

# PMI-CIC Board of Directors Position Descriptions



**Project**  
Management  
Institute®  
Central Iowa

**Board of Directors (BoD) Position Descriptions**

**Current Revision November, 2022**

# PMI-CIC Board of Directors Position Descriptions

## Revision Log

<p>April, 2008</p> <p>Initial Version</p>	<ol style="list-style-type: none"> <li>1. Created Board of Directors Position Descriptions document and Board approved initial draft</li> </ol>
<p>February, 2009</p> <p>Revision 1</p>	<ol style="list-style-type: none"> <li>1. Added the following Director positions:             <ol style="list-style-type: none"> <li>a. Director Communications</li> <li>b. Director Marketing</li> <li>c. Director Membership</li> <li>d. Director Logistics</li> <li>e. Director Technology</li> <li>f. Director Website</li> </ol> </li> <li>2. Directors are listed alphabetically within each elected Board position</li> <li>3. Removed the following duties from the Director Newsletter position and included in the Director Communications duties:             <ol style="list-style-type: none"> <li>a. Assists Vice President of Communications &amp; Marketing with other internal and external communications as required</li> <li>b. Collaborate with the Board to establish and publish the calendar of events for the PMI-CIC</li> </ol> </li> <li>4. Revised wording on duties for the Director Newsletter position in sections 13.3.1.2 and 13.3.1.3.</li> </ol>
<p>January, 2010</p> <p>Revision 2</p>	<ol style="list-style-type: none"> <li>1. Revised per PMI-CIC Bylaws changes:             <ol style="list-style-type: none"> <li>a. Revised Board organizational chart to include President-Elect position</li> <li>b. Changed qualification for President to have previous officer position experience of 12 consecutive months</li> <li>c. Revised Immediate Past President description and role to indicate non-voting member of the Board and removed lead role in Board transition (moved to President-Elect position)</li> <li>d. Added President-Elect position</li> <li>e. Removed the duty of creating meeting minutes from Vice President of Communications &amp; Marketing position (moved to President-Elect position)</li> <li>f. Removed operating manual development and maintenance duties from Vice President of Operations position (moved to President-Elect position)</li> <li>g. Removed operating manual development and maintenance duties from Director of Records Management position (moved to President-Elect position)</li> </ol> </li> <li>2. Added Director of PDD position per Board vote in September, 2009 and included in Board organizational chart</li> <li>3. Corrected reference to General Officer Responsibilities in all officer positions to Section 2.3.3</li> </ol>
<p>February, 2010</p> <p>Revision 3</p>	<ol style="list-style-type: none"> <li>1. Moved responsibilities and duties for scholarship opportunities from Vice President of Professional Development to Vice President of Membership &amp; Volunteerism</li> </ol>

## PMI-CIC Board of Directors Position Descriptions

<p>October, 2010 Revision 4</p>	<ol style="list-style-type: none"> <li>1. Added Professional Development Units (PDUs) Earned to General Officer and Director Responsibilities sections</li> <li>2. Began to add Time Commitment to Qualifications section on positions where this information was provided</li> </ol>
<p>June, 2012 Revision 5</p>	<ol style="list-style-type: none"> <li>1. Put new PMI-CIC logo on the title page</li> <li>2. Updated PDUs earned as a Board of Director member based on new rules from PMI® effective in 2011</li> <li>3. Added time commitment in a range of hours per month for each position</li> <li>4. Added administration of social media to Vice President of Operations and Director of Technology</li> <li>5. Moved responsibilities and duties for scholarship opportunities and liaison duties with the PMI Educational Foundation (PMIEF) from the Vice President of Membership &amp; Volunteerism to Immediate Past President</li> <li>6. Updated the following positions based on 2011 PMI Volunteer Role Delineation Study Results (can be found in same folder with PMI-CIC Position Descriptions document):             <ol style="list-style-type: none"> <li>a. President</li> <li>b. President-Elect</li> <li>c. Immediate Past President</li> <li>d. Vice President of Communication &amp; Marketing</li> <li>e. Vice President of Membership &amp; Volunteerism</li> <li>f. Vice President of Professional Development</li> <li>g. Director of Marketing</li> <li>h. Director of Outreach &amp; Public Relations</li> <li>i. Director of Membership</li> <li>j. Director of Volunteerism</li> <li>k. Director of Programs</li> </ol> </li> </ol>
<p>December, 2012 Revision 6</p>	<ol style="list-style-type: none"> <li>1. Added Trustee position</li> <li>2. Added Program Manager - Collaborate to Succeed (C2S) position</li> </ol>
<p>September, 2013 Revision 7</p>	<ol style="list-style-type: none"> <li>1. Added Director of Mentoring position</li> </ol>
<p>June, 2014 Revision 8</p>	<ol style="list-style-type: none"> <li>1. Added Director of Social Media position under Vice President of Communications &amp; Marketing and removed references to Social Media under Vice President of Operations and Director of Technology</li> <li>2. Added Project Manager – Collaborate to Succeed (C2S) position</li> </ol>
<p>December, 2014 Revision 9</p>	<ol style="list-style-type: none"> <li>1. Added Director of Certification position under Vice President of Professional Development to replace PM of PMP/CAPM Workshop and modified Vice President of Professional Development position pertaining to PMI® certification programs.</li> <li>2. Changed title of Director of Project Budgets position to Director of Budgets and modified details of position description to reflect title change.</li> </ol>

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<p>July 20, 2015 Revision 10</p>	<p>Updates to Director of Registration position description so description closely matches the position.</p>
<p>November 18, 2015 Revision 11</p>	<p>Updated the two Collaborate to Succeed job titles to match what has been approved by the board.</p>
<p>December 22, 2015 Revision 12</p>	<p>Updated the PDU information since PMI has changed the number of PDUs possible for volunteering (implemented over time).</p>
<p>June 24, 2018 Revision 13</p>	<p>Added Military Liaison Director position description to this document as it has been approved by the board.</p>
<p>September, 2019 Revision 14</p>	<p>Updated all sections; renumbered sections so that all sections flow. Reformatted the entire document.</p>
<p>January–May, 2020 Revision 15</p>	<ol style="list-style-type: none"> <li>1. Board review and approval of all position descriptions completed.</li> <li>2. Added the following position description:             <ol style="list-style-type: none"> <li>a. Disciplined Agile (DA) Chapter Champion</li> </ol> </li> <li>3. Removed the following:             <ol style="list-style-type: none"> <li>a. Project Manager for Professional Development Day (PDD) position</li> <li>b. Program Manager of Collaborate to Succeed (C2S) position</li> <li>c. References to the Director of Certification and Director of PDUs &amp; REP</li> <li>d. “Regularly submit contributions to the Vice President of Communications &amp; Marketing or designated representative.” from the list of ‘General Officer Responsibilities &amp; Duties’</li> <li>e. “Maintain relationships with Registered Education Providers (R.E.P.s)” from PMI-CIC Responsibilities &amp; Duties (Certification) for VP of Professional Development position</li> </ol> </li> <li>4. Updated the following:             <ol style="list-style-type: none"> <li>a. General description and time commitment for Director of Programs position</li> <li>b. Changed all references of Director of Newsletter to Director of Publications</li> </ol> </li> </ol>
<p>January, 2021 Revision 16</p>	<p>Updated references to PMI-CIC bylaws and policies and procedures manual regarding appointments in President’s and General Officer Responsibilities &amp; Duties descriptions.</p>

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November, 2022 Revision 17	Updated responsibilities for President and VP of Operations based on Policies & Procedures Manual updates.
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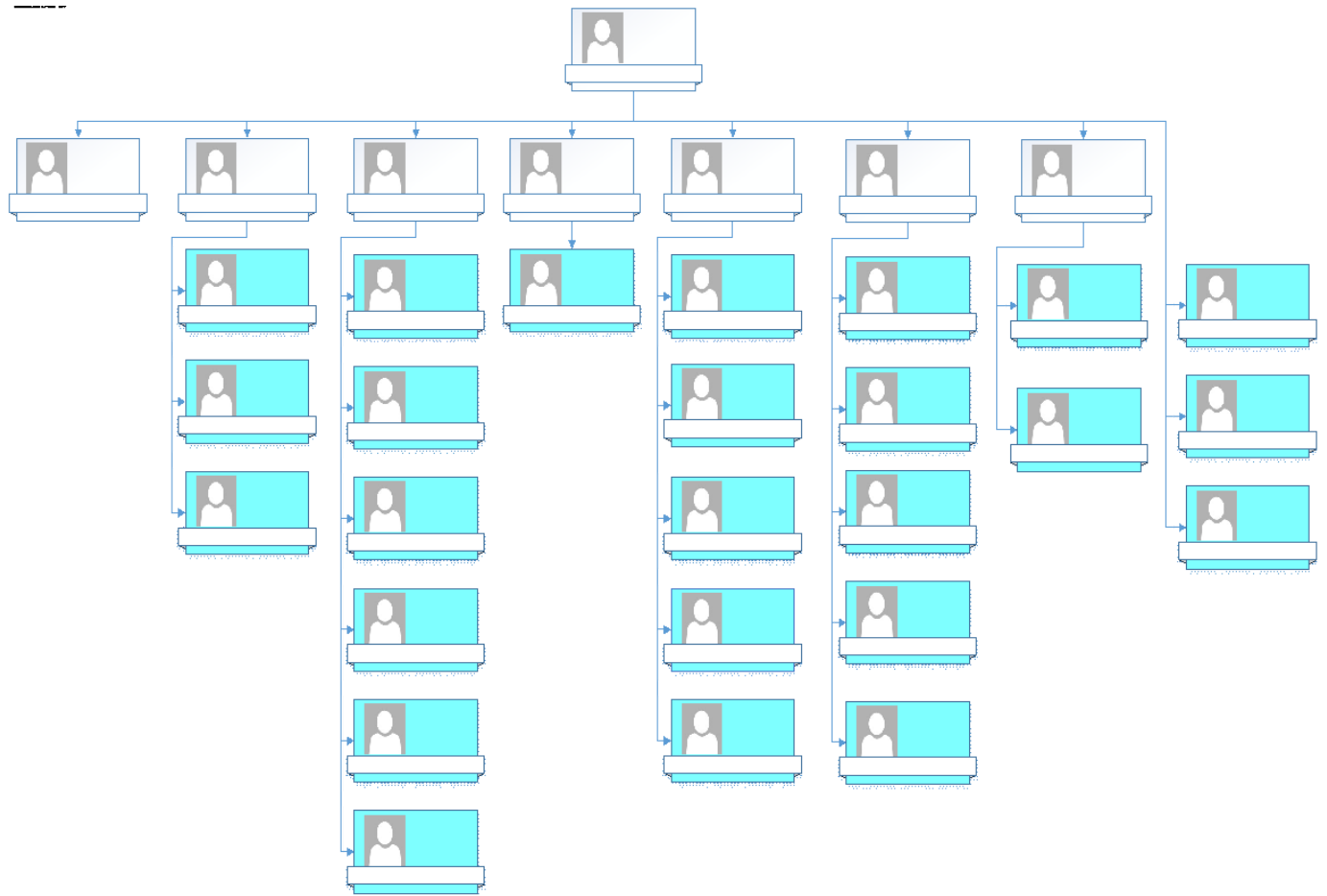
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# PMI-CIC Board of Directors Position Descriptions

## PMI-CIC Board of Directors Organizational Chart



# PMI-CIC Board of Directors Position Descriptions

## President

### General Description

The President shall be the chief executive officer for the Project Management Institute, Central Iowa Chapter (hereinafter “the PMI-CIC”) and of the Board of Directors (BoD), and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board.

The President is accountable to the PMI-CIC membership, the PMI-CIC Board of Directors and to the Project Management Institute, Incorporated (hereinafter “PMI®”) for the overall functioning of the PMI-CIC.

