



# PMI-Vancouver Island

## Board of Directors

### *Roles & Responsibilities*

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Term	Definition
PMI-VI	Project Management Institute – Vancouver Island Chapter
PMI	Project Management Institute

The following are definitions of terms, abbreviations and acronyms used in this document.

## ***Executive Positions***

### **President**

#### **Responsibilities**

- Lead the Board with democratic decisions based on the following:
  - PMI-VI Vision and Mission
  - PMI and PMI-VI Strategic Plans
  - PMI and PMI-VI value statements
  - PMI Chapter Charter
  - PMP ethics
  - PMI-VI Board and Chapter member input
- Accountable for PMI-VI Strategic planning every 3 years
- Accountable for the development of annual Portfolio Action Plans
- Represent the Chapter throughout Vancouver Island, Region 1, and PMI events and meetings as required
- Chair Board and Executive meetings
- Lead the business portion of Chapter Dinner Meetings
- Promote PMI and PMI-VI
- Resolve conflict as necessary
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

#### **Term**

1 year (3 years in total: 1 as President Elect, 1 as President, 1 as Past President)

## **President Elect**

### **Responsibilities**

- Assist the President to lead the Board with democratic decisions based on the following:
  - PMI-VI Vision and Mission
  - PMI and PMI-VI Strategic Plans
  - PMI and PMI-VI value statements
  - PMI Chapter Charter
  - PMP ethics
  - PMI-VI Board and Chapter member input
- Represent the Chapter throughout Vancouver Island, Region 1, and PMI events and meetings as required
- Alternate Chair of Board and Executive meetings
- Alternate lead of the business portion of Chapter Dinner Meetings
- Assist or lead any PMI-VI Chapter initiatives as required
- Promote PMI and PMI-VI
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

1 year (3 years in total: 1 as President Elect, 1 as President, 1 as Past President)

## **Treasurer**

### **Responsibilities**

- Oversight of the PMI-VI Chapter budget, expenditures, and financial reporting requirements
- Payment of invoices and expense reports as required
- Provide/present quarterly and annual financial reports to the Board of Directors
- Present the annual financial statements at the PMI-VI Annual General Meeting
- Assist or lead any PMI-VI Chapter initiatives as required
- Promote PMI and PMI-VI
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

1 year

## **Operations Director**

### **Responsibilities**

- Maintain approved bylaws, articles of incorporation, charter agreements, board policies, committee charters, and all other non-financial records
- Maintain the chapter electronic document repository and manage the Chapter's asset inventory
- Maintain and manage all chapter contracts, service agreements and other similar obligations
- Manage and control access to membership registries and individual membership records
- Coordinate and distribute board meeting agendas
- Record and maintain minutes from monthly and special board meetings
- Track, document and distribute Board meeting minutes, issues, actions and resolutions in consultation with the Board Executives
- Notify membership not less than the period stated in the chapter bylaws before Annual General Meetings
- Provide all notifications to the membership, directors, auditors and members of committees, as necessary
- Develop and implement succession and transition plan
- Additional responsibilities as described in the Strategic Plan, Policy documents and or standard operating procedures

### **Term**

1 year

## ***Director Positions***

### **Academics Director**

#### **Responsibilities**

- Develop and implement an academics plan in support of the chapter strategic objectives
- Develop and implement academics campaigns to promote the chapter and its activities to students and faculties
- Develop and implement a plan for educational outreach at the collegiate level
- Market and publicize the chapter within the academic community
- Develop an awareness of PMI's outreach tools, certifications, career outlook and knowledge resources
- Collaborate with local Universities and Colleges to publicize the chapter and PMI
- Monitor and coordinate presentations to external stakeholders at local academic institutions interested in the activities of PMI
- Increase awareness of PMI and the chapter within the academic community
- Provide the information necessary to market the education, certification, as well as training opportunities offered by the chapter to students and faculties
- Develop and implement succession and transition plan
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

#### **Term**

2 years

## **Certifications Director**

### **Responsibilities**

- Manage chapter-created credential examination review courses and other such courses, including content, quality review, delivery, evaluation, and associated volunteers
- Manage, or be an advisor to, activities related to any chapter-created course content rewrites
- Recommend or oversee any soft skills development training programs
- Provide information to members and non-members on career development
- Provide information and guidance to members and non-members on certification/recertification in the context of PMI
- Recommend, develop and deliver project management education materials, courses, presentations and sessions
- Provide the information necessary to market the education, PMI certification, as well as training opportunities offered by the chapter
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years

## **Communications Director**

### **Responsibilities**

- Develop and implement a communications/marketing plan in support of the chapter strategic objectives
- Develop and implement communications to promote the chapter and its activities to members and the community at large
- Develop an awareness of PMI's and PMI-VI's communications tools and resources
- Create and disseminate the chapter's announcements, press releases and marketing activities
- Update and monitor the PMI-VI website/social media
- Publicize the chapter and PMI through internal and external publications
- Oversee, or advise on the Chapter's communications with the press, public authorities, government bodies, and non-governmental organizations
- Increase awareness of PMI and the chapter
- Maintain relationships with sponsors for revenue generation to fund the chapter's activities
- Develop and implement succession and transition plan
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years

