



PMI-Vancouver Island

Board of Directors

Roles & Responsibilities

Term	Definition
PMI-VI	Project Management Institute – Vancouver Island Chapter
PMI	Project Management Institute

The following are definitions of terms, abbreviations and acronyms used in this document.

President

Responsibilities

Lead the Board with democratic decisions based on the following:

- PMI-VI Vision and Mission
- PMI and PMI-VI Strategic Plans
- PMI and PMI-VI value statements
- PMI Chapter Charter
- PMP ethics
- PMI-VI Board and Chapter member input
- Accountable for PMI-VI Strategic planning every 3 years
- Accountable for the development of annual Portfolio Action Plans
- Represent the Chapter throughout Vancouver Island, Region 1, and PMI events and meetings as required
- Chair Board and Executive meetings
- Lead the business portion of Chapter Dinner Meetings
- Promote PMI and PMI-VI
- Resolve conflict as necessary
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

1 year (3 years in total: 1 as President Elect, 1 as President, 1 as Past President)

President Elect

Responsibilities

Assist the President to lead the Board with democratic decisions based on the following:

- PMI-VI Vision and Mission
- PMI and PMI-VI Strategic Plans
- PMI and PMI-VI value statements
- PMI Chapter Charter
- PMP ethics
- PMI-VI Board and Chapter member input
- Represent the Chapter throughout Vancouver Island, Region 1, and PMI events and meetings as required
- Alternate Chair of Board and Executive meetings
- Alternate lead of the business portion of Chapter Dinner Meetings
- Assist or lead any PMI-VI Chapter initiatives as required
- Promote PMI and PMI-VI
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

1 year (3 years in total: 1 as President Elect, 1 as President, 1 as Past President)

Treasurer

Responsibilities

- Oversight of the PMI-VI Chapter budget, expenditures, and financial reporting requirements
- Payment of invoices and expense reports as required
- Provide/present quarterly and annual financial reports to the Board of Directors
- Present the annual financial statements at the PMI-VI Annual General Meeting
- Assist or lead any PMI-VI Chapter initiatives as required
- Promote PMI and PMI-VI
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

1 year

Secretary

Responsibilities

- Maintain approved bylaws, articles of incorporation, charter agreements, board policies, committee charters, and all other non-financial records
- Maintain the chapter electronic document repository and manage the Chapter's asset inventory
- Maintain and manage all chapter contracts, service agreements and other similar obligations
- Manage and control access to membership registries and individual membership records
- Coordinate and distribute board meeting agendas
- Record and maintain minutes from monthly and special board meetings
- Track, document and distribute Board meeting minutes, issues, actions and resolutions in consultation with the Board Executive
- Notify membership not less than the period stated in the chapter bylaws before Annual General Meetings
- Provide all notifications to the membership, directors, auditors and members of committees, as necessary
- Develop and implement succession and transition plan
- Additional responsibilities as described in the Strategic Plan, Policy documents and or standard operating procedures

Term

1 year

Director of Communication

Responsibilities

- Develop and implement a communications/marketing plan in support of the chapter strategic objectives
- Develop and implement communications to promote the chapter and its activities to members and the community at large
- Develop an awareness of PMI's and PMI-VI's communications tools and resources
- Create and disseminate the chapter's announcements, press releases and marketing activities
- Update and monitor the PMI-VI website/social media
- Publicize the chapter and PMI through internal and external publications
- Oversee, or advise on the Chapter's communications with the press, public authorities, government bodies, and non-governmental organizations
- Increase awareness of PMI and the chapter
- Maintain relationships with sponsors for revenue generation to fund the chapter's activities
- Develop and implement succession and transition plan
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

2 years

Director of Program

Responsibilities

- Define strategies for creating or improving the PMI-VI meeting program
- Develop and implement a chapter meeting programs plan, including a roadmap for content
- Provide material and meet communications timelines to adequately promote all PMI-VI meeting program events
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of the meeting program
- Coordinate speakers, venues, catering, volunteers, etc. to meet program event objectives
- Invite key influencers from industry to participate in events
- Assist in planning and coordinating special events, as identified by the chapter's board, designed to enhance the project management profession and/or expand the skills and knowledge of project managers
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