### Qualification & Time Commitment

The office of President is open only to a PMI-CIC member who has served previously in one of the Board of Director officer positions, either on the PMI-CIC Board or at another PMI Component Chapter for twelve (12) consecutive months. The President must be able to attend most BoD and Chapter meetings. In addition, the following are required:

- Proven leadership ability
- Volunteer management experience
- Customer service experience
- Non-profit management experience
- General knowledge of PMI® policies and procedures
- Team building and conflict resolution skills

The President position requires a time commitment of thirty (30) to forty (40) hours per month.

### Roles, Responsibilities & Duties

The President serves the roles of an officer of the corporation, a member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Act as the corporation chief executive officer and chair the Board of Directors.
- Ensure that PMI-CIC Charter Agreement, Articles of Incorporation and Bylaws are upheld and enforced.
- Ensure that the PMI-CIC articles of incorporation are renewed as required by governmental agencies and have been reviewed along with other PMI-CIC documents (e.g., Bylaws, Charter Agreement) as required by the legal counsel of the Chapter, PMI®, and/or other members of the Board as appropriate.
- Renew annually the PMI-CIC insurance policy.
- Liaison with legal counsel as necessary on behalf of the PMI-CIC.
- Negotiate, oversee and execute or assign responsibility for execution of non-technology contracts and agreements made with another part(ies) that obligate the PMI-CIC.
- Ensure that all Chapter business is being done legally and ethically.

## PMI-CIC Board of Directors Position Descriptions

- Provide general guidance to the PMI-CIC and its officers:
  - Dedicate to achieving the PMI-CIC's mission, vision and objectives as detailed in the Chapter's strategic plan.
  - Serve as organizer and consensus builder for decisions of the PMI-CIC.
  - Direct the activities of other officers toward Chapter goals and objectives.
  - Encourage each officer to improve their respective area of responsibility.
  - Conduct a PMI-CIC annual business meeting.
  - Conduct a PMI-CIC strategic planning meeting at least once a year.
  - Review PMI-CIC operations on a monthly basis
- Call and preside over PMI-CIC meetings:
  - Schedule, provide and circulate agendas and preside over all PMI-CIC Board and business meetings.
  - Provide opening remarks, updates and/or other information as appropriate at various PMI-CIC events (e.g. monthly PMI-CIC lunch/dinner meetings, Professional Development Day, etc.). Schedule, provide and circulate agendas and preside over all.
- Oversee PMI-CIC finances:
  - Ensure authorizing signatures are provided to any financial institution holding PMI-CIC funds.
  - Ensure the PMI-CIC reports required tax schedules to appropriate governments.
  - Approve financial transactions requiring payment from the PMI-CIC account for amounts over \$500.00.
  - Prepare and submit an annual budget to the Vice President of Finance & Treasury, including but not limited to, budget for PMI Leadership meetings and BoD expenses (by default previous year's actuals become budget for the current year).
  - Review monthly bank statements and initial acceptance (usually done at the monthly BoD meeting).
  - Increase financial viability of PMI-CIC.
- Make necessary appointments as specified in the PMI-CIC Policies and Procedures Manual:
  - Appoint Nominating Committee members in January of each year to conduct elections and prepare slates of nominees for director and vacant officer appointments
  - Appoint replacement Board members to vacant positions
  - Appoint audit team to perform a review of the PMI-CIC financial records and asset inventory.
- Facilitate communication among all PMI-CIC members and the Central Iowa community and respond promptly to questions and concerns from PMI-CIC members and nonmembers via email, phone or personal contact as appropriate.
- Ensure PMI-CIC programs and activities are properly identified as an activity sponsored by the PMI-CIC and not as an official activity of PMI®.

### PMI® Responsibilities & Duties

- Act as the liaison to PMI® and to Region 2.
- Ensure that PMI® policies and procedures are upheld as outlined in *PMI® Policies Manual for Chartered PMI Components*.
- Communicate information from PMI® to the BoD and PMI-CIC members:
  - Receive all correspondence from PMI®.

## PMI-CIC Board of Directors Position Descriptions

- Distribute information, materials and/or fees received from PMI® to the appropriate PMI-CIC officer(s) in a timely manner.
- Forward all relevant communications from PMI® to the BoD and to the PMI-CIC membership as appropriate.
- Communicate information from PMI-CIC to PMI®:
  - Ensure strategic alliance, planning and annual reporting.
  - Ensure completion and submission of Annual Charter Renewal by the designated due date (the application shall be prepared by the Immediate Past President).
  - As appropriate, work with the Immediate Past President to prepare and submit PMI-CIC Awards Application and nominate candidates for PMI® awards as described in the PMI® Awards Manual.
  - Notify PMI® of changes to: President's contact information, officer information, PMI-CIC component dues by the designated due date, distribution of membership information and deviations in membership figures.
- Ensure PMI-CIC is represented at PMI® Leadership and Regional meetings and promote leadership opportunities for Board development.
- Properly utilize the PMI® Logo, Trade, Service and Certification marks as well as all other PMI® intellectual property as outlined in the PMI® Policies Manual for Chartered PMI Components.
- Ensure the PMI-CIC logo has been submitted to PMI® for review and approval to ensure conformance with the current guidelines found in the "PMI® Graphic Standards Kit".
- Represent PMI-CIC's needs to PMI®.

### General Officer Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Regularly attend PMI-CIC sponsored events, BoD meetings and other designated events in accordance with the PMI-CIC Bylaws.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other appropriate individuals such as Regional counterparts.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury:
  - Manage revenue and expenses per the Board-approved annual budget.
  - Report significant variances (positive and negative) to the Board.
  - Obtain Board approval for all non-budgeted expenses.
  - Forward incurred expenses to the President and Vice President of Finance & Treasury in a timely manner for approval and payment.
- Oversee strategic planning and development of new products and services in area of responsibility based on the PMI-CIC strategic plan, membership feedback, stakeholder needs and PMI® direction.
- Appoint and oversee, as specified in the PMI-CIC Bylaws and Policies and Procedures Manual, appropriate directors and operating committees composed primarily of PMI-CIC members.
- Ensure accuracy of information displayed on the PMI-CIC web site applicable to area of responsibility.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.

## PMI-CIC Board of Directors Position Descriptions

- Be cognizant of PMI® and PMI-CIC bylaws and operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.
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# PMI-CIC Board of Directors Position Descriptions

## President-Elect

### General Description

The President-Elect shall be elected during the annual election and automatically become President in year two and Immediate Past President in year three of his/her term. The President-Elect shall:

- Keep the records of all business meetings of the Chapter and Meetings of the Board
- Maintain the policies, procedures, processes and position descriptions of the board
- Utilize parliamentary procedures to conduct all meetings of the Board

These duties include oversight and whose interpretation shall be considered final. The President-Elect will represent the President in meetings where the President is not present.

The President-Elect is accountable to the PMI-CIC President, the PMI-CIC membership and the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of President-Elect.

### Qualification & Time Commitment

The office of President-Elect is open only to a PMI-CIC member who has served previously in one of the Board of Director officer positions, either on the PMI-CIC Board or at another PMI Component Chapter for twelve (12) consecutive months. The President-Elect must be able to attend most BoD and Chapter meetings. In addition, the following are required:

- Proven leadership ability
- Volunteer management experience
- Customer service experience
- Non-profit management experience
- The ability to scribe, record, proofread and edit meeting minutes
- Experience developing Policies and Procedures for a non-profit board

The President-Elect position requires a time commitment of ten (10) to fifteen (15) hours per month.

### Roles, Responsibilities & Duties

The President-Elect serves the roles of an officer of the corporation, a member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Ensure that meeting minutes are documented and distributed for all PMI-CIC Board and Chapter business meetings and that a file is maintained for the aforementioned minutes.
- Provide oversight and final interpretation of the parliamentary procedures used to conduct Board meetings and Chapter business meetings:
  - Learn the pertinent aspects of the most recent edition of Robert's Rules of Order Newly Revised (RONR) as provided by the Chapter so that Board and Chapter business meetings are run as efficiently and fairly as possible. The pertinent parliamentary procedures include, but are not limited to:
    - Ensuring the President or meeting Chair can effectively preside over the meeting and that the agenda or standard order of business is being followed



## PMI-CIC Board of Directors Position Descriptions

- Ensuring a quorum as defined by the Chapter Bylaws is present to conduct business and vote on motions
- Motions or proposals made during the meeting are brought forward, discussed, debated and voted upon according to RONR.
- Represent the President in meetings (e.g. Board, Chapter, Regional meetings) where the President is not present. The President-Elect shall perform the official duties of the President in the event of the President's absence or inability to perform the duties of the office of the President, as defined in the Chapter Bylaws.
- Develop and maintain the PMI-CIC operating manual that defines and documents the policies, procedures, processes and position descriptions determined and approved by the Board for the operations and administration of the Chapter. This includes the following:
  - Ensure policies and procedures are consistent and compliant with all applicable governmental jurisdiction and regulations (e.g. IRS, Government Compliance, PMI® Policy, Sarbanes Oxley).
  - Develop and maintain information security/personal information policy.
  - Perform annual review of PMI® and PMI-CIC policies and identify any gaps. Gaps should be brought forward to the Board for discussion and correction as warranted by the Board.
- Prepare for and plan to serve as President for the following year (year two):
  - Learn all aspects of the Board activities and operation, including history, current practices, Bylaws, policies and procedures to prepare for assuming the position of President at the start of the next year
  - Work with the President in leading the development of the strategic and operational plans and the budget for the Chapter
- Take the lead role in ensuring a smooth transition from one Board to the next.
- Assist the Immediate Past President and the Vice President of Operations with the following duties as necessary:
  - PMI-CIC Annual Charter Renewal
  - PMI-CIC Awards Application
  - Maintenance of PMI-CIC governing documents (i.e. Bylaws, Charter Agreement, Articles of Incorporation)
- Provide administrative support to the President and other assistance to the President as assigned.

### General Officer Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Regularly attend PMI-CIC sponsored events, BoD meetings and other designated events in accordance with the PMI-CIC Bylaws.

## PMI-CIC Board of Directors Position Descriptions

- Establish and maintain open communication with PMI-CIC Board members, volunteers and other appropriate individuals such as Regional counterparts.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury:
  - Manage revenue and expenses per the Board-approved annual budget.
  - Report significant variances (positive and negative) to the Board.
  - Obtain Board approval for all non-budgeted expenses.
  - Forward incurred expenses to the President and Vice President of Finance & Treasury in a timely manner for approval and payment.
- Oversee strategic planning and development of new products and services in area of responsibility based on the PMI-CIC strategic plan, membership feedback, stakeholder needs and PMI® direction.
- Appoint and oversee, as specified in the PMI-CIC Bylaws and Policies and Procedures Manual, appropriate directors and operating committees.
- Ensure accuracy of information displayed on the PMI-CIC web site applicable to area of responsibility.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI® and PMI-CIC bylaws and operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Immediate Past President

### General Description

The Immediate Past President shall serve as a member “ex-officio” (i.e. by virtue of office), non-voting member of the Board of Directors, following the expiration of his/her term as President and chair the Nominating Committee that is responsible for preparing the slate of officers and directors for the succeeding year.

The Immediate Past President is accountable to the PMI-CIC President, the PMI-CIC membership, the PMI-CIC Board of Directors and to PMI® for the roles, responsibilities and duties described herein for the position of Immediate Past President.

### Qualification & Time Commitment

The President automatically assumes the office of Immediate Past President, following the expiration of his/her term as President. The Immediate Past President must be able to attend most BoD and Chapter meetings. The other qualifications for the office of the President are assumed for the position of Immediate Past President.

The Immediate Past President position requires a time commitment of five (5) to ten (10) hours per month.

