

Displayed on the following pages are detailed roles and responsibilities for each of the Board member positions. Also included are appointed positions.

# PRESIDENT

## Skills Required for this Board position:

### Strategic and Business Management Skills:

- Management skills
- Organization management
- PMI knowledge and experience
- Volunteer recognition and appreciation

### Leadership Skills:

- Ability to delegate effectively
- Coaching and mentoring
- Conflict resolution skills
- Skilled in strategic planning and process execution
- Team building skills

## Role Description:

Elected volunteer responsible for overall oversight of the Chapter and the Board. The President shall direct the activities of the other Board members in accordance with the Chapter bylaws.

### Roles and Responsibilities:

- Direct the Chapter's strategic goals
- Responsible for achieving the Chapter vision, mission and objectives as detailed by the Chapter Board, PMI and Chapter strategic plans
- Direct the activities of other officers toward Chapter goals and objectives
- Ensure that the Chapter Board works together as a team
- Represent the Chapter at public events
- Ensure strategic alliance between PMITLH strategic plan and PMI strategic plan, operational planning and annual reporting
- Be ultimately accountable for all Board operations and Chapter activities
- Act as a liaison between the Chapter and PMI
- Ensure that the charter renewal is updated and that the Chapter complies as specified by PMI
- Preside over the Board of Directors meetings and the annual general membership meeting
- Ensure that all Chapter business is being done legally and ethically
- Assume responsibility for the overall functioning of the Chapter
- Legally represent the organization (this role can be co-dependent with the finance officer)
- Ensure statutory and regulatory compliance in consultation with the Vice President of Finance
- With the Board, ensure prudent disbursement of Chapter funds
- Drive implementation of PMI policies and guidelines and ensure that they are reflected in Chapter processes
- Manage periodic policy audits
- Promote leadership development opportunities for Board development
- Develop and implement a succession and transition plan

### Duties:

Duties of this position will include, but not be limited to the following:

- Represent PMI Tallahassee Chapter, Inc. in all business and PMI matters
- Ensure that all required state and federal documents are filed timely
- Ensure Chapter Board meetings and Chapter Membership meetings are scheduled
- Maintain and ensure the execution of Chapter bylaws, policies and procedures
- Seek Board consensus and approve Chapter expenditures
- Annually, file nonprofit corporate information and pay mandatory fees:
  - File the Annual Report with the Florida Department of State, Division of Corporations each May upon receipt of an email notice.

- File and pay the Corporation renewal with the State each May (all officers' names, titles, and addresses are required)
- Conduct monthly Board meetings
- Conduct bi-monthly Chapter meetings
- Assign tasks to other Board members
- Create ad hoc committees as needed and appoint chairpersons and members
- Participate in Region 14 Leadership conference calls and meetings
- Monitor, and contribute to, the PMITLH social media accounts

NOTE: The Board positions listed as follows are in the order PMITLH Bylaws Article V, Section 7 specifies for assuming office of President in the event the President position becomes vacant.

## FIRST VICE PRESIDENT (PRESIDENT-ELECT)

### Skills Required for this Board position:

#### Strategic and Business Management Skills:

- Budget management
- Financial planning
- PMI knowledge and experience
- Resource management
- Prior experience serving on the PMITLH board is not required, but preferred

#### Leadership Skills:

- Ability to delegate effectively
- Decision making
- Skilled in strategic planning and process execution
- Team building skills

### Role Description:

First Vice President serves as the President Elect for one year prior to taking office as the President. During this time, the First Vice President shadows the President and assists the President with his or her duties of managing the Chapter. The First VP will assume the role of the Chapter President if the President is unable to perform duties for any reason.