2 years

Director of Professional Development

Responsibilities

- Define strategies for creating or improving professional development programs
- Develop and implement a chapter professional development plan, including a program roadmap for professional development content programs
- Develop plans for and coordinate the chapter's professional development activities, such as study groups, mentorship, seminars, workshops, professional development days and other activities
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of professional development programs
- Seek new project management professional development programs and services through networking with other educational organizations and PMI chapters
- Invite key influencers from industry to participate in events
- Plan and coordinate special events, as identified by the chapter's board, designed to enhance the project management professions and/or expand the skills and knowledge of project managers
- Maintain relationships with sponsors for revenue generation to fund the chapter's activities
- Coordinate and organize presentations to potential chapter sponsors, event sponsors and other sponsors
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

2 years

Director of Vounteers

Responsibilities

- Recruit and retain a pool of PMI-VI volunteers
- Create and manage the PMI-VI volunteer activities
- Identify and develop programs to engage PMI-VI volunteers
- Help leverage experience of PMI-VI volunteers and channel them into Chapter initiatives
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

2 years

Director of Membership

Responsibilities

- Develop and maintain a chapter membership plan that assures continued growth through proactive recruiting and partnering with major area employers
- Promote the value of PMI and chapter membership
- Liaison with potential PMI members and encourage them to be members of the chapter
- Develop and implement a plan to recognize member milestones
- Develop and implement a member retention program
- Revise membership benefits and value on a regular basis
- Develop and implement membership welcome and support plan
- Maintain the membership records of the PMI-VI Chapter
- Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc.)
- Develop and administer membership satisfaction survey/exit survey
- Work with marketing to develop a plan to implement outreach to the community including commercial, not-for-profit and other professional associations about membership
- Support and attend Annual General Meeting
- Develop and implement succession and transition plan
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

2 years

Director of Outreach

Responsibilities

- Develop and implement an outreach plan in support of the chapter strategic objectives
- Develop and implement outreach campaigns to promote the chapter and its activities to members, organizations, and the community at large
- Develop and implement a plan for educational outreach at the elementary, secondary and collegiate levels
- Market and publicize the chapter within the community
- Develop an awareness of PMI's outreach tools and resources
- Collaborate with local businesses to publicize the chapter and PMI
- Oversee the relationship with the press and relationships with the public authorities, government bodies and non-governmental organizations
- Monitor and coordinate presentations to external stakeholders and other organizations interested in the activities of PMI
- Increase awareness of PMI and the chapter
- Provide the information necessary to market the education, certification, as well as training opportunities offered by the chapter
- Maintain relationships with sponsors for revenue generation to fund the chapter's activities
- Coordinate and organize presentations to potential chapter sponsors, event sponsors and other sponsors
- Develop and implement succession and transition plan
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

2 years

Director of Certification

Responsibilities

- Manage chapter-created credential examination review courses and other such courses, including content, quality review, delivery, evaluation, and associated volunteers
- Manage, or be an advisor to, activities related to any chapter-created course content rewrites
- Recommend or oversee any soft skills development training programs
- Provide information to members and non-members on career development
- Provide information and guidance to members and non-members on certification/re-certification in the context of PMI
- Recommend, develop and deliver project management education materials, courses, presentations and sessions
- Provide the information necessary to market the education, PMI certification, as well as training opportunities offered by the chapter
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

2 years

Director of Up-Island

Responsibilities

- Strategize and create action plans for PMI-VI programs on Vancouver Island, north of the Malahat
- Plan and coordinate special events designed to enhance the project management profession
- Expand the skills and knowledge of project managers Up-Island
- Manage budget for portfolio
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

2 years

Director of Sponsorship

Responsibilities

- Develop and implement a sponsorship plan in support of the chapter strategic objectives
- Develop and implement sponsorship campaigns to promote the chapter and its activities to members, organizations, and the community at large
- Develop and implement a plan for sponsorship for Chapter Dinner meetings, outreach events and the PD conference
- Market and publicize chapter sponsorship within the local business community and organizations interested in the activities of PMI
- Develop an awareness of PMI's sponsorship options/models
- Collaborate with local businesses to create mutually beneficial/reciprocal sponsorship agreements the chapter and PMI
- Oversee the relationship with the press and relationships with the public authorities, government bodies and non-governmental organizations as they relate to sponsorship
- Maintain relationships with sponsors for revenue generation to fund the chapter's activities
- Coordinate and organize presentations to potential chapter sponsors, event sponsors and other sponsors
- Develop and implement succession and transition plans for Sponsorship Director role
- Create and implement an annual portfolio Action Plan that aligns with PMI and PMI-VI strategic plans, and the PMI-VI mission and vision

Term

2 years