### Roles, Responsibilities & Duties

The Immediate Past President serves the roles of an officer of the corporation, a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Chair the Nominating Committee to prepare the slate of nominees for officer and appointed director level positions for the succeeding year according to the stipulations in the PMI-CIC Bylaws and Policies and Procedures Manual.
- Manage the annual election of PMI-CIC officers and voting on any proposed amendments to the PMI-CIC Bylaws:
  - Notify the PMI-CIC membership of the slate of candidates who will stand for election according to the stipulations in the Chapter Bylaws.
  - Notify the PMI-CIC membership of any proposed PMI-CIC Bylaws amendments according to the stipulations in the Chapter Bylaws.
  - Communicate the election process to the PMI-CIC membership according to the stipulations in the Chapter Bylaws.
  - Conduct the election process for PMI-CIC officers and/or for proposed PMI-CIC Bylaws amendments according to the stipulations in the Chapter Bylaws and the Component Election Requirements in the PMI-CIC Charter Agreement.
  - Communicate the election results to the PMI-CIC Board of Directors, the Chapter membership and to PMI® as required.
- Be responsible for governance issues including, but not limited to:
  - Ensure the Chapter bylaws are upheld and enforced.

## PMI-CIC Board of Directors Position Descriptions

- Ensure and oversee roles/functions definition.
- Address any breeches that may be brought up against a member and/or the Chapter.
- Assist in resolving Chapter conflicts.
- Raise awareness of and provide training on code of conduct/regulations/processes.
- Be aware of PMI® Ethics Review Process.
- Assist in preparation and conduct of any special projects, seminars or meetings in support of other PMI-CIC Board members, or in liaison with any project manager appointed for a specific project which the Chapter decides to undertake.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury, including but not limited to, budget for PMI-CIC election/voting expenses and any necessary expenses for the operation of the Nominating Committee.
- Assume the role of mentor for the President and assist the President as assigned.

### PMI® Responsibilities & Duties

- Prepare the application for the PMI-CIC Annual Charter Renewal for submission by the designated due date.
- Act as the liaison to PMI® relating to matters on scholarships (e.g. Educational Foundation) on the behalf of the PMI-CIC.
- If directed by the President, prepare and submit PMI-CIC Awards Application and nominate candidates for PMI® awards as described in the *PMI® Awards Manual*.
- Notify PMI® of officer election results by the designated due date.
- Submit proposed amendments to the PMI-CIC Bylaws to PMI® for approval before voting upon by the PMI-CIC membership. Ensure that current and approved governing documents (i.e. bylaws, charter agreements and articles of incorporation) are on file with the PMI® Global Headquarters (GHQ).
- Assist the President in liaison with PMI® if and when required.

### General Officer Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Regularly attend PMI-CIC sponsored events, BoD meetings and other designated events in accordance with the PMI-CIC Bylaws.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other appropriate individuals such as Regional counterparts.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury:
  - Manage revenue and expenses per the Board-approved annual budget.
  - Report significant variances (positive and negative) to the Board.
  - Obtain Board approval for all non-budgeted expenses.
  - Forward incurred expenses to the President and Vice President of Finance & Treasury in a timely manner for approval and payment.
- Oversee strategic planning and development of new products and services in area of responsibility based on the PMI-CIC strategic plan, membership feedback, stakeholder needs and PMI® direction.
- Appoint and oversee, as specified in the PMI-CIC Bylaws and Policies and Procedures Manual, appropriate directors and operating committees composed primarily of PMI-CIC members.

## PMI-CIC Board of Directors Position Descriptions

- Ensure accuracy of information displayed on the PMI-CIC web site applicable to area of responsibility.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI® and PMI-CIC bylaws and operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Vice President of Communications & Marketing

### General Description

The Vice President of Communications & Marketing is responsible for the management of internal and external communications for the PMI-CIC and for promoting PMI® and the PMI-CIC to local businesses, schools and professional associations.

The Vice President of Communications & Marketing is accountable to the PMI-CIC President, the PMI-CIC membership and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Vice President of Communications & Marketing.

### Qualification & Time Commitment

The Vice President of Communications & Marketing must be a PMI-CIC member with excellent verbal and written communication skills. In addition, the following are desirable:

- Familiarity with common publishing tools, methods and contacts to develop and distribute internal and external publications (e.g. blog, advertisements, etc.)
- Public relations and marketing experience
- Social media experience
- Volunteer management experience
- Customer service experience
- Non-profit management experience
- Knowledge of PMI®'s Brand Strategy (Marketing Portal)

The Vice President of Communications & Marketing position requires a time commitment of ten (10) to fifteen (15) hours per month.

### Roles, Responsibilities & Duties

The Vice President of Communications & Marketing serves the roles of an officer of the corporation, a member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties (Communications)

- Facilitate communication among PMI-CIC members and the Board, including but not limited to the following:
  - Distribute a six-(6) month or one-year program plan showing monthly events and ensuring events are posted to the PMI-CIC website.
  - In cooperation with the Director of Programs, solicit articles and draft text of meeting notices and publications for review by the Board preceding each Chapter meeting. Upon Board approval, ensure meeting notices and publications are published to the PMI-CIC website and distributed to the membership and other interested parties as appropriate.
  - Notify the PMI-CIC membership not less than fourteen (14) days prior to all special meetings called by the President and general meetings; providing meeting location, date, subject matter and distribution of any other information as required to the membership for these meetings.
  - Assist the Immediate Past President as necessary in the communication to the membership of election and bylaws amendment information.

## PMI-CIC Board of Directors Position Descriptions

- Monitor and report upon general membership's requirements, desires and responses to PMI-CIC programs. This includes the preparation, analysis and reporting on questionnaires and other evaluation devices.
- Maintain a file of all PMI-CIC correspondence (e.g. mailings, letters, etc.).
- Provide records to members and outside organizations that request information and/or as requested by the Board.
- Develop the Chapter's use of social media which reflects the strategic goals of the PMI-CIC, including but not limited to performing the following activities:
  - Start up new presence and optimize existing presence on social media channels and digital space.
  - Use various forms of social media to monitor, respond and engage to form deep relationships and grow online communities.
  - Identify opportunities for using social media to promote and generate discussions on events, volunteer opportunities, and for any other Chapter need.
  - Manage online discussions by listening to users, reading between the lines, and responding in a timely manner to users' needs and requests.
  - Actively administer the processes and procedures related to social media and continually evaluate their effectiveness.
- Arrange the procurement and distribution of PMI-CIC stationery and printed materials (e.g. business cards, letterhead, envelopes, name badges, novelty items, etc.) as required.
- In cooperation with the Vice President of Membership and Volunteerism, receive and maintain current mailing list for use in mailing and distributing PMI-CIC event notices and other information to the benefit of the membership and other interested parties as appropriate.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury, including but not limited to, budget for PMI-CIC communication, publicity and marketing expenses.

### PMI-CIC Responsibilities & Duties (Marketing)

- Develop and administer the PMI-CIC marketing plan. The content of the plan is to be consistent and in accordance with the strategic and operational objectives of the Chapter. The marketing plan should encompass the following activities:
  - Promote the PMI-CIC to the Central Iowa Community including local businesses, academia and other professional organizations. Including publicizing and advertising as appropriate the PMI-CIC and PMI® and their brands, services, events, honors and awards in internal and external publications (e.g. PMI® publications such as *PMI Today*, local newspapers, radio, etc.). This includes the oversight of the responsibilities and duties of the Director of Outreach and Public Relations.
  - Develop literature, brochures and other materials for distribution to prospective members, local businesses, academia and other professional organizations.
  - Review and update, as appropriate, on an annual basis the membership benefits package in collaboration with the Vice President of Membership and Volunteerism.
  - Solicit sponsorship for the PMI-CIC (e.g. for publications, events) in cooperation with other officers and directors as appropriate; including invoicing and collecting fees for sponsorships in collaboration with the Vice President of Finance & Treasury.
  - Organize, coordinate and monitor presentations to external stakeholders and other organizations interested in the activities of PMI® and the PMI-CIC.

## PMI-CIC Board of Directors Position Descriptions

- o Oversee the relationship with the press and with other external organizations (e.g. public authorities, government bodies and non-governmental organizations).

### General Officer Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Regularly attend PMI-CIC sponsored events, BoD meetings and other designated events in accordance with the PMI-CIC Bylaws.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other appropriate individuals such as Regional counterparts.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury:
  - o Manage revenue and expenses per the Board-approved annual budget.
  - o Report significant variances (positive and negative) to the Board.
  - o Obtain Board approval for all non-budgeted expenses.
  - o Forward incurred expenses to the President and Vice President of Finance & Treasury in a timely manner for approval and payment.
- Oversee strategic planning and development of new products and services in area of responsibility based on the PMI-CIC strategic plan, membership feedback, stakeholder needs and PMI® direction.
- Appoint and oversee, as specified in the PMI-CIC Bylaws and Policies and Procedures Manual, appropriate directors and operating committees composed primarily of PMI-CIC members.
- Ensure accuracy of information displayed on the PMI-CIC web site applicable to area of responsibility.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI® and PMI-CIC bylaws and operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - o Provide training and/or assistance as requested by the position successor
  - o Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.



# PMI-CIC Board of Directors Position Descriptions

## Director of Communications

### General Description

The Director of Communications ensures execution of internal and external communications for the PMI-CIC and participates in committees or teams to advance the mission and vision of the PMI-CIC.

The Director of Communications is accountable to the Vice President of Communications & Marketing, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Communications.

### Qualification & Time Commitment

The Director of Communications must be a PMI-CIC member. The position requires excellent verbal and written communication skills. Familiarity with common publishing tools, methods and contacts to develop and distribute internal and external publications are desirable.

The Director of Communications position requires a time commitment of five (5) to ten (10) hours per month.

### Roles, Responsibilities & Duties

The Director of Communications serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Facilitate communication among PMI-CIC members and the Board, including but not limited to the following:
  - Distribute a six-(6) month or one-year program plan showing monthly events and ensuring events are posted to the PMI-CIC website.
  - Upon Board approval, ensure meeting notices and publications are published to the PMI-CIC website and distributed to the membership and other interested parties as appropriate.
  - Notify the PMI-CIC membership not less than fourteen (14) days prior to all special meetings called by the President and general meetings; providing meeting location, date, subject matter and distribution of any other information as required to the membership for these meetings.
  - Assist the Immediate Past President as necessary in the communication to the membership of election and bylaws amendment information.
  - Monitor and report upon general membership's requirements, desires and responses to PMI-CIC programs. This includes the preparation, analysis and reporting on questionnaires and other evaluation devices.
- Assist the Vice President of Communications & Marketing as necessary to arrange the procurement and distribution of PMI-CIC stationery and printed materials (e.g. business cards, letterhead, envelopes, name badges, novelty items, etc.) as required.
- In cooperation with the Vice President of Membership and Volunteerism or designate(s), receive and maintain current mailing list for use in mailing and distributing PMI-CIC event notices, publications and other information to the benefit of the membership and other interested parties as appropriate.
- Collaborate with the Board to establish and publish the calendar of events for the PMI-CIC.
- Develop and administer processes and procedures related to communications.

## PMI-CIC Board of Directors Position Descriptions

- Forward any budget needs and incurred expenses to the Vice President of Communications & Marketing for approval per PMI-CIC procedures.

### **General Director Responsibilities & Duties**

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Marketing

### General Description

The Director of Marketing ensures execution of promoting PMI® and the PMI-CIC to local businesses, schools and professional associations and participates in committees or teams to advance the mission and vision of the PMI-CIC.

The Director of Marketing is accountable to the Vice President of Communications & Marketing, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Marketing.

### Qualification & Time Commitment

The Director of Marketing must be a PMI-CIC member. The position requires excellent verbal and written communication skills. Marketing experience and knowledge of PMI®'s brand strategy (Marketing Portal) are desirable.

The Director of Marketing position requires a time commitment of five (5) to ten (10) hours per month.

