



PMI-Vancouver Island

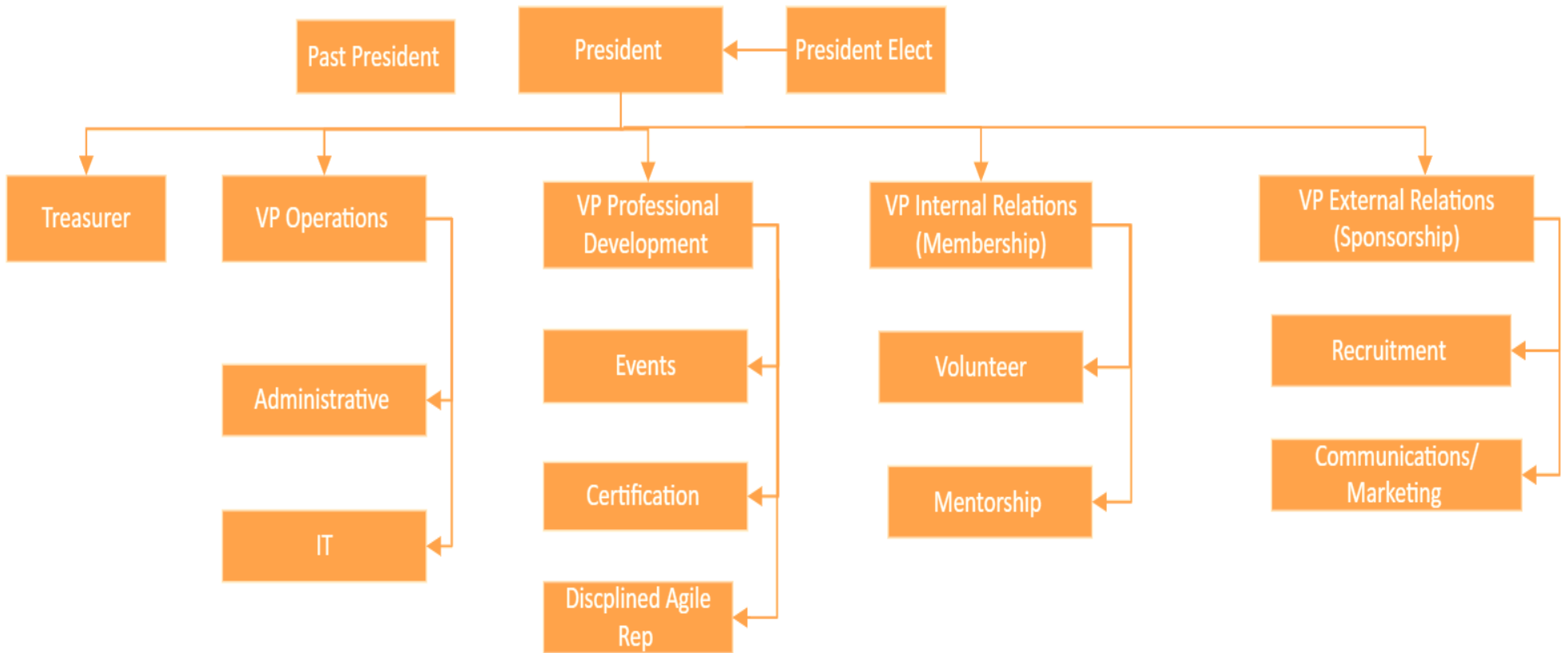
Board of Directors

2023 Revised 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.

Flow Diagram - New Board Structure



Incumbent **Past President**

Summary: Informal role for the immediate former President or elected volunteer responsible for oversight of the chapter and the board. The Past President will provide support & guidance to the President and Board, and work alongside the president during elections and on/offboarding to ensure a smooth transition. The Past President may support any program area during their term, and may step into any vacant board positions as required.

Note: this role can be filled in an advisory capacity by ANY Past President from the Chapter.

Responsibilities include:

1. Maintain continuity in the chapter to help to ensure smooth board transitions.
2. Support work within the board where needed.
3. Assume the role of mentor for the president and overall advisor for the board.
4. Provide ethical guidance to the board where needed.
5. Support conflict resolution where needed.

Term: **1 year**

Incumbent **President**

Summary: Elected volunteer responsible for oversight of the chapter and the board. This role directs, has an overview of, and coordinates all activities of the other board members in accordance with the chapter bylaws.

Note: this role does not require election UNLESS it is unfilled or abandoned.