#### Roles and Responsibilities:

- Represent the President in his or her absence
- Assume the role of President the year following successful completion of his or her duties in this role (depending on Chapter bylaws)
- Assume the role of President if the President is unable to perform duties for any reason
- Assist the President in his or her duties
- Assist in the development and implementation of a succession and transition plan

#### Duties:

Duties of this position will include, but not be limited to the following:

- Develop a strategic plan for their upcoming two-year term
- Direct business and industry collaboration by overseeing the development of Chapter sponsorships
- Administer Board elections
- Lead the Chapter in the absence of the President
- Perform duties of President in the President's absence
- Perform ad hoc duties as requested by the President

## PAST PRESIDENT

### Skills Required for this Board position:

#### Strategic and Business Management Skills:

- Diplomacy
- Human resource management
- Parliamentary procedures (e.g., Robert's Rules of Order)

#### Leadership Skills:

- Coaching and mentoring
- Conflict resolution skills
- Motivation skills
- Skilled in strategic planning and process execution
- Team building skills

### Role Description:

When the First VP assumes the role of President in the normal succession, the President completing their term will assume the role of Past President for one year. Responsible for oversight of the chapter and the board in accordance with chapter policies and bylaws. The Past President will assume the role of the Chapter President if the President is unable to perform duties for any reason.

#### Roles and Responsibilities:

- Maintain continuity in the Chapter to help to ensure smooth Board transitions
- Assist the Board of Directors with strategic policies
- Proactively support and promote the work within the Board
- Assume the role of mentor for the President
- Assist the President in liaison with PMI if and when required
- Assume the position of Chair for the Nominating Committee
- Lead and direct the elections process; Administer Board elections
- Provide ethics enforcement and guidance at the Board of Directors level
- Support conflict resolution
- Outreach with Past Presidents
- Develop and implement a succession and transition plan

## VP OF MEMBERSHIP

### Skills Required for this Board position:

#### Strategic and Business Management Skills:

- Data analysis & reporting
- Marketing skills
- Proficient use of survey tools/market research/demographic research
- Proficiency in using PMI component chapter reporting system (CCRS)

#### Leadership Skills:

- Motivation skills
- Public speaking/presentation
- Strategic planning and process execution

## Role Description:

Elected volunteer responsible for addressing the needs of Chapter membership, including membership recruitment, retention, and associated value delivery in accordance with Chapter policies and bylaws.

### Roles and Responsibilities:

- Develop and implement a Chapter membership plan that ensures continued growth through proactive recruiting, retention and member engagement, including the establishment of measurable goals and the monitoring of success metrics for appropriate action
- Develop and implement a Community Outreach Plan including commercial, not-for-profit and other professional associations about membership
- Answer general member/non-member information inquiries and other requests for assistance with membership and its benefits
- Support and attend annual general meeting and all Chapter meetings as appropriate
- Serve as the Primary user of the Membership Data in the Component Chapter Reporting System (CCRS) for Data Analysis and Reporting
- Maintain the membership records of the Chapter
- Provide communication list/member updates to officers as requested
- Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc.) as requested
- Perform Market Research:
  - Review and analyze member satisfaction survey data and enhance membership benefits
  - Develop and administer lapsed (non-renewal) member survey with input from the entire Board and delivery of said survey by the VP Communications.
  - Analyze and integrate survey feedback for inclusion in the strategic/operational planning
- Perform Marketing and Member Engagement:
  - Develop and implement membership welcome and support plan including the promotion of PMI and Chapter membership value
  - Communicate member value through various delivery methods in alignment with the Membership Benefits Package
  - Utilize membership marketing materials available through the PMI Marketing Portal
  - Develop and implement a rewards and recognition program plan to recognize member milestones (such as anniversaries or awards)
- Develop and oversee leadership succession planning and ensure a smooth transition.

### Duties:

Duties of this position will include, but not be limited to the following:

- Contact new PMITLH members with a welcome message/package (e.g., Board contact information, website and social medial information, etc.)
- Serve as liaison for membership in responding to requests for information.
- Administer participant sign-in process for Chapter events or arrange for coverage if unable to attend.
- Provide nametags for participants at Chapter events

## VP OF PROGRAMS

### Skills Required for this Board position:

#### Strategic and Business Management Skills:

- Ability to develop and manage program and event schedules
- Content & curriculum development
- Knowledge of PMI credentials and PDUs
- Program and event planning skills

**Leadership Skills:**

- Ability to delegate effectively
- Coaching and mentoring
- Public speaking/presentation skills
- Team building skills

**Role Description:**

Elected volunteer responsible for production of Chapter meetings in accordance with Chapter policies and bylaws.