### Roles, Responsibilities & Duties

The Director of Marketing serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Execute and support the PMI-CIC marketing plan. The content of the plan is to be consistent and in accordance with the strategic and operational objectives of the Chapter. The marketing plan should encompass the following activities:
  - In cooperation with the Director of Outreach and Public Relations, promote the PMI-CIC to the Central Iowa Community including local businesses, academia and other professional organizations. Including publicizing and advertising as appropriate the PMI-CIC and PMI® and their brands, services, events, honors and awards in internal and external publications (e.g. Chapter publications, PMI® publications such as *PMI Today*, local newspapers, radio, etc.).
  - Develop literature, brochures and other materials for distribution to prospective members, local businesses, academia and other professional organizations.
  - Review and update, as appropriate, on an annual basis the membership benefits package in collaboration with the Vice President of Membership and Volunteerism and/or the Director of Membership.
  - Solicit sponsorship for the PMI-CIC (e.g. for publications, events) in cooperation with other officers and directors as appropriate; including invoicing and collecting fees for sponsorships and paid advertisements in collaboration with the Vice President of Finance & Treasury.
- Develop and administer processes and procedures related to marketing.
- Forward any budget needs and incurred expenses to the Vice President of Communications & Marketing for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.

## PMI-CIC Board of Directors Position Descriptions

- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Outreach

### General Description

The Director of Outreach cultivates strong ties to and builds a strong presence in the Central Iowa community for the PMI-CIC. This position markets, promotes and publicizes PMI® and the PMI-CIC to Central Iowa corporations, government and educational institutions.

The Director of Outreach is accountable to the Vice President of Communications & Marketing, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Outreach.

### Qualification & Time Commitment

The Director of Outreach must be a PMI-CIC member. The position requires a desire and focus to promote the PMI-CIC to the Central Iowa community and excellent verbal and written communication skills.

The Director of Outreach position requires a time commitment of five (5) to ten (10) hours per month.

### Roles, Responsibilities & Duties

The Director of Outreach serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Act as the liaison between the PMI-CIC and local corporations, government and educational institutions, including but not limited to performing the following activities:
  - Publicize and promote PMI-CIC programs of benefit to local businesses, government and educational institutions and discover opportunities where the PMI-CIC could contribute.
  - Conduct special seminars, meetings or presentations in conjunction with other organizations to educate the Central Iowa community-at-large about project management, PMI® and the PMI-CIC.
  - Engage with local educational institutions to enlist their support of project management professionalism through and PMI® and the PMI-CIC. This may include identifying individuals to participate as advisory board members with local college and university programs.
  - Actively search for external promotional opportunities with other professional organizations and provide opportunities for external organizations to communicate appropriate, value-adding information to PMI-CIC members (e.g. Chapter meeting sharing table).
- Organize, coordinate and monitor presentations to external stakeholders and other organizations interested in the activities of the PMI® and the PMI-CIC.
- Develop and place advertisements through local media (newspaper, radio, etc.) for PMI-CIC meetings, events, workshops, seminars, etc.
- Publicize and promote PMI-CIC programs of benefit to corporations, businesses, government and educational institutions.
- Develop and conduct public relations activities as needed.
- Forward any budget needs and incurred expenses to the Vice President of Communications & Marketing for approval per PMI-CIC procedures.

# PMI-CIC Board of Directors Position Descriptions

## General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Photography

### General Description

The Director of Photography creates and prepares visual media for Chapter use in print, online, and other media. This position performs photography and post-processing activities to produce compelling and effective photos.

The Director of Photography is accountable to the Vice President of Communications & Marketing, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Photography.

### Qualification & Time Commitment

The Director of Photography must be a PMI-CIC member. The position requires a desire and focus to promote the PMI-CIC to the Central Iowa community and excellent photography and photo processing skills.

The Director of Photography position requires a time commitment of five (5) to ten (10) hours per month.

### Roles, Responsibilities & Duties

The Director of Photography serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Attend Chapter events and take spontaneous and assembled photos that are relevant to the subject matter and the intended creative vision for their use.
- Identify and execute opportunities outside of Chapter events to take photos in support of Chapter marketing pursuits.
- Take posed (portraits, etc.) photos of various Chapter volunteers.
- Perform post-processing and retouching of photos as needed.
- Provide photos for various usages such as posting on the website, slide show presentations during events, etc.
- Participate in review of photographic and visual elements of Chapter collateral and act as an expert in assessing photographic quality of that collateral, recommending adjustments as appropriate.
- Reformat, resize, convert, adjust, and optimize photographs for their delivery medium (web, print, mobile, etc.) as needed.
- Establish and maintain a social media photo stream account for the Chapter to be used for posting and organizing Chapter photos in albums based on events, topics, etc.
- Forward any budget needs and incurred expenses to the Vice President of Communications & Marketing for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.

## PMI-CIC Board of Directors Position Descriptions

- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.



# PMI-CIC Board of Directors Position Descriptions

## Director of Publications

### General Description

The Director of Publications coordinates the PMI-CIC publications to further the aims and objectives of the Chapter and PMI®. This involves soliciting, collecting, assembling, formatting and editing the material for publication.

The Director of Publications is accountable to the Vice President of Communications & Marketing, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Publications. The editorial policies of publications will be directed by the Board of Directors and implemented by the Director of Publications.

### Qualification & Time Commitment

The Director of Publications must be a PMI-CIC member. The position requires excellent written communication skills, familiarity with common publishing and graphic tools, and the ability to meet publication deadlines as required by the Board.

The Director of Publications position requires a time commitment of five (5) to ten (10) hours per month.

### Roles, Responsibilities & Duties

The Director of Publications serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Solicit contributions from the Board of Directors and others as appropriate for PMI-CIC publication. Collaborate with the Director of Programs to publish detailed information about the upcoming Chapter meeting.
- Review written contributions submitted by a variety of contributors. Determine whether each contribution will be published, the correct timing of publication as well as the amount of publication space devoted to each contribution.
- Assemble and format contributions as required for publication, review the content of contributions and follow up with contributors as appropriate on content to ensure contribution is published accurately.
- Proofread all drafts and final versions and obtain approval from the Vice President of Communications & Marketing before publication.
- Forward any budget needs and incurred expenses to the Vice President of Communications & Marketing for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.

## PMI-CIC Board of Directors Position Descriptions

- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Social Media

### General Description

The Director of Social Media ensures execution of external communications using social media platforms on behalf of PMI-CIC and participates in committees or teams to advance the mission and vision of the PMI-CIC.

The Director of Social Media is accountable to the Vice President of Communications & Marketing, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Social Media.

### Qualification & Time Commitment

The Director of Social Media must be a PMI-CIC member. The position requires excellent verbal and written communication skills. Familiarity with common Social Media platforms is desirable.

The Director of Social Media position requires a time commitment of five (5) to ten (10) hours per month.

### Roles, Responsibilities & Duties

The Director of Social Media serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Work with the Vice President of Communications and Marketing to develop the Chapter's use of social media which would reflect the strategic goals of the PMI-CIC, including but limited to performing the following activities:
  - Start up new presence and optimize existing presence on social media channels and digital space.
  - Use various forms of social media to monitor, respond and engage to form deep relationships and grow online communities.
  - Manage online discussions by listening to users, reading between the lines, and responding in a timely manner to users' needs and requests.
  - Engage in regular discussions with the Vice President of Communications and the rest of the marketing team to continuously evaluate the processes and procedures related to social media.
  - Actively administer the processes and procedures related to social media
- Work with the Vice President of Professional Development or designate(s) to identify the opportunities for using social media to promote and generate discussions on events not only in anticipation of but also during and after the event.
- Work with the Vice President of Membership and Volunteerism or designate(s) to identify the opportunities for using social media to promote and generate discussions on volunteering opportunities and any other need.
- Forward any budget needs and incurred expenses to the Vice President of Communications & Marketing for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.

## PMI-CIC Board of Directors Position Descriptions

- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Vice President of Finance & Treasury

### General Description

The Vice President of Finance & Treasury shall serve as the PMI-CIC treasurer and oversee the budgeting and management of funds for duly authorized purposes of the PMI-CIC, which includes providing all necessary financial reporting.

The Vice President of Finance & Treasury is accountable to the PMI-CIC President, the PMI-CIC membership and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Vice President of Finance & Treasury.

### Qualification & Time Commitment

The Vice President of Finance & Treasury must be a PMI-CIC member who has great trust and integrity. This person should have a basic understanding of financial concepts (i.e. budgeting and bookkeeping) and financial management software. In addition, the following are desirable:

- Project and organizational budgeting experience
- Volunteer management experience
- Customer service experience
- Non-profit management experience

The Vice President of Finance & Treasury position requires a time commitment of twenty (20) to thirty (30) hours per month.

### Roles, Responsibilities & Duties

The Vice President of Finance & Treasury serves the roles of an officer of the corporation, a member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties (Treasury & Taxes)

- Manage all Chapter financial transactions including the collection of all Chapter dues from PMI®, guest payments for Chapter meetings or special events and the payment of all PMI-CIC bills in accordance with Board directives. These activities include, but are not limited to:
  - Receive payments & record receipts.
  - Receive and pay bills, invoices and expense statements.
  - Make bank deposits.
  - Reconcile bank checking statement.
  - Manage investments.
  - Safeguard cash and checks.
  - Maintain PMI-CIC financial records as required by taxing authorities and PMI®.
  - Maintain financial software for general accounting and reporting and keep backups as appropriate.
- Establish and maintain all required Chapter bank accounts and/or similar financial transactions, arranging for officer signatures as required.
- Maintain Internal Revenue Service (IRS) Employer Identification Number (EIN) and submit all required taxing authorities (i.e. federal, state and local) filings.
- Maintain Iowa Tax Exempt Status and submit all required tax authorities (i.e. federal, state and local) filings.
- Maintain the PMI-CIC Post Office Box(es):

## PMI-CIC Board of Directors Position Descriptions

- o Pay fees.
- o Maintain keys.
- o Account for and distribute all incoming mail as appropriate.

### PMI-CIC Responsibilities & Duties (Budgeting & Reporting)

- Solicit input from the Board for the development of the PMI-CIC annual operating budget and financial plan. Build and present to the Board the annual operating budget and financial plan.
- Provide for the following financial reporting:
  - o Monthly financial statements (e.g. Income statement, balance sheet, budget reports, etc.) to present to the Board and to the general membership as appropriate.
  - o Financial information required by the Immediate Past President for the PMI-CIC charter renewal.
  - o Annual financial statement on the activities of the PMI-CIC and provide to the Board by December 1<sup>st</sup> of each year.
- Provide counsel to the Board in regards to the management of the PMI-CIC's finances.
- Participate in the annual review of the PMI-CIC's financial records and asset inventory as conducted by the Director of Audit.
- Develop, maintain, staff and oversee a consistent project budgeting process and artifacts that can be used for all PMI-CIC committees and project teams.
- Include in the annual PMI-CIC budget expenses required for the operation of the Finance area.

### General Officer Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Regularly attend PMI-CIC sponsored events, BoD meetings and other designated events in accordance with the PMI-CIC Bylaws.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other appropriate individuals such as Regional counterparts.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury:
  - o Manage revenue and expenses per the Board-approved annual budget.
  - o Report significant variances (positive and negative) to the Board.
  - o Obtain Board approval for all non-budgeted expenses.
  - o Forward incurred expenses to the President and Vice President of Finance & Treasury in a timely manner for approval and payment.
- Oversee strategic planning and development of new products and services in area of responsibility based on the PMI-CIC strategic plan, membership feedback, stakeholder needs and PMI® direction.
- Appoint and oversee, as specified in the PMI-CIC Bylaws, appropriate directors and operating committees composed primarily of PMI-CIC members.
- Ensure accuracy of information displayed on the PMI-CIC web site applicable to area of responsibility.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI® and PMI-CIC bylaws and operational guidelines.