Leads 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**

Election Required

President Elect

Summary: Successor to the president; elected volunteer who will assist the president with their duties of managing the chapter and assume the full role of the chapter president if the president is unable to perform duties for any reason. This role will also provide support to the entire chapter as/when needed, and take on the responsibility of liaising with/understanding all other board members' roles throughout their term.

Responsibilities include:

1. Represent the president in their absence.
2. Assume the role of president, including all areas of responsibility, if the president is unable to perform duties for any reason such as unforeseen professional/personal circumstances or resignation.
3. Assist the president in liaising with PMI if/when required.
4. Assist the president in their duties including supporting the implementation of chapter's strategic projects.
5. Assist in the implementation of the succession and transition plan for the whole board – including their transition to the president role if applicable.

Term: **1 year**

Election Required

Treasurer/VP Finance

Summary: Elected volunteer responsible for managing financial operations, maintaining and presenting all financial records required for chapter operations in accordance with chapter bylaws, local legislation* requirements, and the *PMI Code of Ethics and Professional Conduct*. This role is also responsible for developing the annual budget, estimates, and monthly financial reporting.

Responsibilities include:

1. Manage accounts receivable and payable and all financial portfolio activities, including but not limited to the collection of chapter dues from PMI, payments for chapter meetings or special events and the payment of all chapter bills in accordance with the chapter board of directors.
2. Establish and maintain all required chapter bank accounts and/or similar financial transactions; arrange for officer signatures and/or approval as required.
3. Provide financial reporting regarding the state of financial assets and chapter activity to chapter membership and board of directors.
4. Prepare the annual financial statements, reports and any other mandatory financial documentation required by local legislation* and liaise with a dedicated financial/tax consultant, if available.
5. Maintain the annual budget: assist each chapter functional area in creating their respective budgets aligned with the annual plan based upon their desired services/programs for the coming year, tracking and monitoring of expenditures, reporting spending and available funding for each functional area and assisting in procurement services and pricing.
6. 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.
7. Serve as liaison with PMI on financial matters.

Term: **2 years**

Election Required

Vice President, Operations

Summary: Elected volunteer responsible for the maintenance and execution of chapter policies and bylaws ensuring all required chapter governance and compliance activities are performed effectively and efficiently.

This role is also responsible for preparing, maintaining, recording and circulating all records, correspondence, meeting minutes (both board meetings and membership meetings), and related affairs of the chapter. This role will also assume accountability for all aspects of chapter technology including the acquisition of technology, support/maintenance of technology, data analytics, technology governance and long-range and annual planning of technology in accordance with any current or future PMI procedures and guidelines. The volunteer will be responsible for working with chapter leaders and vendors to ensure alignment with the business needs of the chapter as well as ensure compliance with chapter and *PMI Information Security Policies*.

In addition, the volunteer will drive the technological vision and strategy, to successfully deliver and implement technology solutions to meet the chapter's needs. This role serves as the primary contact for all aspects of the chapter's website, handling a range of responsibilities that includes web design and development, routine site and content maintenance, and various updates to ensure website alignment with goals and objectives of the chapter.

Responsibilities include:

- Administrator - agendas, minutes, meeting coordination, ongoing board support (i.e. maintaining contact info/communication channels), Google Drive
- IT Support - website management, IT and A/V during live and virtual events
- Governance & Policy compliance (Supported by President + Treasurer)
- Nominations & Elections (Supported by Past President)
- On/Offboarding (Supported by all members + President/Past President) - chapter leader orientation, facilitating team building activities; switching over accesses from previous to new board members for emails/websites

Potential Appointments:

- Administrator/Facilitator/Secretary
- IT Director/Manager

Term: **2 years**

Election Required

Vice President, Internal Relations

Summary: While the focus on membership is that of the entire board, this elected volunteer is responsible for addressing the needs of chapter membership, including membership recruitment, retention, and associated value delivery in accordance with chapter policies and bylaws. The role is also responsible for leading, planning, conducting, and overseeing the chapter's mentoring program. Creates and delivers the mentoring program annual schedule, coordinates budget and resources (including recruitment of mentors, call for mentees, topic selection, administrators, venues, mentor-mentee matching, follow-up, scheduling, feedback, and continuous program improvement to ensure the smooth running of the mentoring program.

This role is also responsible for creating opportunities for chapter members to volunteer both within the chapter (Chapter events) or serve the community through the teaching of project management skills and experiences. Identify and promote social good partners, projects, activities, and tasks for chapter members and volunteers to be involved in.