**Roles and Responsibilities:**

- Develop and implement a Chapter Meeting Plan
- Recommend, develop, and deliver Chapter Meeting programs
- Provide information to members and nonmembers about Chapter Meeting Events
- Oversee Chapter Meeting events
- Seek new Chapter Meeting improvements through networking with other educational organizations and PMI Chapters
- Incorporate feedback, suggestions, and recommendations, as necessary, to enhance effectiveness and value delivered to the audience and Chapter regarding the contents of programs and the logistics of events/programs
- Develop and implement a succession and transition plan

**Duties:**

Duties of this position will include, but not be limited to the following:

- Book speakers for bimonthly meetings
- Obtain input pertaining to topics of interest received from Chapter members
- Obtain Board approval if costs associated with a speaker exceed pre-approved budget
- As necessary, coordinate speaker selection with the VP of Professional Development
- Coordinate Speakers
  - Request the speaker send an engagement proposal that includes travel and any engagement costs.
    - Travel Expense Policy: PMITLH does not typically pay speakers a fee to speak; however, there are exceptions, and they will be reviewed by the Board on a case-by-case basis. PMITLH does reimburse for travel expenses when necessary and as approved by the Board in advance.
  - Review the proposal and forward to the Board for review. After Board approval, ask the speaker for a bio, including topic name, a brief topic summary and photo of speaker.
  - Request the VP for Finance encumber the necessary funds.
  - A month before the engagement, email the speaker information to the VP of Communications and cc President for posting on the website.
  - If requested, provide assistance with logistics such as recommended hotels or driving directions to the event venue.
  - Advise the speaker what equipment the Chapter can supply, e.g., overhead projector, screen & microphone and solicit the speaker needs.
  - Advise the speaker that they may bring promotional material for a raffle if he/she so desires.
  - Email the PMI-TLH Travel Reimbursement Policy or its link on the Chapter website to the speaker.
- Select Chapter Meeting Venue and Execute Contract:
  - Annually, review potential Chapter meeting venues and select most appropriate. Ensure that venue is available for Chapter meetings the first Monday of the even-numbered months (February, April, June, August, October, & December). Negotiate a contract with the venue for the calendar year. Include:
    - Meeting room selected
    - Meeting room cost

- Dinner menus and cost
    - Beverage selection and cost
    - Special dietary (vegetarian / vegan / gluten free / etc.) options and cost
    - AV infrastructure
    - AV costs
    - Services fees
  - The contract is signed by the President or their designee upon Board review and approval.
- Coordinate Meeting Preparation
  - Select Dinner Menus
    - Select the dinner menus at least one month in advance of the meeting. Ensure that a special dietary option(s) is available.
    - Notify the venue contact of menu selection(s).
    - Notify the VP of Communications of the menu selection for posting the event registration page.
  - Coordinate Room Setup
  - Ensure the room is set up in the correct configuration:
    - Screen
    - Podium
    - Table for AV equipment
    - Table seating in crescent style
    - Buffet, drink, and dessert tables away from presentation.
  - Manage Collection and Distribution of Attendance Information
    - Obtain a listing of all registered attendees on the Monday prior to the dinner meeting and add other “offline” attendees (e.g.: speaker, winner of Chapter dinner, any other guest).
    - Notify venue contact with an initial count of regular and special diet attendees.
    - Ensure that all estimate counts contain a 3-4% overage to accommodate last minute registrations or walk-ins.
    - Obtain an updated listing of all registered attendees on the Friday prior to the dinner meeting and update with any other “offline” attendees.
    - Notify the venue contact with the updated count of regular and restricted diet attendees.
    - Check for additional registrations on the morning of the dinner meeting. Notify venue contact if count exceeds the 3-4% overage.
  - Chapter Meeting Facilitation
    - VP for Programs will arrive at venue by 5 pm to greet the speaker.
    - Greet speaker and set up the audio/visual equipment, as needed.
    - The VP for Membership will have name tags prepared from the Friday list of attendees. Late registrations and walk-ins will receive hand-written name tags prepared at the registration table.
    - If needed, coordinate assistance from venue staff to successfully complete meeting set up.
    - VP Programs should sit at table with speaker during dinner.
    - Introduce speaker at appropriate time.
    - After the speech, lead the group in thanking the speaker.
    - Conduct any door prize drawing(s).
  - Within a week after the Chapter meeting, send the speaker a “thank you” message (copy this Board as well).
  - Submit budgetary items to VP Finance in October for next year’s budget
    - Revenue
    - Dinner meeting registrations.
    - Expenses
    - Venue costs
    - Expected speaker costs (e.g., travel expenses)