## PMI-CIC Board of Directors Position Descriptions

- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Budgets

### General Description

The Director of Budgets provides budget and accounting support to Board members, project teams, and committees to ensure a consistent budgeting and accounting process is followed on all PMI-CIC initiatives.

The Director of Budgets is accountable to the Vice President of Finance & Treasury, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Budgets.

### Qualification & Time Commitment

The Director of Budgets must be a PMI-CIC member and possess a basic understanding of financial concepts (i.e. budgeting and accounting) and financial management software and tools (e.g. spreadsheets). Good verbal and written communication skills along with the availability to support the budgeting and accounting needs of each Board area and a number (up to 3-4) of project teams and committees throughout the year are required.

The Director of Budgets position requires a time commitment of five (5) to ten (10) hours per month.

### Roles, Responsibilities & Duties

The Director of Budgets serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Provide the following budgeting and accounting support for Board members, project teams, and committees to ensure the financial guidelines and directives of the PMI-CIC Board are met:
  - Ensure use of designated budget artifacts (e.g. templates) and status reports for each PMI-CIC Board area, project or committee in order to present a consistent reporting mechanism to the PMI-CIC Board on a monthly basis or more frequently as appropriate.
  - Educate Board members, project managers, and committee chairs and their teams on the established PMI-CIC financial policies and procedures.
  - Notify project managers, committee chairs, the Vice President of Finance & Treasury and the PMI-CIC Board as appropriate when financial policies and procedures are not being followed to ensure corrective action can be taken.
  - Collect, record and track detail budgets, revenues and expenses from each Board area, project team, or committee in order to report cost performance measures (e.g. budget vs. actual, Estimate at Completion (EAC), event registration reporting, etc.) to the PMI-CIC Board, project managers, committee chairs and their teams.
  - Collaborate with the Vice President of Finance & Treasury to ensure timely deposit of revenues and payment of expenses for Chapter-related activities.
  - Provide timely financial reporting to the Vice President of Finance & Treasury for the monthly financial reporting to the PMI-CIC Board.
- Forward budget needs and incurred expenses to the Vice President of Finance & Treasury for approval per PMI-CIC



# PMI-CIC Board of Directors Position Descriptions

## General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Vice President of Membership & Volunteerism

### General Description

The Vice President of Membership & Volunteerism is a voting member of the Board responsible for overseeing the team that develops and implements PMI-CIC's membership and volunteer plan, which ensures continued growth and retention and focuses on active participation of the membership base through volunteerism to PMI-CIC, PMI®, and the project management industry.

The Vice President of Membership & Volunteerism is accountable to the PMI-CIC President, the PMI-CIC membership, and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position.

### Qualification & Time Commitment

The Vice President of Membership & Volunteerism must be a PMI-CIC member with a desire and focus on volunteerism. In addition, the following are desirable:

- Volunteer management experience
- Customer service experience
- Non-profit management experience

The Vice President of Membership & Volunteerism position requires a time commitment of ten (10) to fifteen (15) hours per month. This includes participation in:

- Board Meetings
- Chapter Events (when possible)
- Correspondence
- Other duties as detailed

### Roles, Responsibilities & Duties

The Vice President of Membership & Volunteerism serves the roles of an officer of the corporation, a member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Oversee all programs and directors assigned to this department.
  - Act as interim director when seeking a replacement for an empty office.
  - Serve as a resource for the directors/managers assigned to this department
- Prepare and submit an annual budget to the Vice President of Finance & Treasury, including but not limited to, budget for PMI-CIC membership and volunteer expenses.
- Provide strategic planning for associated plans, projects, and events assigned to this department.

### General Officer Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Regularly attend PMI-CIC sponsored events, BoD meetings and other designated events in accordance with the PMI-CIC Bylaws.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other appropriate individuals such as Regional counterparts.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury:

## PMI-CIC Board of Directors Position Descriptions

- Manage revenue and expenses per the Board-approved annual budget.
- Report significant variances (positive and negative) to the Board.
- Obtain Board approval for all non-budgeted expenses.
- Forward incurred expenses to the President and Vice President of Finance & Treasury in a timely manner for approval and payment.
- Oversee strategic planning and development of new products and services in area of responsibility based on the PMI-CIC strategic plan, membership feedback, stakeholder needs and PMI® direction.
- Appoint and oversee, as specified in the PMI-CIC Bylaws and Policies and Procedures Manual, appropriate directors and operating committees composed primarily of PMI-CIC members.
- Ensure accuracy of information displayed on the PMI-CIC web site applicable to area of responsibility.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI® and PMI-CIC bylaws and operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Collaborate to Succeed (C2S)

### General Description

The Director – Collaborate to Succeed (C2S) ensures execution of the C2S program, which is to continue to fulfill the C2S goal of “Having a low cost volunteer program that enables PMI-CIC to engage the membership, reach out to the community, and grow the membership in a way that benefits everyone involved”, in support of the PMI-CIC mission.

The Director – C2S is accountable to the Vice President of Membership & Volunteerism, the PMI-CIC President, and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position.

### Qualification & Time Commitment

The Director – C2S must be a PMI-CIC member. The position requires a desire to continually build on and improve the C2S program. Experience managing an ongoing program, strategic thinking and team building is desirable.

The Director – C2S position requires a time commitment of five (5) to ten (10) hours per month, including, but not limited to:

- Attending relevant team and/or board meetings
- Having a presence at chapter meetings/events
- Correspondence with the board, volunteers, sponsors, and partners
- Manage the C2S team

### Roles, Responsibilities & Duties

The Director – C2S serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Organize C2S opportunities by soliciting sponsors and ensuring that communications are flowing to the membership about opportunities.
  - Identification and outreach to non-profit organizations (sponsors)
  - Sponsor relationship management
  - Project selection for inclusion in the C2S program
  - Coordination and mentorship of volunteers on sponsored projects as needed
- Strategize how the C2S program can build on its successes and make improvements.
- Update the Vice President of Membership & Volunteerism regarding C2S plans and provide program status on a regular basis.
- Present the overall program budget to the Vice President of Membership & Volunteerism for approval and manage the approved budget per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.

## PMI-CIC Board of Directors Position Descriptions

- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Membership

### General Description

The Director of Membership ensures execution of membership growth and retention plans and participates in committees or teams to advance the mission and vision of the PMI-CIC.

The Director of Membership is accountable to the Vice President of Membership & Volunteerism, the PMI-CIC President, and to the PMI-CIC Board of Directors for the roles, responsibilities, and duties described herein for the position.

### Qualification & Time Commitment

The Director of Membership must be a PMI-CIC member. The position requires a desire and focus to attract and retain PMI-CIC members. Familiarity with the PMI-CIC membership, PMI®'s Reporting System and management experience are desirable.

The Director of Membership position requires a time commitment of five (5) to ten (10) hours per month, including, but not limited to:

- Attending relevant team and/or board meetings
- Having a presence at chapter meetings/events
- Correspondence with the board and membership

### Roles, Responsibilities & Duties

The Director of Membership serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

Act as the liaison between the PMI-CIC Board, committees and teams and the general PMI-CIC membership, including but not limited to performing the following activities:

- Retrieve from PMI® a file of PMI members in the Chapter area of operations and solicit their affiliation with the PMI-CIC.
- Collaborate with the Board members, Directors, committees, members, and teams to document the PMI-CIC member needs.
- Ensure communications are going out as appropriate to inform the membership and generate interest about member activities.
- Provide membership lists, statistics, trends, directories and other membership information for the Board as required.
- Communicate with and request from PMI®, all appropriate membership documentation so PMI-CIC membership records can be kept as current as possible.
- Execute and support an active membership drive, partnering with other PMI-CIC Board members to identify membership opportunities, and providing membership information to potential members.
- Execute and support a retention program beyond the automated messages that monitors and performs follow-up with PMI-CIC members about membership renewals, including but not limited to: surveys, personal conversations, and targeted emails.
- Execute and support a welcome program for new members and assist prospects with application for membership to PMI®.

## PMI-CIC Board of Directors Position Descriptions

- Collaborate with the Vice President of Communications & Marketing as necessary to:
  - Provide a means whereby members can submit feedback such as serving as the contact person for member issues and concerns. This also may include the preparation, analysis and reporting on questionnaires and other evaluation devices.
  - Ensure that members are aware of available services.
  - Review and revise as appropriate membership benefits and value on an annual basis.
- Develop and administer processes and procedures related to members.
- Present the overall program budget to the Vice President of Membership & Volunteerism for approval and manage the approved budget per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Mentoring

### General Description

The Director of Mentoring ensures execution of the Mentorship Program, which matches senior-level projects managers with junior-level project managers who are interested in growing their skills and moving forward on their project management career path.

The Director of Mentoring is accountable to the Vice President of Membership & Volunteerism, the PMI-CIC President, and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position.

### Qualification & Time Commitment

The Director of Mentoring must be a PMI-CIC member. The position requires a desire to continually build on and improve the mentoring program. Experience managing a project, an ongoing program, strategic thinking, and team building is desirable.

The Director of Mentoring position requires a time commitment of five (5) to ten (10) hours per month, including, but not limited to:

- Attending relevant team and/or board meetings
- Having a presence at chapter meetings/events
- Correspondence with the board and membership

### Roles, Responsibilities & Duties

The Director of Mentoring serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Organize Mentoring opportunities by soliciting sponsors and ensuring that communications are flowing to the membership about opportunities.
  - Identification and outreach to non-profit organizations (sponsors)
  - Sponsor relationship management
  - Project selection for inclusion in the Mentoring program
  - Coordination and mentorship of volunteers on sponsored projects as needed
- Strategize how the Mentoring program can build on its successes and make improvements.
- Update the Vice President of Membership & Volunteerism regarding Mentoring plans and provide program status on a regular basis.
- Present the overall program budget to the Vice President of Membership & Volunteerism for approval and manage the approved budget per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.



## PMI-CIC Board of Directors Position Descriptions

- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Military Engagement

### General Description

The Director of Military Engagement ensures execution of the Military Program (Mil2PM) and other related initiatives. The mission of the Mil2PM program is to fill the project management talent gap with project-experienced veterans; giving back to those who are willing to sacrifice it all for our freedom.

The Director of Military Engagement is accountable to the Vice President of Membership & Volunteerism, the PMI-CIC President, and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position.

### Qualification & Time Commitment

The Director of Military Engagement must be a PMI-CIC member. The position requires a desire to continually build on and improve the Mil2PM program. Experience managing a project, an ongoing program, strategic thinking and team building is desirable.

The Director of Military Engagement position requires a time commitment of five (5) to ten (10) hours per month, including, but not limited to:

- Attending relevant team and/or board meetings
- Having a presence at chapter meetings/events
- Correspondence with the board and membership

### Roles, Responsibilities & Duties

The Director of Military Engagement serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Organize Mil2PM opportunities by soliciting sponsors and ensuring that communications are flowing to the membership about opportunities.
  - Identification and outreach to non-profit organizations (sponsors)
  - Sponsor relationship management
  - Project selection for inclusion in the Mil2PM program
  - Coordination and mentorship of volunteers on sponsored projects as needed
- Strategize how the Mil2PM program can build on its successes and make improvements.
- Update the Vice President of Membership & Volunteerism regarding Mil2PM plans and provide program status on a regular basis.
- Present the overall program budget to the Vice President of Membership & Volunteerism for approval and manage the approved budget per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.

## PMI-CIC Board of Directors Position Descriptions

- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Volunteerism

### General Description

The Director of Volunteerism ensures that volunteers are available to perform general duties for Chapter functions and to participate in the committees or teams to advance the mission and vision of the PMI-CIC.

The Director of Volunteerism is accountable to the Vice President of Membership & Volunteerism, the PMI-CIC President, and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position.

### Qualification & Time Commitment

The Director of Volunteerism must be a PMI-CIC member. The position requires a desire and focus to attract and recruit volunteers and match them with the PMI-CIC's volunteer needs. Familiarity with the PMI-CIC membership and volunteer management experience are desirable.