Responsibilities include:

- Membership/member services (engaging members, ensuring dues, recruiting new members, engaging with existing members, developing newsletters, sending personalized notes to members that are new to the chapter and creating new member social events; hosting semi-annual membership benefit sessions; support member retention; will create regular opportunities for members to provide feedback and requests)
- Mentorship program (annual)
- Volunteers/Social Impact (creating a volunteer roster, finding/posting about volunteer opportunities, collaborating with event manager to create volunteer opportunities)

Potential Appointments:

- Mentorship Program Director/Manager
- Volunteer Director/Manager

Term: **2 years**

Election Required

Vice President, External Relations

Summary: Elected volunteer who develops and executes an integrated sponsorship program to support the chapter to produce value for members (i.e. events, campaigns, learning opportunities etc). These activities shall be performed in accordance with chapter bylaws, PMI policies, and chapter annual plan. This volunteer is also responsible for recruitment of new members, using tools like ThoughtSpot, coordinating with other board members, and attending community events related to project management to promote membership.

The role is also responsible for Chapter marketing activities, including the development of marketing materials (via Canva or other tool) to promote chapter events and activities. These activities shall be performed in accordance with chapter bylaws and PMI policies, brand guidelines and global marketing strategy. Includes strategizing, implementing, optimizing, moderating and maintaining social media channels (i.e. LinkedIn, Instagram, Facebook) for the chapter in-line with the chapter's social media policy and PMI Social Media Guidelines and brand standards for chapters. May include identifying and testing new social platforms, evaluating current social channels, raising awareness of the chapter, knowledge sharing, highlighting chapter members, showcasing events, etc.

Responsibilities include:

- Sponsorship (creating and maintaining sponsorship packages, providing sponsorship support for events/campaigns, developing and maintaining relationships with sponsors, acquiring new sponsorships/grants/funding)
- Outreach/Social Media/Marketing (maintaining social media channels, supporting events/campaigns/activities of PMI Chapter, reposting relevant messages from PMI Global, engaging with audience, developing chapter brand materials/brand package i.e. via Canva)
- Recruitment (attending events to promote chapter and PMI Global, reaching out to prospective members personally, promoting recruitment events)

Potential Appointments:

- Marketing/Communications Director
- Recruitment Manager

Term: **2 years**

Election Required

Vice President, Professional Development

Summary: Elected or appointed volunteer responsible for creating and managing professional development and education programs in accordance with chapter policies and bylaws. Responsible for the development of chapter education activities which include but are not limited to the preparation and maintenance of PMI's certifications, as well as the development and sustainability of relationships with local colleges, universities and other external partners such as Authorized Training Partners (ATPs). This includes promoting PMI's project management certifications amongst chapter members and the project management community in the chapter's territory, as well as leading the chapter initiatives focused on organizing and leading the chapter's certification programs (e.g., study groups) for PMI certifications.

Additionally, responsible for supporting the planning, research and operational execution of the various preparation courses and examinations leading to PMI certifications and establishing and maintaining the relationship between the chapter and authorized training partners (ATPs) and other exam prep partners. This includes responsibility for the development of chapter education activities which include but are not limited to the preparation and maintenance of PMI's certifications, as well as the development and sustainability of relationships with local colleges, universities and other external partners such as Authorized Training Partners (ATPs).

Elected or appointed volunteer responsible for the overall planning, promotion, and logistics of various chapter seminars, roadshows, workshops, conventions, expos, conferences and other possible in-person, virtual or hybrid events that aim ultimately to foster chapter membership growth and retention, nurture the volunteer experience through engagement and deliver value to the project management community. This may also include, but is not limited to, supporting event marketing strategy, venuesearches, recruiting and leading talented speakers and volunteers, managing expenses, developing sustainable partnerships with companies and organizations, and solving budget issues.

In accordance with chapter policies and bylaws, the appointed volunteer serves as a subject matter expert (SME) to help chapter members and non members understand PMI product offerings that aid in career development. This includes academic outreach targeting students aged 19-35, faculty, and the academic project

management communities and related areas of study. Responsible for developing a strategy and implementing programs that form sustainable partnerships and yield mutual benefits for tertiary/ higher educational institutions that align with PMI's impact strategy.

Responsibilities include:

- Events/Programs
- Certification/Education
- Disciplined Agile Rep
- Academics (scholarships, post-secondary institutions, PMIEF)

Potential Appointments:

- Certifications/Academics Director
- PD Conference Chair/Project Manager
- Event Manager
- Disciplined Agile Rep

Term: **2 years**