# VP OF PROFESSIONAL DEVELOPMENT

## Skills Required for this Board position:

### Strategic and Business Management Skills:

- Ability to develop and manage program and event schedules
- Content & curriculum development
- Knowledge of PMI credentials and PDUs
- Program and event planning skills

### Leadership Skills:

- Ability to delegate effectively
- Coaching and mentoring
- Public speaking/presentation skills
- Team building skills

## Role Description:

Elected volunteer responsible for professional development, education and Chapter events, in accordance with Chapter policies and bylaws.

- Responsible for the development of Chapter education activities to include:
  - Preparation and maintenance of PMI's certifications
  - Develop and maintain relationships with local colleges and universities
- Responsible for establishing and managing Chapter professional development programs, live and online
- Maintain relationships with PMI Authorized Training Partner(s) (ATPs)

### Roles and Responsibilities:

- Define strategies for improvement in professional development/training programs
- Develop and implement a Chapter professional development plan, including a program roadmap for professional development content programs
- Develop plans for and coordinate the Chapter's external educational activities, such as study groups, seminars, workshops, courses, professional development days and other educational activities
- Coordinate with selected (with Board approval) PMI Authorized Training Partner(s) for credential examination review courses and other such courses
- Provide information to members and nonmembers on career development
- Provide information and guidance to members and nonmembers on certification/re-certification in the context of PMI
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and Chapter regarding the contents of programs
- Work with marketing to promote the education, certification, as well as training opportunities offered by the Chapter
- Research and recommend appropriate educational programs and events
- Recommend, develop and deliver project management education materials, courses, presentations and sessions including leadership development training programs
- Seek new project management professional development programs and services through networking with other educational organizations and PMI Chapters
- Promote the project management profession through the planning and coordination of special events, as identified by the Chapter Board, designed to enhance and expand the skills and knowledge of project managers
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and Chapter as they relate to the logistics of events/programs
- Oversee events, presentations and training programs

- Invite key influencers from industry to participate in Chapter events
- Advance the project management profession through the planning and coordination of special events, as identified by the Chapter's Board
- Develop and implement a succession and transition plan

**Duties:**

Duties of this position will include, but not be limited to the following:

- Research and recommend appropriate educational programs and events
- Develop, maintain and execute a Chapter Professional Development Plan
- Supervise the Director of Professional Development Events.
- Submit budgetary items to VP Finance in October for next year's budget
  - Revenue
    - Any revenue sharing from partnership(s) with PMI Authorized Training Partners
    - Special Professional Development events
  - Expenses
    - Approved costs associated with Special Professional Development events

## VP OF COMMUNICATIONS

### Skills Required for this Board position:

**Strategic and Business Management Skills:**

- Experience in developing communications strategy and supporting communication plans
- Knowledge of PMI global and chapter brand guidelines
- Strong written communication skills
- Strong knowledge of common communication vehicles (e.g., newsletters, annual plans, email communications, etc.)

**Leadership Skills:**

- Ability to delegate effectively
- Excellent writing skills
- Public speaking/presentation skills
- Skilled in strategic planning and process execution
- Technical tools skills
- Team building skills

### Role Description:

Elected volunteer responsible for managing and coordinating communication channels in accordance with Chapter policies and bylaws.