The Director of Volunteerism position requires a time commitment of five (5) to ten (10) hours per month, including, but not limited to:

- Attending relevant team and/or board meetings
- Having a presence at chapter meetings/events
- Correspondence with the board and membership

### Roles, Responsibilities & Duties

The Director of Volunteerism serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Act as the liaison between the PMI-CIC Board, committees, teams, and the general PMI-CIC membership, including but not limited to performing the following activities:
  - Collaborate with the Board members, Directors, committees, and teams to document the PMI-CIC volunteer needs.
  - Discuss interests with members and recruit interested members and match them with the PMI-CIC volunteer needs.
  - Understand and leverage experience of volunteers and direct them to various initiatives within the Chapter.
  - Provide clear expectations to volunteers regarding their roles.
  - Ensure appropriate communications to inform the membership and generate interest about volunteer opportunities.
  - Collect contact information for interested volunteers and track volunteer information and activities.
- Develop and administer processes and procedures related to volunteers.
- Develop and administer recognition programs for volunteers (e.g. Volunteer recognition events, certificates, awards, etc.).
- Present the overall program budget to the Vice President of Membership & Volunteerism for approval and manage the approved budget per PMI-CIC procedures.

# PMI-CIC Board of Directors Position Descriptions

## General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Vice President of Operations

### General Description

The Vice President of Operations is responsible for the processes related to the ongoing, internal operations of the PMI-CIC, including oversight of legal and contractual agreements, records management, controlling and accounting for PMI-CIC assets and is responsible for fulfilling the technology requirements of the PMI-CIC.

The Vice President of Operations is accountable to the PMI-CIC President, the PMI-CIC membership and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Vice President of Operations.

### Qualification & Time Commitment

The Vice President of Operations must be a PMI-CIC member with a desire and focus on ensuring that the ongoing, internal operations of the PMI-CIC run as smoothly as possible and that the Chapter is viewed by its stakeholders as “easy to do business with”. In addition, the following are desirable:

- Negotiation & vendor management experience
- Website development & administration experience
- Customer service experience
- Non-profit management experience
- Legal awareness

The Vice President of Operations position requires a time commitment of twenty (20) to twenty-five (25) hours per month.

### Roles, Responsibilities & Duties

The Vice President of Operations serves the roles of an officer of the corporation, a member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Administer and manage the following PMI-CIC ongoing, internal operational activities:
  - Negotiate, arrange for and coordinate all activities relating to facilities and food used for ongoing PMI-CIC events such as Chapter meetings, in collaboration with the Vice President of Professional Development and the Director of Programs, and Board meetings, which include facility layout, audio/visual equipment, food/drink menus and parking. Similar arrangements for special or one-time PMI-CIC events are not included in the scope of responsibilities and duties for the Vice President of Operations. It is strongly encouraged, however, that project teams and committees utilize contracts or other agreements with vendors that PMI-CIC already has established if they are cost effective and meet the needs of the special or one-time event.
  - Maintain PMI-CIC officer and committee electronic mail (email) accounts, changing the address forwarding to a personal email account if so requested by the officer or committee member.
  - Ensure that the PMI-CIC technology assets and vendor/third-party security adhere to all applicable PMI® information security policies.

## PMI-CIC Board of Directors Position Descriptions

- o Serve as security point of contact on behalf of the PMI-CIC with PMI® as needed.
- o Negotiate, oversee and execute or assign responsibility for execution of technology contracts and agreements made with another party(ies) that obligate the PMI-CIC.
- o Control, maintain and account for the assets of the PMI-CIC (e.g. projector, laptops, software, banners, etc.). This includes developing and overseeing a process where assets can be checked out by others and tracked for the use of the PMI-CIC and collaborating with the Director of Audit to perform an annual review of the PMI-CIC asset inventory.
- Oversee and execute or assign responsibility for the logistics of registering members and non-members to events hosted by the PMI-CIC (e.g. Chapter meetings, special events such as Professional Development Day, etc.).
- Prepare and submit an annual budget to the Vice President of Finance & Treasury, including but not limited to, budget for PMI-CIC operations, asset and records management, and technology expenses.

### General Officer Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Regularly attend PMI-CIC sponsored events, BoD meetings and other designated events in accordance with the PMI-CIC Bylaws.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other appropriate individuals such as Regional counterparts.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury:
  - o Manage revenue and expenses per the Board-approved annual budget.
  - o Report significant variances (positive and negative) to the Board.
  - o Obtain Board approval for all non-budgeted expenses.
  - o Forward incurred expenses to the President and Vice President of Finance & Treasury in a timely manner for approval and payment.
- Oversee strategic planning and development of new products and services in area of responsibility based on the PMI-CIC strategic plan, membership feedback, stakeholder needs and PMI® direction.
- Appoint and oversee, as specified in the PMI-CIC Bylaws and Policies and Procedures Manual, appropriate directors and operating committees composed primarily of PMI-CIC members.
- Ensure accuracy of information displayed on the PMI-CIC web site applicable to area of responsibility.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI® and PMI-CIC bylaws and operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - o Provide training and/or assistance as requested by the position successor

## **PMI-CIC Board of Directors Position Descriptions**

- Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.



# PMI-CIC Board of Directors Position Descriptions

## Director of Logistics

### General Description

The Director of Logistics is responsible for finding venues suitable for ongoing PMI-CIC events such as Chapter and Board of Director meetings and for the delivery and setup of all equipment. In addition, the Director of Logistics is responsible for maintaining and accounting for the assets of the PMI-CIC.

The Director of Logistics is accountable to the Vice President of Operations, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Logistics.

### Qualification & Time Commitment

The Director of Logistics must be a PMI-CIC member. The position requires the availability, desire and focus to ensure that the logistics for ongoing Chapter events are handled as smoothly as possible. Negotiation and vendor management experience are desirable.

The Director of Logistics position requires a time commitment of fifteen (15) to thirty (30) hours per month.

### Roles, Responsibilities & Duties

The Director of Logistics serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Execute and support the following PMI-CIC ongoing, internal operational activities:
  - Negotiate, arrange for and coordinate all activities relating to facilities and food used for ongoing PMI-CIC events such as Chapter meetings (in collaboration with the Vice President of Professional Development and the Director of Programs) and Board meetings, which include facility layout, audio/visual equipment, food/drink menus and parking. Similar arrangements for special or one-time PMI-CIC events are not included in the scope of responsibilities and duties for the Director of Logistics or Vice President of Operations. It is strongly encouraged, however, that project teams and committees utilize contracts or other agreements with vendors that PMI-CIC already has established if they are cost effective and meet the needs of the special or one-time event.
  - Any contracts made with other part(ies) that obligate the PMI-CIC in support of the above ongoing activities are to be approved and signed off by the Chapter President or the Vice President of Operations.
  - Control, maintain and account for the assets of the PMI-CIC (e.g. projector, laptops, software, banners, etc.). This includes the following activities:
    - Develop and oversee a process where assets can be checked out by others and tracked for the use of the PMI-CIC and collaborating with the Director of Audit to perform an annual review of the PMI-CIC asset inventory.
    - Perform equipment maintenance/replacement and software updates as appropriate.
    - Store assets when not in use.
- Develop and administer processes and procedures related to operational activities defined within the Director of Logistics position description.

## PMI-CIC Board of Directors Position Descriptions

- Forward any budget needs and incurred expenses to the Vice President of Operations for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Records Management

### General Description

The Director of Records Management ensures that the PMI-CIC develops and maintains a record retention program that is an integral part of the annual transition of officers and ensures effective retrieval of records when required. The program should be consistent, reasonable and clearly communicated to all Board of Director members.

The Director of Records Management is accountable to the Vice President of Operations, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Records Management.

### Qualification & Time Commitment

The Director of Records Management must be a PMI-CIC member that has held a PMI-CIC executive position in the past. The position requires a desire and focus to ensure that an effective and efficient records program is developed and maintained. Good written communication skills and experience with record retention and operational procedures are desirable.

### Roles, Responsibilities & Duties

The Director of Records Management serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Be familiar with the PMI®'s document retention guidelines and review them on an annual basis to determine if the PMI-CIC's records management processes need to change accordingly.
- Perform the following PMI-CIC activities related to records management:
  - Collaborate with the Board, project teams and committees to provide for the identification, collection, retention, retrieval, storage and disposal of Chapter documents and records, excluding those maintained by the Vice President of Finance & Treasury. These activities are to ensure that the PMI-CIC adheres to the PMI guidelines for record retention. The types of documents and records for which the custody mentioned above is required include, but are not limited to:
    - Chapter governing documents (e.g. bylaws, charter agreement, articles of incorporation, strategic plans, operational procedures, position descriptions, etc.)
    - Business and committee meeting documents (e.g. meeting minutes, key contacts list {e.g. CPA, legal, vendors, speakers, Board members, volunteers, etc.}, project artifacts, etc.)
    - Other key documents and records (e.g. Chapter Library, awards history, milestone plaques, logo documentation along with PMI® approval certificate, etc.).
  - Develop and maintain as needed backup and restoration mechanisms for electronic files and data in support of the record management program in the event of a disaster, human error or other situations that could put PMI-CIC electronic records in jeopardy.
  - As part of the annual transition of Board officers and directors, collaborate with the President-Elect to ensure effective retrieval of documents needed by new Board members.

## PMI-CIC Board of Directors Position Descriptions

Also communicate the PMI®'s document retention guidelines to the entire Board of Directors as part of the transition process.

- Ensure as much as possible on the behalf of the PMI-CIC that no documents are destroyed if the Chapter is ever under investigation by a federal or other governmental agency or if there have been any law suits brought against the PMI-CIC in order to avoid obstruction of justice charges.
- Forward any budget needs and incurred expenses to the Vice President of Operations for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Registration

### General Description

The Director of Registration provides logistic support for registering PMI-CIC members and non-members to events hosted by the Chapter (e.g. Chapter Meetings, special events such as Professional Development Day, etc.). Such logistics include, but are not limited to, event registration setup, tracking registrants and payments.

The Director of Registration is accountable to the Vice President of Operations, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Registration.

### Qualification & Time Commitment

The Director of Registration must be a PMI-CIC member. The position requires a desire, focus and availability to provide registration support for Chapter events.

The Director of Registration position requires a time commitment of ten (10) to twenty (20) hours per month.

### Roles, Responsibilities & Duties

The Director of Registration serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Be familiar with the PMI-CIC's processes, procedures and systems involved with registering attendees for Chapter events.
- Perform or oversee the following activities related to Chapter events registration:
  - Event registration set up
  - Track and account for attendance as the event closes (two days before event) and report to Director of Logistics.
  - If anyone who registers is unable to attend the meeting, handle the request appropriately (refund if ahead of meeting, someone else may attend instead, etc.) and communicate any refund needed to Vice President of Finance & Treasury.
  - Set up, operation and take down of the registration table at Chapter meetings and other PMI-CIC events as required.
  - Ensure readiness to accept payments at all events via the chapter's approved credit card processing system, such as Square or on-line PayPal.
  - Give cash and checks to Vice President of Finance & Treasury the day of the event, if possible. Otherwise count the amount collected to include in reconciliation email (below) and pass on money to Vice President of Finance & Treasury at next opportunity or deposit directly into the Chapter's banking account.
  - Mark attendees of event on registration list. Add walk-ins by registering them in the application, including the amount paid. Ensure correct name is used so the person receives PDUs.
  - Export registration attendee data and email to Director of Programs (for meeting survey)

## PMI-CIC Board of Directors Position Descriptions

- Submit registration and attendance numbers to the Vice President of Operations and the Vice President of Finance & Treasury to calculate remaining venue cost and perform any other reconciliation procedures as required.
- Verify credit card transactions and fee for processing registration and forward to Vice President Finance and Vice President Operations.
- Upload PMI® members who attended, to the provider portal for PDU processing.
- Forward any budget needs and incurred expenses to the Vice President of Operations for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Technology

### General Description

The Director of Technology provides strategic direction and comprehensive design for various PMI-CIC technology tools and solutions. In addition to technology replacement, the Director of Technology will provide direction for technology purchases that will allow the Chapter to reach more members. The Director of Technology assists the Director of Website with electronic management for the Chapter's website. This includes managing interactive (sign-on, etc.) and transactional technologies and managing the Chapter's electronic document repository.