## **Information Technology Director**

### **Responsibilities**

- Develop and implement a IT management plan in support of the Chapter strategic objectives
- Develop and implement IT task list to support the Chapter and its activities to members and the community at large
- Master PMI's and PMI-VI's information technology tools and resources, facilitating appropriate training for Board of Directors
- Manage and update Chapter website in collaboration with Board of Directors
- Manage and oversee role of Super Admin for Chapter Board G-suite account
- Monitor and support Director of Communications and Board of Directors with the PMI-VI website/social media
- Oversee, or advise on the Chapter's IT needs re: conferencing, G-suite, Google Chat/Hangouts, mtgs, etc.
- Create relationships with sponsors for technology advancement
- Develop and implement succession and transition plan
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years



## **Membership Director**

### **Responsibilities**

- Develop and maintain a chapter membership plan that ensures continued growth through proactive recruiting and partnering with major area employers
- Promote the value of PMI and chapter membership
- Liaison with potential PMI members and encourage them to be members of the chapter
- Develop and implement a plan to recognize member milestones
- Develop and implement a member retention program
- Revise membership benefits and value on a regular basis
- Develop and implement membership welcome and support plan
- Maintain the membership records of the PMI-VI Chapter
- Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc.)
- Develop and administer membership satisfaction survey/exit survey
- Work with marketing to develop a plan to implement outreach to the community including commercial, not-for-profit and other professional associations about membership
- Support and attend Annual General Meeting
- Develop and implement succession and transition plan
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years

## **Outreach Director**

### **Responsibilities**

- Develop and implement an outreach plan in support of the chapter strategic objectives
- Develop and implement outreach campaigns to promote the chapter and its activities to members, organizations, and the community at large
- Develop and implement a plan for educational outreach at the elementary, secondary and collegiate levels
- Market and publicize the chapter within the community
- Develop an awareness of PMI's outreach tools and resources
- Collaborate with local businesses to publicize the chapter and PMI
- Oversee the relationship with the press and relationships with the public authorities, government bodies and non-governmental organizations
- Monitor and coordinate presentations to external stakeholders and other organizations interested in the activities of PMI
- Increase awareness of PMI and the chapter
- Provide the information necessary to market the education, certification, as well as training opportunities offered by the chapter
- Develop and implement succession and transition plan
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years

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## **Professional Development Director**

### **Responsibilities**

- Define strategies for creating or improving professional development 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 professional development activities, such as study groups, mentorship, seminars, workshops, professional development days and other activities
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of professional development programs
- Seek new project management professional development programs and services through networking with other educational organizations and PMI chapters
- Invite key influencers from industry to participate in events
- Plan and coordinate special events, as identified by the chapter's board, designed to enhance the project management professions and/or expand the skills and knowledge of project managers
- Maintain relationships with sponsors for revenue generation to fund the chapter's activities
- Coordinate and organize presentations to potential chapter sponsors, event sponsors and other sponsors
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years

## **Programs Director**

### **Responsibilities**

- Define strategies for creating or improving the PMI-VI meeting program
- Develop and implement a chapter meeting programs plan, including a roadmap for content
- Provide material and meet communications timelines to adequately promote all PMI-VI meeting program events
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of the meeting program
- Coordinate speakers, venues, catering, volunteers, etc. to meet program event objectives
- Invite key influencers from industry to participate in events
- Assist in planning and coordinating special events, as identified by the chapter's board, designed to enhance the project management profession and/or expand the skills and knowledge of project managers
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years

## **Sponsorship Director**

### **Responsibilities**

- Develop and implement a sponsorship plan in support of the chapter strategic objectives
- Develop and implement sponsorship campaigns to promote the chapter and its activities to members, organizations, and the community at large
- Develop and implement a plan for sponsorship for Chapter Dinner meetings, outreach events and the PD conference
- Market and publicize chapter sponsorship within the local business community and organizations interested in the activities of PMI
- Develop an awareness of PMI's sponsorship options/models
- Collaborate with local businesses to create mutually beneficial/reciprocal sponsorship agreements the chapter and PMI
- Oversee the relationship with the press and relationships with the public authorities, government bodies and non-governmental organizations as they relate to sponsorship
- Maintain relationships with sponsors for revenue generation to fund the chapter's activities
- Coordinate and organize presentations to potential chapter sponsors, event sponsors and other sponsors
- Develop and implement succession and transition plans for Sponsorship Director role
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years

## **Up-Island Director**

### **Responsibilities**

- Strategize and create action plans for PMI-VI programs on Vancouver Island, north of the Malahat
- Establish and develop a local PMI-VI presence by facilitating all Up-Island Chapter events.
- Plan and coordinate special events designed to enhance the project management profession
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to Up-Island members
- Manage budget for portfolio
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years

## **Volunteers Director**

### **Responsibilities**

- Recruit and retain a pool of PMI-VI volunteers
- Create and manage the PMI-VI volunteer activities
- Identify and develop programs to engage PMI-VI volunteers
- Help leverage experience of PMI-VI volunteers and channel them into Chapter initiatives
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

### **Term**

2 years