**Roles and Responsibilities:**

- Disseminate information both to and from the Chapter in a timely manner
- Define and regularly update Chapter communication strategy, policies, goals and objectives
- Maintain a communications schedule that details all Chapter communications across all channels
- Supervise and support all communication channel activities of the Chapter
- Perform and uphold duties, as specified by the Chapter bylaws, Board policies and procedures.
- Lead the development, production and release of all Chapter newsletters and communications
- Ensure that Chapters' brand is understood and leveraged in communication plans and communications
- Collaborate with Website/Technology volunteer to provide website content and provide input into website design
- Consult and collaborate with all members of the Board to coordinate the communication needs of the Chapter

- Balance the need for timely communication with the goal to keep communication concise, timely and appropriate. Manage the Chapter's approved communications budget, in cooperation with finance officer
- Coordinate and distribute Chapter event information to membership in a timely manner
- Submit information to PMI's communications department regarding Chapter activities for possible publication in PMI communications, when deemed appropriate
- Develop and maintain the Chapter's social media strategy and social media policy.
- Develop and implement succession and transition plan

**Duties:**

Duties of this position will include, but not be limited to the following:

- Manage the Chapter communications channels (Website, LinkedIn & Facebook)
  - Administer communication channel
  - Post the bimonthly Chapter dinner meeting notices thru all channels
  - Post special events notices on all channels
  - Management access to website content
  - Update website content
  - Publish Chapter bylaws (via link to PDF file)
  - Publish Chapter Policies and Procedures (via link to PDF file)
  - Publish changes to Policies and Procedures document in corresponding sections of website
- Manage Board email distribution list
  - Configure email accounts/forwarders
  - Update distribution list
  - Create new Chapter email addresses as needed
- Develop and execute a Chapter Communications Plan and Website Policy
- Broadcast Chapter information
  - Maintain the broadcast email distribution list
  - Write and broadcast messages bimonthly to advertise Chapter dinner meetings
  - Develop and broadcast messages to advertise Chapter events
  - Broadcast approved advertisements
- Develop and execute a Chapter Communications Plan and Website Policy
- Administer Chapter Event registration, including collection of participation fee
- Publish Chapter newsletter
  - Coordinate newsletter content generation
  - Facilitate newsletter assembly
  - Distribute membership newsletter
- Submit budgetary items to VP Finance in October for next year's budget
  - Revenue
    - None
  - Expenses
    - Costs for software updates
    - Costs associated with activities on social media such as Facebook, LinkedIn, etc.

## VP OF FINANCE

**Skills Required for this Board position:**

**Strategic and Business Management Skills:**

- Accounting software/tools (e.g., Quick Books, Excel)
- Knowledge of financial planning
- Analytical thinking knowledge of Generally Accepted Accounting Principles (GAAP)
- Documentation skills/financial record keeping

**Leadership Skills:**

- Decision making

- Technical tools skills
- Time management skills
- Skilled in strategic planning and process execution

### **Role Description:**

Elected volunteer responsible for finance. Responsible for maintaining and presenting all financial records required for Chapter operations in accordance with Chapter policies and bylaws.

### **Roles and Responsibilities:**

- Maintain and manage accounts receivable and payable and all financial portfolios, including but not limited to the collection of Chapter dues from PMI, guest payments for Chapter meetings or special events and the payment of all Chapter bills in accordance with Chapter committee directives
- Establish and maintain all required Chapter bank accounts and/or similar financial transactions; arrange for officer signatures as required
- Provide financial reporting regarding the state of finances and Chapter activity to Chapter membership, Board and executive level volunteer leaders on a monthly basis (Board meeting)
- Report on the state of finances at Board meetings and Chapter meetings
- Develop an annual operating budget and financial statement to be included in the annual application for charter renewal
- Ensure the Chapter has reviewed and reported required tax filings
- Recommend improvements in the financial processes to the Board
- Establish, maintain and ensure compliance with all financial operational processes to ensure continuity of Chapter operations and define, document and maintain Chapter policies including financial reserve policies, investment policies, and record retention and destruction policies established by the Board of Directors
- Maintain the annual budget
- Contribute to financial planning/goal setting, investing, forecasting and budgeting for the Chapter
- Distribute/communicate financial section of the annual report to Chapter membership
- Assist in the preparation of the annual financial statements and reports
- Provide timely information to independent auditors as required
- Keep an up-to-date inventory of all the goods of the Chapter
- Handle all PMI and government required payments
- Ensure maintenance and storage of all historic financial documents in accordance with Chapter Board policies regarding Record Retention and Destruction policies
- Establish financial metrics; ensure Chapter is maintaining requirements
- Serve as liaison with PMI Global Operating Center on financial matters
- Prepare financial guidelines and procedures for the Chapter along with Board
- Analyze cost impact and income benefit of all activities proposed by the Board of directors
- Review any Chapter contract, agreement and insurance
- Distribute information, materials and/or fees received from the PMI Global Operating Center to appropriate officers in a timely manner
- Confirm and check bank accounts monthly
- Develop and implement succession and transition plan