The Director of Technology is accountable to the Vice President of Operations, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Technology.

### Qualification & Time Commitment

The Director of Technology must be a PMI-CIC member. The position requires a desire and focus to ensure that timely, effective and efficient technology and related communication solutions are made available to the membership and the Board where required and that the PMI-CIC website serve the operational needs of the Chapter. Creativity and experience with technology solutions are beneficial.

The Director of Technology position requires a time commitment of ten (10) to twenty (20) hours per month.

### Roles, Responsibilities & Duties

The Director of Technology serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Perform or oversee the following activities related to the PMI-CIC website:
  - Lead the creation of a strategic plan for the Chapter website as it relates to:
    - Hosting environment, Internet Service Provider (ISP) and security
    - Development tools
    - Backup, restoration and archival tools and procedures
    - Technical resources (i.e. internal and external/vendor resources for design, development and support)
- Perform or oversee email administration duties.
- Ensure compliance with all software licenses that are acquired.
- Design, establish and maintain a Microsoft (MS) SharePoint or similarly functional document repository/collaboration site.
- Be actively engaged in guiding the PMI-CIC in all other technology related purchases (e.g. projectors, computers, software, audio/visual equipment, etc.) by involving the appropriate technical resources and vendors in the process, as well as research new technologies and their potential implementation for the benefit of the PMI-CIC.

## PMI-CIC Board of Directors Position Descriptions

- Forward any budget needs and incurred expenses to the Vice President of Operations for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.



# PMI-CIC Board of Directors Position Descriptions

## Director of Website

### General Description

The Director of Website maintains the PMI-CIC website and provides technology solutions in order to service the needs of the membership and the Board.

The Director of Website is accountable to the Vice President of Operations, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Website.

### Qualification & Time Commitment

The Director of Website must be a PMI-CIC member. The position requires a desire and focus to ensure that the PMI-CIC website serves the operational needs of the Chapter and that effective and efficient technology solutions are made available to the membership and the Board where required. Website development and administration experience are also required.

The Director of Website position requires a time commitment of ten (10) to twenty (20) hours per month.

### Roles, Responsibilities & Duties

The Director of Website serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Perform or oversee the following activities related to the PMI-CIC website:
  - Be actively engaged along with the Director of Technology in formulating the strategic direction of the Chapter website and in recommending and implementing the technical approach as it relates to:
    - Hosting environment, Internet Service Provider (ISP) and security
    - Development tools
    - Backup, restoration and archival tools and procedures
    - Technical resources (i.e. internal and external/vendor resources for design, development and support)
  - Website design and content management
  - Website vendor management
- Service requests from Board members to update the website as required.
- Ensure all changes and links for the PMI-CIC website are tested and function properly before being implemented and that any support issues that arise are diagnosed and resolved in a timely and effective manner.
- Maintain necessary website documentation and technical information as appropriate.
- Lead a collaborative approach to redesign the current PMI-CIC website and cause the Board's approved direction to be implemented in an efficient and timely manner.
- Design and use of website real estate.

## PMI-CIC Board of Directors Position Descriptions

- Be actively engaged along with the Director of Technology in guiding the PMI-CIC in all other technology related purchases (e.g. projectors, computers, software, audio/visual equipment, etc.) by involving the appropriate technical resources and vendors in the process, as well as research new technologies and their potential implementation for the benefit of the PMI-CIC.
- Forward any budget needs and incurred expenses to the Vice President of Operations for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Vice President of Professional Development

### General Description

The Vice President of Professional Development is responsible for promoting the project management profession through the development and delivery of educational opportunities, including programs for PMI-CIC meetings, for the benefit of the membership and the Central Iowa community at large.

The Vice President of Professional Development is accountable to the PMI-CIC President, the PMI-CIC membership and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Vice President of Professional Development.

### Qualification & Time Commitment

The Vice President of Professional Development must be a PMI-CIC member with a desire and focus on project management professional development. In addition, the following are desirable:

- Certification as a Project or Program Management Professional
- Instructional design knowledge and/or experience
- Teaching experience especially in the area of project management
- Volunteer management experience
- Customer service experience
- Non-profit management experience
- Knowledge of PMI® credentials and Professional Development Units (PDUs)
- Program and event planning skills

The Vice President of Professional Development position requires a time commitment of fifteen (15) to twenty-five (25) hours per month.

### Roles, Responsibilities & Duties

The Vice President of Professional Development serves the roles of an officer of the corporation, a member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties (Professional Development)

- Develop and deliver programs relating to project management for each scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Board. This includes the oversight of the responsibilities and duties of the Director of Programs.
- Initiate, plan, staff and support as Sponsor the execution of PMI-CIC annual, reoccurring, non-regular or one-time educational programs or events (e.g. Professional Development Day, Training Day, Roundtables etc.) to meet the professional development needs of those interested in project management in Central Iowa, as demand warrants with the approval of the Board.
- Incorporate feedback, suggestions and recommendations as appropriate to enhance effectiveness and value delivered to attendees and the Chapter regarding the content and logistics of programs and events.
- In collaboration with the Director of Outreach, enlist support from local educational institutions and key industries to further interest in the project management profession, PMI-CIC and PMI®.

## PMI-CIC Board of Directors Position Descriptions

- Identify and make recommendations to the Board about project management reference materials for use by the PMI-CIC membership and those interested in project management in Central Iowa, as demand warrants with the approval of the Board.
- Provide information to members and non-members on career development.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury, including but not limited to, budget for PMI-CIC Chapter programs and other professional development and certification training expenses.

### PMI-CIC Responsibilities & Duties (Certification)

- Assist PMI-CIC members and non-members with PMI® certification and re-certification processes as appropriate.
- Administer and manage the process of assigning Professional Development Units (PDUs) to PMI-CIC events and volunteer opportunities following PMI® defined standards and guidelines:
  - Identify correct number of PDUs for each event or opportunity.
  - Provide required PDU documentation to PMI®.
  - Provide each PMI® certified participant the proper documentation to enable reporting of PDUs to PMI® as required.
- Initiate, plan, and support as Sponsor the execution of PMI® certification exam training programs (e.g. workshops, study groups, seminars, etc.) as demand warrants with the approval of the Board:
  - Solicit, negotiate, and execute outsourced certification programs.
  - Collaborate with the Vice President of Communications & Marketing and the Director of Outreach to publicize and market upcoming sessions.
  - Obtain feedback from students and vendors on how to improve training programs and implement feedback as appropriate.
  - Evaluate outsourced certification programs annually to determine if training needs are being met and take appropriate action as warranted.
  - Advocate for the benefits of PMI® certifications to local businesses and governmental and educational institutions.
  - Facilitate communication among Board and PMI-CIC members and the Central Iowa community about PMI® certifications; and respond promptly to questions and concerns via email, phone, or personal contact as appropriate.

### PMI® Responsibilities & Duties

- Act as the liaison to PMI® relating to matters on certifications, publications and professional development on the behalf of the PMI-CIC.

### General Officer Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Regularly attend PMI-CIC sponsored events, BoD meetings and other designated events in accordance with the PMI-CIC Bylaws.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other appropriate individuals such as Regional counterparts.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility.
- Prepare and submit an annual budget to the Vice President of Finance & Treasury:
  - Manage revenue and expenses per the Board-approved annual budget.

## PMI-CIC Board of Directors Position Descriptions

- Report significant variances (positive and negative) to the Board.
- Obtain Board approval for all non-budgeted expenses.
- Forward incurred expenses to the President and Vice President of Finance & Treasury in a timely manner for approval and payment.
- Oversee strategic planning and development of new products and services in area of responsibility based on the PMI-CIC strategic plan, membership feedback, stakeholder needs and PMI® direction.
- Appoint and oversee, as specified in the PMI-CIC Bylaws and Policies and Procedures Manual, appropriate directors and operating committees composed primarily of PMI-CIC members.
- Ensure accuracy of information displayed on the PMI-CIC web site applicable to area of responsibility.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI® and PMI-CIC bylaws and operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Professional Development Day (PDD)

### General Description

The Director of Professional Development Day (PDD) has overall responsibility for the successful planning and execution of the PMI-CIC's PDD annual event.

The Director of PDD is accountable to the Vice President of Professional Development, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of PDD

### Qualification & Time Commitment

The Director of PDD must be a PMI-CIC member and is a one-year position. Prior project management experience as it relates to the planning, execution and control of a project is desired. In addition, the position requires prior experience having served on the PDD Project Team.

The Director of PDD position requires a time commitment of ten (10) to fifteen (15) hours per month.

### Roles, Responsibilities & Duties

The Director of PDD serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Perform the following specific tasks:
  - Solicit and recruit PMI-CIC members to be PDD Project Team Directors (functional leaders) and Assistant Directors (paired with functional leaders) and other volunteers for the event.
  - Find replacement Directors and Assistant Directors should they leave the PDD Project Team for any reason.
  - Mentor the Directors as needed to ensure that they understand what is expected of them.
  - Guide the Directors to ensure their respective detailed task plans are integrated into the overall Project Plan and that they are as complete as possible and executed as planned.
  - Work with the PDD Project Team to create the overall Project Plan and manage to it.
  - Create with the Directors the overall budget for the event.
  - Serve as the final decision maker for the PDD Project Team when the need arises.
  - Approve all expenditures before they are submitted to the VICE PRESIDENT of Finance & Treasury for payment.
  - Provide backup and support to the PDD Project team in the execution of their duties.
- Perform the following specific tasks as the liaison to the PMI-CIC Board of Directors:
  - Update the Board regarding the PDD Project Team's plans and provide project status on a regular, preferably monthly, basis.
  - Present the overall PDD budget to the Board for approval and manage the approved budget.
  - Nominate to the Board the Director of PDD for next year's event.
- Perform the following specific tasks in support of next year's PDD event:
  - Ensure that each Director is preparing his/her Assistant Director to take over their respective functional area as Director the following year.

## PMI-CIC Board of Directors Position Descriptions

- o Determine in advance the date and venue for next year's event and that the necessary reservations and deposits are made as necessary to ensure the venue is available for next year's PDD Project Team.
- o Serve as consultant to next year's Director of PDD.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - o Provide training and/or assistance as requested by the position successor
  - o Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Programs

### General Description

The Director of Programs develops and delivers programs designed to enhance project management knowledge and skills for the benefit of the PMI-CIC membership. This consists of formal chapter events, knowledge sharing events (e.g. book clubs, coffee chats, etc.) and opportunities for networking. The content of these programs is to be consistent and in accordance with the objectives of the PMI-CIC and with approval of the Board.

The Director of Programs is accountable to the Vice President of Professional Development, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Programs.

### Qualification & Time Commitment

The Director of Programs must be a PMI-CIC member. The position requires a desire and focus to develop, organize and deliver quality programs for PMI-CIC scheduled meetings. Familiarity with and sensitivity to the development needs of the PMI-CIC membership, program and event planning skills, and volunteer management experience are desirable.

The Director of Programs position requires a time commitment of fifteen (15) to twenty-five (25) hours per month.

