

PMI-MCAC-Roles Delineation

Title:	Director of Volunteer management
Role description	This appointed role is under the responsibility of the VP of Membership responsible for addressing the needs of the volunteer's leadership development training and support in accordance with chapter policies and bylaws
Responsibilities:	<p>Conducts general volunteer orientation for all new volunteers including an overview of the volunteer structure, volunteer roles, responsibilities and deliverables</p> <p>Understand and leverage experience of volunteers and direct them to various initiatives in the chapter</p> <p>Responsible for identifying programs to involve, develop, and engage and volunteer members</p> <p>Responsible for building awareness of the chapter (and PMI's) volunteer policies, procedures and guidelines</p> <p>Responsible for the development of volunteers to serve in their volunteer roles</p> <p>Responsible for administering volunteer recognition programs</p> <p>Responsible for management of the chapter's volunteer programs and services.</p> <p>Responsible to support and maintain the PMI volunteer awareness program and work collaboratively with the marketing and outreach directors at the local and global levels.</p>
strategic and business management skills:	<p>Proficient in:</p> <ul style="list-style-type: none"> volunteer management software tools Email Communications (e.g. MS Outlook, Google Mail) Volunteer Recruitment Methods and Tools PMI's Volunteer Relationship Management System(VRMS) Volunteer Resource Management
leadership skills:	<ul style="list-style-type: none"> Ability to Delegate Effectively Coaching and Mentoring Persuasion/Motivation Skills Team Building Skills Technical Tools Skills
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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