### **Duties:**

Duties of this position will include, but not be limited to the following:

- Maintain all Chapter fiscal records
- Track the budget and financial books (Accounts Receivable, Accounts Payable, etc.)
  - Develop the proposed Operating Budget annually in January.
  - Post receipts and disbursements, update the financial statement, and present it at the monthly Board meeting.
- Manage Chapter bank account(s)
  - Update the First Commerce Credit Union (2330 Mahan Drive) signature card annually in January with approved signers and Board minutes documenting their names.

- Board members approved for signing privileges must have two forms of identification with at least one being a photo identification.
- Deposit checks after each bimonthly Chapter dinner and as needed
- Stamp all checks "for deposit only"
- File the deposit slip and all receipts
- Maintain Square POS account and reconcile with Bank Account
- Pay bills after each bimonthly Chapter dinner and as needed
- Ensure appropriate payment authorization
- Copy and file invoices, expense reports and associated receipts
- Remit payment as appropriate.
- Balance the Chapter checkbook monthly
- Purchase supplies (tickets, stamps, envelopes, etc.) as needed
- Manage receipts at bimonthly Chapter dinner meetings and other Chapter events
  - Prior to meetings/events, coordinate with the VP of Communications to reconcile the PayPal registration with the Proteon registration and print a check-in list
  - Contact the event manager and provide confirmation of actual attendance count and pay venue.
  - Update the check-in list and balance for accurate payment to venue.
  - Create a list of walk-ins who pay at the door and issue a receipt.
  - Reconcile actual attendance totals (preregistered plus walk-ins) to the event attendance count.
  - Write a check for the minimum number guaranteed or the actual number of attendees, whichever is greater
  - Deposit checks after each Chapter dinner
  - Stamp all checks "for deposit only"
  - File the deposit slip and all receipts
  - Perform transfer of funds from PayPal to First Commerce Credit Union
  - Compile Chapter dinner income and expenses for the dinner and provide a report to the Board of Directors
  - Manage receipts for Chapter events
- Annually, file nonprofit corporate information and pay mandatory fees:
  - File corporate taxes each May - Federal Tax form 990-EZ
  - Pay the PMI Insurance each July upon receipt of the online notice.
- Collect mail at the Centerville PO Box 15511 weekly and distribute to Board members.
- Pay the PO Box each April, upon receipt of the notice from the USPS.
- Prepare and distribute monthly and YTD financial statements in advance of each monthly Board meeting.
- Review expense reports submitted by PMITLH Officers and prepare reimbursement checks as necessary.

## VP OF ADMINISTRATION

### Skills Required for this Board position:

#### Strategic and Business Management Skills:

- Ability to record minutes
- Knowledge of chapter bylaws and policies
- Knowledge of meeting procedures
- Knowledge of PMI bylaws and policies
- Knowledge of records retention requirements
- Meeting coordination

#### Leadership Skills:

- Active listening skills
- Decision making
- Excellent writing skills

- Time management skills

### **Role Description:**

Elected volunteer responsible for preparing, maintaining, recording, and circulating all records, correspondence, minutes of meetings, and related affairs of the Chapter.

