

PMI-MCAC-Roles Delineation

Title:	Vice President of Communications
Role Description:	<p>>Elected or appointed volunteer responsible for managing and coordinating with all Board members on all processes related to communication channels, marketing efforts, reporting and surveying results, usage of technology and social media, as well as corporate outreach and sponsorship. May involve managing 2-3 volunteer directors in accordance with chapter policies and bylaws.</p>
Responsibilities:	<ul style="list-style-type: none"> >Disseminate information both to and from the chapter in a timely manner >Define and regularly update chapter communication strategy, policies, goals and objectives >Maintain a communications schedule that details all chapter communications across all channels >Supervise and support all communication channel activities of the chapter >Perform and uphold duties, as specified by the chapter by-laws and Board policies and procedures >Work with Marketing Director to ensure that chapter's brand is understood and leveraged in communication plans >Lead the development, production, and release of all chapter newsletters and communications >Collaborate with Director of Technology and Social Media to provide website content and input into website design and changes, updates and management >Consult and collaborate with all members of the Board to coordinate the communication needs of the chapter >Balance the need for timely communication with the goal to keep communication concise, timely, and appropriate >Manage the chapter's approved communications budget in cooperation with Finance officer > Coordinate and distribute chapter event information to membership in a timely manner >Submit information to PMI's communications department regarding chapter activities for possible publication in PMI Today (PMI's monthly membership newsletter) when deemed appropriate >Develop and maintain the chapter's social media strategy and social media policy and procedures, as well as coordination of consistent messages. >Develop and implement succession and transition plan
Strategic and Business Management Skills:	<ul style="list-style-type: none"> >Experience in Developing Communications Strategy and Supporting Communication Plans >Knowledge of PMI Global and Chapter Brand Guidelines >Strong Written Communication Skills >Strong Knowledge of Common Communication Vehicles (i.e., Newsletters, Annual Plans, Email Communications, etc.)
Leadership Skills:	<ul style="list-style-type: none"> >Ability to Delegate Effectively >Excellent Writing Skills >Public Speaking/Presentation Skills >Skilled in Strategic Planning and Process Execution >Technical Tools Skills >Team Building Skills



2019

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Time Required:	>Estimated Volunteer Hours per Month: 25-35
Experience Recommended:	>Average Years of Project Management Experience: 5 >Average Years of PMI Volunteer Experience: 2
Signature:	Date:
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PMI-MCAC-Roles Delineation

Title:	Vice President of Finance and Treasurer
Role Description:	<p>>Elected or appointed volunteer responsible for maintaining and presenting all financial records required for chapter operations in accordance with chapter Charter and Bylaws. Create manage and oversees contract negotiation and procurement of facilities food, equipment and onsite registration for all chapter activities in collaboration with the communication team.</p>
Responsibilities:	<ul style="list-style-type: none"> >Maintain and manage accounts receivable and payable and all financial portfolios, including but not limited to the collection of chapter dues from PMI, guest payments for chapter meetings or special events and the payment of all chapter bills in accordance with chapter committee directives >Establish and maintain all required chapter bank accounts and/or similar financial transactions; arrange for officer signatures as required >Provide financial reporting regarding the state of finances and chapter activity to chapter membership, Board and executive level volunteer leaders on a monthly basis (Board meeting) >Report on the state of finances at Board meetings and chapter meetings >Develop an annual operating budget and financial statement to be included in the annual application for Charter renewal >Ensure the chapter has reviewed and reported required tax filings >Recommend improvements in the financial processes to the Board >Establish, maintain and ensure compliance with all financial operational processes to ensure continuity of chapter operations and define, document and maintain chapter policies including financial reserve policies, investment policies, and record retention and destruction policies established by the Board of Directors >Maintain the annual budget >Contribute to financial planning/goal setting, investing, forecasting and budgeting for the chapter >Distribute/communicate financial section of the annual report to chapter membership through communication team >Assist in the preparation of the annual financial statements and reports >Provide timely information to independent auditors as required >Keep an up-to-date inventory of all the goods owned by the chapter >Handle all PMI and government required payments >Ensure maintenance and storage of all historic financial documents in accordance with chapter Board policies regarding Record Retention and Destruction policies >Establish financial metrics; ensure chapter is maintaining requirements >Serve as liaison with PMI Global Operations Center (GOC) on financial matters >Prepare financial guidelines and procedures for the chapter along with Board >Analyze cost impact and income benefit of all activities proposed by the Board of Directors >Review any chapter contract, agreement and insurance >Distribute information, materials and/or fees received from the PMI GOC to appropriate officers in a timely manner

