

PMI-MCAC-Roles Delineation

Title:	PMI Education Foundation liaison
Role description	<p>This appointed role is under the responsibility of the VP of professional development This role is responsible for The PMI Educational Foundation Liaison provides a vital communications and activities link between the PMI Educational Foundation and the PMI chapter for promoting awareness of PMIEF and providing increased value for PMI chapter members</p>
Responsibilities:	<p>Remain in communication with the PMIEF Liaison Program Administrator (PMIEF staff contact) and update the PMIEF staff contact if anything changes regarding your status as PMIEF Liaison or your contact information</p> <p>Attend PMIEF virtual trainings, webinars and monthly teleconferences</p> <p>Become knowledgeable about PMIEF programs, products and resources</p> <p>Use the online 'PMIEF Activity Form for PMI chapters' to report back to PMIEF about any chapter programs for social good</p> <p>Subscribe to and remain up-to-date with two PMIEF monthly e-newsletters: 'PM For Social Good' and the 'PMIEF Liaison Newsletter'</p> <p>Communicate to your PMI chapter board the wealth of PMIEF resources the board can utilize and the opportunities for partnering with PMIEF</p> <p>Provide ongoing education to your PMI chapter board and members about PMIEF</p> <p>Communicate to your PMI chapter members about the PMIEF resources they can utilize (PMIEF newsletter, scholarships, awards, learning resources, etc.)</p> <p>Advocate for the coordination and use of PMIEF resources by your PMI chapter and/or its members (only when deemed appropriate)</p> <p>Represent the interests of PMIEF to your PMI chapter, its board, and members</p> <p>Promote PMIEF academic scholarships, awards, and training scholarships among your PMI chapter members and local community, as appropriate</p> <p>Facilitate the sharing of ideas specific to the creation of new programs from your PMI chapter to PMIEF</p> <p>Suggest new charitable programs and products for PMIEF consideration</p> <p>English proficiency, written and verbal</p>
strategic and business management skills:	<p>Passion for Using Project Management for the Good of Others in Society – Youth, Teachers, Under-Privileged Individuals, Non-Profits, etc.</p> <p>PMI Knowledge and Experience</p>
leadership skills:	<p>Public Speaking/Presentation Skills</p> <p>Stakeholder Management</p> <p>Persuasion/Motivation Skills</p> <p>Adaptability/Flexibility</p>
Time required	Estimated Volunteer Hours per Month:10-20

Experience required	Average Years of Project Management Experience: 16 Average Years of PMI Volunteer Experience: 6