### **Roles and Responsibilities:**

- Responsible for safekeeping of all governing documents (approved bylaws, articles of incorporation, charter agreement, Board policies, committee charters, and all other non-financial records for the Chapter)
- Coordinate and distribute meeting agendas, keep the records of all business meetings of the Chapter and meetings of the Board.
- Maintain all meeting minutes — must document in accordance with parliamentary procedures as determined by the Board
- Notice of all annual meetings shall be sent to all members at least 30 days in advance of the meeting. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting
- Provide records to members and outside organizations that request information
- Provide all notifications to the membership, directors, auditors and members of committees
- Coordinate distribution of all general correspondence
- Coordinate production and distribution of printed materials (logo items, business cards, etc.) and Board name badges
- Develop and oversee leadership succession planning and ensure a smooth transition

### **Duties:**

Duties of this position will include, but not be limited to the following:

- Manage regular monthly Board meeting agenda
- Prepare regular monthly Board meeting agenda
- Send request to Board for agenda items 1 week before meeting
- Send agenda to Board 2 days before meeting
- Facilitate meeting within agreed time frame
- Send draft minutes to Board 7 days after meeting
- Post final minutes on website 2 days after approval
- Record special Board meeting minutes
- Send draft minutes to Board 3 days after meeting
- Post final minutes on website 2 days after approval
- Maintain current Board contact information
- Maintain current Action Item Log
- Maintain master calendar of PMITLH and Board activities
- Oversee Chapter meeting evaluation feedback (e.g., electronic survey or feedback cards)
- Plan annual Strategic Planning Meeting – Usually held in July each year
  - Reserve room for meeting 90 days in advance of meeting
  - Solicit agenda items from Board, create agenda for meeting, and distribute agenda to Board members
  - Get breakfast (e.g., fruit, donuts, coffee)
  - Select lunch restaurant, distribute menus to Board members, and order lunch in advance
  - Bring snacks for afternoon break (e.g., water, fruit, cookies)
  - Bring dry erase markers and eraser
- Manage Election (if not a candidate in the election)
  - If voting will be done electronically, coordinate with PMI at least two months prior to the election to set up online ballot
  - If voting will be done in person at the Chapter annual business meeting, prepare ballots in September for October elections with appropriate candidates
  - Provide reminders to attendees at June and August Chapter Meetings about upcoming elections

- Request article for newsletter that is distributed just before October Chapter Meeting; include slate of offices pending election that year
- If VP Administration is not currently up for election, he/she will tabulate ballots and announce results at end of October Chapter Meeting if voting is done in person (work with First VP or Past President to double-check results); if VP Administration is on the ballot, the First VP/Past President will tabulate the votes with the President. If voting is done electronically, the VP Administration will report the election results to the President, once received from PMI after the close of the electronic ballot.

## VP OF VOLUNTEERS

### Skills Required for this Board position:

#### Strategic and Business Management Skills:

- Ability to use volunteer management software tools to match volunteers' skills with interests
- Proficient in email communications (e.g., MS Outlook, Google Mail)
- Understanding of volunteer recruitment methods and tools (PMI's Volunteer Relationship Management System)
- Understanding of volunteer resource management
- Understanding of volunteer recognition and appreciation programs

#### Leadership Skills:

- Ability to delegate effectively
- Coaching and mentoring
- Motivation skills
- Team building skills

### Role Description:

Elected or appointed volunteer responsible for addressing the needs of the volunteers, including recruitment, retention, recognition, and leadership development training and support in accordance with chapter policies and bylaws.

#### Roles and Responsibilities:

- Oversee and manage the Chapter's volunteer programs and services
- Publish and communicate Chapter volunteer opportunities
- Recruit volunteers for Chapter activities, events and opportunities
- Coordinate volunteer appreciation for Chapter volunteers
- Develop and coordinates orientation and training for Chapter volunteers
- Recruitment and/or retention of volunteers
- Conduct general volunteer orientation for all new volunteers including an overview of the volunteer structure, volunteer roles, responsibilities and deliverables
- Understand and leverage experience of volunteers and direct them to various initiatives in the chapter
- Identify and develop programs to involve, develop and engage volunteer members
- Oversee, administer and build awareness of the chapter (and PMI's) volunteer policies, procedures and guidelines
- Develop volunteers to serve in their volunteer roles
- Develop and administer volunteer recognition programs
- Oversee and manage the chapter's volunteer programs and services
- Provide PMI volunteer awareness at the local and global levels
- Develop and implement succession and transition plan