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	<ul style="list-style-type: none"> >Confirm and check bank accounts monthly >Develop and implement succession and transition plan
Strategic and Business Management Skills:	<ul style="list-style-type: none"> >Accounting Software/Tools (e.g. Quick Books, Excel) >Knowledge of Financial Planning >Analytical Thinking >Knowledge of Generally Accepted Accounting Principles (GAAP) >Documentation Skills/Financial Record Keeping
Leadership Skills:	<ul style="list-style-type: none"> >Persuasion/Motivation Skills >Public Speaking/Presentation Skills >Skilled in Strategic Planning and Process Execution >Team Building Skills
Time Required:	>Estimated Volunteer Hours per Month: 25-35
Experience Recommended:	<ul style="list-style-type: none"> >Average Years of Project Management Experience: 5 >Average Years of Volunteer Experience: 2
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PMI-MCAC-Roles Delineation

Title:	Vice President of Governance and Policy
Role Description:	>Elected or appointed volunteer responsible for addressing governance and policy issues, including ensuring the maintenance of, and compliance with, chapter policies and bylaws.
Responsibilities:	<ul style="list-style-type: none"> >Develop and maintain information security/personal information policy and oversee roles/function definitions process >Address any breeches that may be brought up against a member and/or the chapter >Assist in resolving chapter conflicts >Raise awareness of, and help find or provide training on, code of conduct/regulations/processes >Be aware of the Ethics Review Process >Develop and implement succession transition plan >Ensure the policies are consistent and compliant with all applicable governmental jurisdiction and regulations (e.g., IRS, Federal and State government, PMI policy, Sarbanes Oxley, local laws and regulations) >Review and update bylaws and ensure they are in alignment with PMI chapter Charter >Ensure the chapter policies and bylaws are upheld and enforced >Develop and maintain chapter operations manual >Identify gaps between PMI Global Operations Center (GOC) policies and chapter policies >Maintain information security/personal information policy and roles/function definitions
Strategic and Business Management Skills:	<ul style="list-style-type: none"> >Experience with Developing Roles & Responsibilities >Experience with Local Regulations & Laws >Knowledge of PMI Ethical Code & Guidelines >PMI Knowledge & Experience >Policy Development Experience
Leadership Skills:	<ul style="list-style-type: none"> >Conflict Resolution Skills >Facilitation Skills >Excellent Writing Skills >Team Building Skills >Decision Making Skills >Strategic Planning & Execution Skills
Time Required:	>Estimated Volunteer Hours per Month: 15-25
Experience Recommended:	<ul style="list-style-type: none"> >Average Years of Project Management Experience: 5 >Average Years of Volunteer Experience: 2
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PMI-MCAC-Roles Delineation

