

## Chapter Roles & Responsibilities

### President

The President is the chief executive officer for the Baltimore Chapter and of the Board and shall perform such duties as are customary for presiding Officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-official with the right to participate and vote on all committees except the Nominating Committee.

Duties include:

- Direct the chapter's strategic goals
- Achieve the chapter vision, mission and objectives as detailed by the chapter board, PMI, and chapter business plans
- Direct the activities of other officers toward chapter goals and objectives
- Ensure that the chapter board works together as a team
- Represent the chapter at public events
- Ensure strategic alliance, planning and annual reporting
- Be ultimately accountable for all board operations and chapter activities
- Act as a liaison between the chapter and PMI Global
- Ensure that the charter renewal is updated and that the chapter complies as specified by PMI
- Preside over the Board of Directors meetings and the annual state of the chapter meeting
- Ensure that all chapter business is being done legally and ethically
- Assume responsibility for the overall functioning of the chapter
- Legally co-represent the organization with the Vice President of Finance
- Ensure statutory and regulatory compliance in consultation with Vice President of Finance
- With the board, ensure prudent disbursement of chapter funds
- Drive implementation of PMI policies and guidelines and ensure that they are reflected in chapter processes
- Promote leadership development opportunities for board development
- Develop and implement a succession and transition plan

## VP of Communication

- 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 bylaws, board policies and procedures
- Work with Marketing Director/VP to ensure that chapters' brand is understood and leveraged in communication plans
- Lead the development, production and release of all chapter newsletters and communications
- Collaborate with website/technology officer to provide website content and provide input into website design
- 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
- Develop and implement succession and transition plan

## VP of Professional Development

- Define strategies for improvement in professional development/training 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 external educational activities, such as study groups, seminars, workshops, courses, professional development days and other educational activities
- Manage chapter-created credential examination review courses and other such courses
- 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
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of programs
- Work with marketing to promote the education, certification, as well as training opportunities offered by the chapter
- Recommend, develop, and deliver 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
  
- 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
- Incorporate feedback, suggestions, and recommendations 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 training programs
- Invite key influencers from industry to participate in chapter events
- Advance the project management profession through the planning and coordination of special events, as identified by the chapter's board
- Develop and implement a succession and transition plan

## VP of Technology

- Manage all chapter technology initiatives
- Provide administrative support for chapter technologies
- Provide vendor management of technology
- Be familiar with all aspects of operational technologies in place and be able to provide backup administrative support
- Ensure the chapter's owned, rented, or leased equipment is in good working order and tracked
- Provide regular status updates to chapter leaders
- Communicate service level agreements (SLAs) for issue/request intake process
- Manage, recruit and onboard internal and external technology team members and ensure technology team is providing timely responses to support requests
- Coordinate and collaborate with other chapter board members and volunteers where needed
- Participate in request for proposal (RFP) and contract negotiations (not sole negotiator)
- Research new technologies and/or features to improve the chapter efficiencies and membership experience and report on feasibility of proposed technology initiatives
- Collaborate with chapter leadership to propose initiatives
- Gather business requirements
- Oversee any initiatives for current or proposed technologies
- Lead implementation planning Oversee training

## VP of Membership

- Develop and implement a Chapter Membership Plan
- Ensure continued growth through proactive recruiting, retention, and member engagement, including the establishment of measurable goals and the monitoring of success metrics for appropriate action
- Develop and implement a Community Outreach Plan including commercial, not-for-profit and other professional associations
- Answer general member/non-member information inquiries and other requests for assistance with membership and its benefits
- Support and attend annual general meeting and all chapter meetings as appropriate
- Primary user of the Chapter Reporting System (CRS) for analysis and reporting of membership data
- Maintain the membership records of the chapter
- Provide communication list/member updates to officers as requested
- Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc.)
- Review and analyze member satisfaction survey data and enhance membership benefits
- Develop and administer lapsed (non-renewal) member survey
- Analyze and integrate survey feedback for inclusion in the strategic/operational planning
- Develop and implement membership welcome and support plan including the promotion of PMI and chapter membership value
- Communicate member value through various delivery methods in alignment with the Membership Benefits Package
- Utilize membership marketing materials available through the PMI Marketing Portal
- Develop and implement a rewards and recognition program plan to recognize member milestones (such as anniversaries or awards)
- Develop and implement succession and transition plan

## VP of Finance

- 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
- 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 of 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 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 Global to appropriate officers in a timely manner
- Confirm and check bank accounts monthly
- Develop and implement succession and transition plan

## VP of Programs

- Oversee the operation of all chapter satellite site locations
- Ensure a support environment for site volunteers to host valuable meetings
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value of site meetings to participants
- Work with communications to advertise site meetings offered by the chapter
- Recommend project management topics and presentations based on the needs of the site attendees
- Seek new project management professional presenters through networking, professional associations and other educational organizations and PMI chapters
- Promote the project management profession through the planning, coordination, and delivery of regular site meetings throughout the chapter's geographic service area designed to enhance the knowledge of project managers
- Oversee all chapter site locations' operation, funding, presenters, and meeting execution
- Invite key influencers from colleges, industry, and government to participate in chapter meetings
- Advance the project management profession through the planning and coordination of special events, as identified by the chapter's board
- Develop and implement a succession and transition plan

## VP of Administration & Governance

- Maintain data and transaction services and processes
- Maintain inventory of technologies in place, including administrative access information
- Ensure compliance with all software/subscription licenses that are acquired
- Ensure backups and ensure proper archiving occurs within the infrastructure
- Manage internet site security/system monitoring
- Maintain the process and methods for access rights for chapter systems
- Assess risk in IT systems § Maintain IT security policies