**The following positions are appointed and are not voting members of the Board.**

## **DIRECTOR OF SPONSORSHIP DEVELOPMENT**

### **Skills Required for this Position:**

#### **Strategic and Business Management Skills:**

- Customer relationship and satisfaction
- Market awareness and condition
- Management systems, research/surveys
- Strategic planning & process execution

#### **Leadership Skills:**

- Public speaking/presentation skills
- Persuasion/motivation skills
- Interpersonal communication

### **Role Description:**

Appointed volunteer responsible for Chapter-based marketing and public relations to increase awareness of both the Chapter and the PMI brand within the territory. The Director of Sponsorship will develop and execute an integrated marketing and public relations program to support development of sponsorships and other related activities in alignment with the Chapter's strategic objectives. These activities shall be performed in accordance with Chapter bylaws, PMI policies, brand guidelines, and global marketing strategy.

#### **Roles and Responsibilities:**

- Develop and implement an integrated marketing and public relations program aligned with the Chapter's strategic objectives.
- Use best practices in marketing and public relations to promote the Chapter and its activities potential and current sponsors.
- Maintain relationships with existing sponsors for continued revenue generation to fund the Chapter's activities.
- Coordinate and organize presentations to potential Chapter, event and other sponsors.

#### **Duties:**

Duties of this position will include, but not be limited to the following:

- Seek sponsorships from organizations in the community that support the project management profession.
- Represent the Chapter at workshops/conferences/events approved by the Board to promote PMITLH Chapter.

## **DIRECTOR OF PROFESSIONAL DEVELOPMENT TRAINING EVENTS**

### **Skills Required for this Position:**

#### **Strategic and Business Management Skills:**

- Customer relationship and satisfaction
- Market awareness and condition

#### **Leadership Skills:**



- Influencing
- Interpersonal communication

**Technical Skills:**

- Plan, develop and manage events
- Event budgeting
- Contract negotiation

**Role Description:**

This is an appointed volunteer position that assists the Vice President of Professional Development. This position is responsible for the production of professional development programs for Chapter members to help them accrue the Professional Development Units (PDUs) necessary for retaining Project Management Institute (PMI) sponsored certifications. There will be a minimum of three events per year, one for each side of the Talent Triangle.

**Roles and Responsibilities:**

- Promotes the project management profession through the planning and coordination of special events, as requested by the Vice President for Professional Development.
- Oversee events, presentations, and training conducted by the Chapter to provide opportunities for certified members to maintain professional development certification. Tasks would include, but not be limited to:
  - Conducting research to identify relevant subjects and appropriate presenters
  - Developing cost estimates for training events that show the break-even and potential ROI
  - Presenting proposals for training events for Board approval.
  - Conducting contract negotiations with presenters. (With assistance as needed and requested from VP for Professional Development and other Board members.)
  - Identifying venues for training events
  - Conducting contract negotiations with venue operators with assistance as needed or requested.
  - Providing status reports on events at the Board meetings.
  - Other event production assignments as requested by the Vice President for Professional Development
  - Inform members of upcoming training opportunities.
- Works to promote training opportunities offered by the Chapter.
- Incorporates feedback, suggestions, and recommendations as necessary to enhance the effectiveness and value delivered to the audience and Chapter regarding the contents of the training events.

**Duties:**

Duties of this position will include, but not be limited to the following:

- Organizes events and opportunities for Professional Development of the members of the Chapter.
- Assists in the selection of education providers.
- Negotiates contracts with education providers.
- Performs other duties as requested by the VP of Professional Development.

## BOARD LIAISON

**Skills Required for this Position:**

**Strategic and Business Management Skills:**

- Knowledge of chapter bylaws and policies
- Knowledge of meeting procedures
- Knowledge of PMI bylaws and policies
- Experience serving on the PMITLH board is not required, but preferred

**Leadership Skills:**

- Active listening skills
- Decision making

**Role Description:**

This is an appointed volunteer position that assists the Chapter President and the board on an as-needed basis. Board support can include assisting with:

- Chapter governance research and education
- Identifying resources for chapter leaders
- Support for chapter administration
- Support for chapter communications
- Support for chapter volunteer activities
- New leader training and orientation
- Other activities as needed