### Roles, Responsibilities & Duties

The Director of Programs serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Develop and deliver high-quality, professional programs that meet PMI® qualification criteria for Professional Development Units (PDUs) for scheduled Chapter meetings, including but not limited to performing the following activities:
  - Coordinate with the Vice President of Professional Development and the Board planning of topics and themes for Chapter programs.
  - Assemble an annual Chapter program calendar, ending three (3) months beyond the expiring term and provide necessary program information to the Vice President of Communication & Marketing and to the Director of Publications for inclusion in the PMI-CIC event calendar.
  - Assure that Chapter meetings do not conflict with other PMI-CIC and PMI® events.
  - Identify and arrange for speakers, including assisting with speaker travel arrangements as appropriate and coordinating with the Vice President of Operations that the speaker's audio/visual/special equipment, room arrangement and handout needs are met.
  - Prepare program and meeting notices, including information on future guest speakers (e.g. presentation abstract, biography, etc.) at least one (1) month in advance for publication and distribution by the Vice President of Communication & Marketing and the Director of Publications.
  - Serve or ensure someone serves as master of ceremony for each regularly scheduled Chapter meeting. This includes introducing the speaker, making necessary Chapter announcements and that meeting surveys are distributed and mentioned to attendees to complete.



## PMI-CIC Board of Directors Position Descriptions

- o Coordinate with the Director of Registration for the registration and recording of PDUs for Chapter meeting attendees. Provide for and make available the necessary PDU documentation at the Chapter meeting.
- o Develop, distribute and ensure completion of meeting evaluation surveys. The meeting evaluation survey should include feedback on the meeting venue and logistics (e.g. location, food, parking, etc.) in addition to the speaker and program presentation. Collect and summarize results and recommend changes based on feedback and provide to the Board members at a subsequent BoD meeting.
- o Collaborate with the Vice President of Finance & Treasury to ensure timely payment for any speaker/presentation expenses.
- Forward program budget needs and incurred expenses to the Vice President of Professional Development for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - o Provide training and/or assistance as requested by the position successor
  - o Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Trustee

### General Description

The Trustee shall act as an advisor and mentor to the PMI-CIC Board of Directors, promote the development of the Chapter, and provide continuity of policies and procedures through the application of historical knowledge and best practices.

The Trustee is accountable to the Immediate Past President, the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Trustee.

The PMI-CIC Board of Directors may appoint up to three (3) Trustees each year as it deems appropriate.

### Qualification & Time Commitment

Each Trustee must be a PMI-CIC member and have previously served as a PMI-CIC officer and should be able to attend most BoD and Chapter meetings.

The Trustee position requires a time commitment of two (2) to five (5) hours per month.

### Roles, Responsibilities & Duties

The Trustee serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Serve as an advisor and mentor to the PMI Board of Directors as requested.
- Promote the development of the Chapter by assisting with initiatives that focus on outreach, membership growth and retention, and professional development.
- Provide guidance to the Board in matters of policies and procedures through the application of historical knowledge and best practices.
- Assist the Immediate Past President and the President-Elect with the following duties as necessary:
  - PMI-CIC Annual Charter Renewal
  - PMI-CIC Awards Application
  - Maintenance of PMI-CIC governing documents (i.e. Bylaws, Charter Agreement, Articles of Incorporation, Policies and Procedures Manual, BoD Position Descriptions)
- Forward budget needs and incurred expenses to the Immediate Past President for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.

## PMI-CIC Board of Directors Position Descriptions

- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Audit

### General Description

The Director of Audit directs the activities of the annual audit in which the PMI-CIC financial records and transactions for the previous calendar year and the Chapter's physical assets are reviewed to ensure all assets are safe and secure and the interests of the membership are being protected with due diligence on the part of all concerned. The results of the review are presented to the Board of Directors. Audits for the previous year will be performed as early as possible during the first quarter of the current calendar year.

The Director of Audit is accountable to the PMI-CIC President, the Vice President of Finance & Treasury, the other PMI-CIC Board of Directors and to the PMI-CIC membership for the roles, responsibilities and duties described herein for the position of Director of Audit.

### Qualification & Time Commitment

The Director of Audit must be a PMI-CIC member who has previously served in one of the Board of Director officer positions for PMI-CIC, preferably an Immediate Past President, and who has not been associated with approving or managing Chapter funds and assets for the time period that is being audited. A basic understanding of financial and audit concepts is desirable.

The Director of Audit and the PMI-CIC member(s) who serve on the Audit Team are appointed by the PMI-CIC President with the majority approval of the Board of Directors. No member of the Audit Team can have been associated with approving or managing the Chapter's funds and assets during the time period that is being audited.

The Director of Audit position requires a time commitment of ten (10) to fifteen (15) hours per month during the time period the audit is conducted and through when the final report is presented to the Board.

### Roles, Responsibilities & Duties

The Director of Audit serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Make recommendations as appropriate to the PMI-CIC President and to the Board on candidates to serve on the Audit Team.
- Actively participate in, and directs the activities of the annual Audit Team composed of at least two (2) currently active PMI-CIC members.
- Along with the Audit Team, audit the PMI-CIC's financial records and transactions on an annual basis for the previous calendar year to the extent necessary to feel comfortable that the membership's assets are safe and secure, and that the interests of the membership are being protected with due diligence on the part of all concerned.
- Audit the physical assets of the PMI-CIC on an annual basis to ensure the assets still exist, are in working order and are being properly maintained.
- Audit the disposition of physical assets no longer needed by PMI-CIC.
- Distribute written results of the annual audit to the PMI-CIC President, the Vice President of Finance & Treasury and the Board no later than 30 days after the date the audit was conducted.

## PMI-CIC Board of Directors Position Descriptions

- Serve as counselor to the Vice President of Finance & Treasury and to the Board regarding financial issues and concerns as requested.
- Forward any budget needs and incurred expenses to the Chapter President for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Disciplined Agile (DA) Chapter Champion

### General Description

The Disciplined Agile (DA) Chapter Champion will serve to bring DA resources and certification opportunities to the PMI-CIC membership and the Central Iowa community at large.

DA became a part of the PMI® family as of August, 2019. Its purpose is to provide guidance to help organizations choose their way of working (WoW) in a context-sensitive manner, providing a solid foundation for business agility. DA is a toolkit of Agile strategies and practices to complement any agile framework or method such as Scrum or Scaled Agile Framework (SAFe).

The DA Chapter Champion is accountable to the PMI-CIC President and the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Disciplined Agile (DA) Chapter Champion.

### Qualification & Time Commitment

The DA Chapter Champion must be a PMI-CIC member and who:

- Can lead local organizations through education, certification, and peer collaboration to effectively use DA resources.
- Must be qualified and experienced in Agile approaches, deeply enthusiastic about promoting Agility and building a local community of DA of consequence.
- Has or is willing to pursue DA Certification within 6 months.
- Cannot provide DA training for a fee on behalf of the PMI-CIC to avoid any potential conflict of interest.

The DA Chapter Champion position requires a time commitment of ten (10) to fifteen (15) hours per month.

### Roles, Responsibilities & Duties

The DA Chapter Champion serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Engage DA, the PMI-CIC, and other local organizations to provide DA events and interactions such as chapter programs, webinars, communications, and promotions regarding DA and its benefits. This includes, but is not limited to, the following:
  - Membership in the DA Consortium
  - Subscribing to the DA newsletter
  - Attending DA webinars
  - Sharing DA news with the PMI-CIC
  - Obtaining the necessary DA training and certification as recommended by PMI®
  - Coordinating DA speaking topics at PMI-CIC events (e.g. chapter meetings and PDD)
  - Ensuring DA workshops are regularly scheduled in the Central Iowa area
  - Providing feedback to PMI® and the PMI-CIC Board of Directors on ways to improve all aspects of DA including its membership support and product offerings
  
- Build a local DA community of consequence by:

## PMI-CIC Board of Directors Position Descriptions

- Engaging local organizations already involved or interested in Agile methods by giving presentations regarding DA, its benefits and position within PMI®.
- Encouraging local Agile practitioners to enhance their capabilities by joining PMI® and obtaining DA certification
- Forward budget needs and incurred expenses to the President for approval per PMI-CIC procedures.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - Provide training and/or assistance as requested by the position successor
  - Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.

# PMI-CIC Board of Directors Position Descriptions

## Director of Strategic Planning

### General Description

The Director of Strategic Planning is responsible to help ensure that the PMI-CIC delivers an effective and efficient strategic planning function which contributes to the Chapter's and PMI®'s strategic goals and objectives. This position reviews, organizes, documents and implements the strategic planning process on an annual or as needed basis as determined by the PMI-CIC Board.

The Director of Strategic Planning is accountable to the PMI-CIC President and to the PMI-CIC Board of Directors for the roles, responsibilities and duties described herein for the position of Director of Strategic Planning.

### Qualification & Time Commitment

The Director of Strategic Planning must be a PMI-CIC member. The position requires a desire and focus for developing, guiding and implementing the strategic planning process. Familiarity with PMI®'s strategic plan, its associated processes and previous experience of serving on the PMI-CIC Board are recommended. Excellent verbal and written communication skills along with prior strategic planning experience, especially in a non-profit organization, are also desirable.

The Director of Strategic Planning position requires a time commitment of ten (10) to fifteen (15) hours per month during January and February to complete the annual strategic planning process and less than 2 hours per month for the remainder of the year.

### Roles, Responsibilities & Duties

The Director of Strategic Planning serves the role of a non-voting member of the Board and assumes/performs the responsibilities/duties listed below:

### PMI-CIC Responsibilities & Duties

- Be familiar with the PMI®'s strategic plan and its associated processes, requirements and measurements and review them on an annual basis to determine if the PMI-CIC's strategic planning process needs to change accordingly.
- Administer and manage the following activities related the PMI- CIC strategic planning process:
  - Organize the process:
    - Inform/receive approval from PMI-CIC Board to begin the process.
    - Determine who will serve on the Strategic Planning Team.
    - Collect information and schedule planning sessions.
  - Determine Critical Factors with Planning Team:
    - Identify/validate stakeholders, markets and partners and their needs.
    - Perform SWOT Analysis (i.e. assess Strengths, Weaknesses, Opportunities & Threats) along with internal/external factors of the PMI-CIC.
  - Formulate/Validate: Mission (purpose), Values (guiding principles), Vision (future state), Value Proposition (what the PMI-CIC offers) with Planning Team.
  - Work with the Board to align PMI® strategic objectives with PMI-CIC operational plans and establish future targets (e.g. for 1 year, 3 years, 5 years out.).
  - Document PMI-CIC strategic and operational plans, measurements and results as required by the Board and PMI® (e.g. incorporate appropriate documentation in the annual Charter renewal process).



## PMI-CIC Board of Directors Position Descriptions

- o Facilitate with the PMI-CIC Board periodic reviews throughout the year of strategic and operations plans to evaluate and modify activities to ensure alignment.
- Forward budget needs and incurred expenses to the President for approval per PMI-CIC procedures.

### PMI® Responsibilities & Duties

- Act as the liaison to PMI® relating to matters on strategic planning on the behalf of the PMI-CIC.

### General Director Responsibilities & Duties

- Adhere to the PMI® Code of Ethics and Professional Conduct.
- Attend PMI-CIC Board meetings as requested by the Board.
- Establish and maintain open communication with PMI-CIC Board members, volunteers and other individuals such as Regional counterparts as appropriate.
- Prepare and present status report(s) at PMI-CIC Board meetings for area of responsibility as requested by the Board.
- Collaborate with the Director of Records Management for area of responsibility as appropriate to ensure proper storage, retrieval and retention of applicable documents, information and other items as required.
- Be cognizant of PMI-CIC operational guidelines.
- Collaborate with President-Elect to ensure the operating manual (policies, procedures, processes and position descriptions) is accurate and followed for area of responsibility.
- Formally acknowledge acceptance of Board position and disclose any potential conflicts of interest.
- Mentor a successor that is prepared to take over the responsibilities of the office and ensure a smooth transition:
  - o Provide training and/or assistance as requested by the position successor
  - o Maintain and deliver all permanent records as appropriate to the position successor.
- Notify the Board of changes in personal contact information or of any expected extended absences.
- All other duties as required or assigned.