

PMI-MCAC-Roles Delineation

Title:	Director of Education and Certification
Role description	This appointed role is under the responsibility of the VP of professional development. It is responsible to maintain relationships with Registered Education Providers (R.E.P.s) for training programs. Select and organize education training programs with selected and approved vendors in accordance with PMI certification training and any other training programs that enhances and promote education for PMI members in accordance with PMI requirements for training including yearly calendar according to chapter policies and bylaws.
Responsibilities:	<p>Implement strategies for improvement in professional development/training programs. and chapter professional development plan, including a program roadmap for professional development content programs</p> <p>Coordinate the chapter's external educational activities, such as study groups, seminars, workshops, courses, professional development days and other educational activities.</p> <p>Manage chapter-created credential examination review courses and other such courses.</p> <p>Provide information to members and nonmembers on career development</p> <p>Provide information and guidance to members and nonmembers on certification/re-certification in the context of PMI</p> <p>Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of education and certification programs.</p> <p>Work with marketing to promote the education, certification, as well as training opportunities offered by the chapter.</p> <p>Select and oversee delivery of 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</p> <p>Incorporate feedback, suggestions and recommendations, lessons learned as necessary to enhance effectiveness and value delivered to the audience and chapter as they relate to effectiveness of training and certification programs.</p> <p>Oversee professional development/training programs organization and delivery.</p> <p>Advance the project management profession through the planning and coordination of training and certification and work closely with other director selection and management of professional development day activities as identified by the chapter's board</p>
strategic and business management skills:	<p>Ability to Develop and Manage Program and Event Schedules</p> <p>Content & Curriculum Development</p> <p>Knowledge of PMI Credentials and PDUs</p> <p>Program and Event Planning Skills</p>
leadership skills:	<p>Ability to Delegate Effectively</p> <p>Coaching and Mentoring</p>

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	Public Speaking/Presentation Skills Team Building Skills and Facilitation Skills Negotiation Skills
Time required	Estimated Volunteer Hours per Month:15-25
Experience required	Average Years of Project Management Experience: 14 Average Years of PMI Volunteer Experience: 5
Signature	Date:
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