Title:	Vice President of Outreach
Role Description:	<p>>Elected or appointed volunteer responsible for developing and maintaining relationships with local colleges and universities, community services, businesses, as well as the military to implement the strategy and programs that form sustainable partnerships and provide mutual benefits for the above entities according to PMI and chapter policies and bylaws.</p>
Responsibilities:	<p>>Work with the chapter's Board of Directors and chapter partner to develop an overall strategy to engage with local academic institutions, community services, businesses, and the military that support the objectives of the chapter and PMI Global Operations Center (GOC)</p> <p>>Develop and implement innovative programs to support outreach strategies</p> <p>>Develop goals/objectives, including metrics to measure outreach success</p> <p>>Develop strategies and programs to support the establishment of "partnerships" for mutual benefit with academic institutions, community services, businesses, and the military organization that help promote the chapter and the project management profession</p> <p>> Evaluate and maintain outreach partnerships</p> <p>>Monitor activities of outreach volunteers assigned to manage the program</p> <p>>Maintain a record of local academic contacts</p> <p>>Manage and maintain outreach budget</p> <p>>Utilize PMI outreach resources to support designated outreach activities (found on the Marketing Portal)</p> <p>Provide input to PMI's outreach staff that will contribute to the development of outreach resources and services for chapter use (found on the Marketing Portal)</p> <p>>Report monthly progress to the chapter's Board of Directors and for the annual chapter business planning meeting with chapter partner</p> <p>>Incorporate feedback, suggestions, and recommendations as necessary to enhance the effectiveness and value delivered to the audience and chapter as they relate to outreach resources and services</p> <p>>Act as primary lead for developing outreach activities which may include oversight of all outreach committee volunteers</p> <p>>Responsible for making local academic institutions, community services, businesses, and the military aware of PMI and the relevant benefits of chapter support, and PMI products, programs, and initiatives</p> <p>>Responsible for identifying and developing programs to involve, develop, engage, and manage academic stakeholders</p> <p>>Assure synergy between outreach projects/activities</p> <p>>Gather lessons learned and develop procedures to ensure consistent messaging across outreach activities</p> <p>>Attend regularly scheduled outreach team meetings/conference calls and selected other meetings</p> <p>>Create outreach articles for chapter newsletter that provide communications</p>

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	<p>on outreach activities</p> <ul style="list-style-type: none"> >Responsible for helping to develop the role and responsibilities of the position and provide on-boarding support for new volunteers >Enhance executive-level awareness of outreach programs that should be considered for the chapter and its members >Develop and implement succession and transition plan
Strategic and Business Management Skills:	<ul style="list-style-type: none"> >Knowledge of University Academic Environment and Structure >Understanding of PMI Approach for Universities (including Accreditation Process)
Leadership Skills:	<ul style="list-style-type: none"> >Decision Making >Persuasion/Motivation Skills >Skilled in Strategic Planning and Process Execution >Stakeholder Management
Time Required:	>Estimated Volunteer Hours per Month: 15-25
Experience Recommended:	<ul style="list-style-type: none"> >Average Years of Project Management Experience: 5 >Average Years of Volunteer Experience: 2
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PMI-MCAC-Roles Delineation

Title:	Vice President of Programs
Role Description:	>Elected or appointed role responsible for establishing and managing all chapter professional development programs, live and on-line, including yearly calendar, speakers, location, budgeting, lessons learned, and reporting for results and forecasting. Responsible for providing information in a timely manner to communication team and membership to help create appropriate and timely programs and events according to chapter policies and bylaws.
Responsibilities:	<ul style="list-style-type: none"> >Seek new project management professional development programs, events, and services through networking with other educational organizations and PMI chapters >Promote the project management profession through the planning and coordination of special events, as identified by the chapter Board, designed to enhance and expand the skills and knowledge of project managers, program managers, business analysts, and other members of the project management community >Incorporate feedback, suggestions, recommendations, and lessons learned as necessary to enhance effectiveness and value delivered to the audience and chapter as they relate to the logistics of events/programs >Oversee events, presentations, and programs, including organization and delivery >Invite key influencers from industry to participate in chapter events >Advance the project management profession through the planning and coordination of special events, including Professional Development Day as identified by the chapter's Board
Strategic and Business Management Skills:	<ul style="list-style-type: none"> >Ability to Develop and Manage Program and Event Schedules >Content & Curriculum Development >Knowledge of PMI Credentials and PDUs >Program and Event Planning Skills
Leadership Skills:	<ul style="list-style-type: none"> >Ability to Delegate Effectively >Coaching and Mentoring >Public Speaking/Presentation Skills >Team Building Skills and Facilitation Skills >Negotiation Skills
Time Required:	>Estimated Volunteer Hours per Month: 15-25
Experience Recommended:	<ul style="list-style-type: none"> >Average Years of Project Management Experience: 5 >Average Years of Volunteer Experience: 2
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