

PMI-MCAC-Roles Delineation

Title:	Director of Contract Management
Role description	This role is under the responsibility of the VP of Finances appointed volunteer responsible for maintaining financial records and support the other VPs in maintaining and documenting, processes of contract, supporting negotiation and procurement of facilities, food, equipment and onsite registration for all chapter activities in collaboration with the various teams as required for chapter operations in accordance with chapter and bylaws.
Responsibilities:	<p>Keep an up to date inventory of all the goods of the chapter</p> <p>Ensure maintenance and storage of all historic financial documents in accordance with chapter board policies regarding Record Retention and Destruction policies</p> <p>Analyze cost impact and income benefit of all activities proposed by the board of directors</p> <p>Review any chapter contract, agreement and insurance</p>
strategic and business management skills:	<p>Experience with Local Regulations & Laws</p> <p>Knowledge of PMI Ethical Code & Guidelines</p> <p>PMI Knowledge & Experience</p>
leadership skills:	<p>Decision Making</p> <p>Technical Tools Skills</p> <p>Time Management Skills</p>
Time required	Estimated Volunteer Hours per Month:15-25
Experience required	<p>Average Years of Project Management Experience: 14</p> <p>Average Years of PMI Volunteer Experience: 5</p>
Signature	Date:
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