
PMI-PDX Organizational Description

Functional Group: Executive

Service Provided:

Working with entire Board, responsible for:

- Strategic Planning
- Operational Planning
- Financial Oversight
- Committee Oversight
- Leadership Succession
- Policies and Procedures

Functions

Membership:
Past President
President
President Elect
VP Finance
VP At Large
Secretary

Executive:

President

president@pmi-portland.org

Type: Executive

The president provides chapter leadership and coordinates all activities. The president is responsible for the Chapter's vision, and creating the Chapter's strategic plan, operating plan, and objectives in collaboration with the Board and Chapter. Year two of the three-year Presidential term.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strives to fulfill the Chapter's mission, values, and strategic plans.
- Facilitates Board meetings and implement decisions. Coach Board members.
- Responsible for the creation of the strategic plan and operational plan for the Chapter, and leads the development of the budget.
- Is a liaison with PMI Headquarters and the Chapter and maintains contact with other PMI chapters.
- Ensures that Chapter involvement, activities, and decisions serve member interests and PMI headquarters policies.
- Is signatory on chapter bank account(s) and any other financial instruments belonging to the chapter.
- Appoints vacant Board members' positions, subject to the Board's approval by majority vote.
- Appoints committees and committee chairs on a project or task basis, with the approval of the Board. Responsible for leadership succession planning.

Qualifications:

- Elected by membership vote.
- Served previously one year as President-Elect.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
- One year as President-Elect, one year as President, one year as Immediate Past President.

Time Required:

8-10 hours per week. This includes attending monthly chapter meetings, chairing Board meetings, and attending various PMI events.

PMI-PDX Organizational Description

Executive:

President Elect

(Elected)

PresidentElect@pmi-portland.org

Type: Executive

The president-elect prepares for and plans to serve as President for the following year, and acts for the President in his/her absence. Year one of a three-year Presidential term.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strives to fulfill the Chapter's mission, values, and strategic plans.
- Acts for the President during the President's absence.
- Learns all aspects of Chapter operations, including history, policies and procedures, current practices, and bylaws, to prepare for assuming the position of President at the start of the next year.
- Chair of Project Excellence Award committee.
- Leads the Nominating Committee as required by Chapter bylaws.
- Works with the President in leading the development of the strategic plan, operational plan, and budget for the Chapter.
- Ensures that the strategic issues and plans identified by the Board are not forgotten in the barrage of regular activities as the year progresses.
- Assumes other duties, including special projects, as needed by the President and the Board.
- At end of term, plans and leads transition between outgoing and incoming boards. Facilitates team-building sessions for incoming board members.

Qualifications:

- Elected by membership vote.
- Prior membership on the Chapter Board for at least one year as committee chair or elected position.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
 - One year as President-Elect, plus a commitment for one year as President and one year as Immediate Past President
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Executive:

Past President

pastpresident@pmi-portland.org

Type: Executive

The past present serves as advisor and resource to the Board and Chapter, as well as serves as chair of the Advisory Council of Past Chapter Presidents. Assists or directs special projects as required, and chairs the Nominating Committee. Year three of the three-year Presidential term.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strives to fulfill the Chapter's mission, values, and strategic plans.
- Answers questions that members or potential members have about PMI, the Portland Chapter, the field of project management, or their careers.
- Assists with Board meetings and strategic planning.
- Assumes other duties, including special projects, as needed by the President and the Board.

Qualifications:

- Served as President during the prior year.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
- One year as President-Elect, one year as President, one year as Immediate Past President.

PMI-PDX Organizational Description

Executive:

VP Finance

(Elected)

VP_finance@pmi-portland.org

Type: Executive

This office is entrusted with managing funds for duly authorized purposes of the Chapter, and acts as the Chapter's CFO.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; support the Chapter's mission, values, and strategic plans.
- Manages Chapter finances through vendor payment, customer invoicing, deposits and monthly reconciliation. Create monthly financial reports for the board members for analysis.
- Is primary signatory on Chapter bank account(s) and any other financial instruments belonging to the Chapter.
- Assists Board members to create the annual budget. Help develop preliminary budget for incoming Board.
- Recommends policies and procedures for financial activities. Help educate the Board to understand the Chapter's financial status and its financial reports.
- Recruits volunteers to assist with tactical financial activities and audits.
- Safeguards the Chapter financial assets by being cautious with passwords and escalate any non-member focused expenditures to the President and President Elect.
- Files financial reports with PMI headquarters when required by President of the chapter.
- Complies with IRS and other government requirements to maintain the Chapter's 501c (3) tax exempt status.
- Maintains a prudent reserve account, the amount to be directed by the Board.

Qualifications:

- Elected by membership vote.
- Prior experience with financial management and current software (non-profit experience preferred).
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
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Executive:

Director of EPM Awards

awards@pmi-portland.org

Type: Director

To serve as a working member of the Excellence in Project Management (EPM) Awards Program Committee under the functional direction of the President Elect. Their primary role is to develop a comprehensive communication plan in collaboration with the full committee then coordinate and lead the identified tasks.

Responsibilities:

- Regularly attend and participate in Committee-agreed work sessions.
- Prepare Communications Plan. In collaboration with the full Committee, prepare a comprehensive communication plan to support all elements of the PEA Program.
- Implement Communications Plan activities. Coordinate and implement all components of the Communication Plan. [Note: it is the responsibility of this Communications Committee member to identify and bring in additional resources to assist if the work is more than one person can handle].
- Web site Content. Prepare, oversee, and manage all PEA information on the Web site and serve as the primary point of contact with Jani Hansen or other Web administrator.
- Chapter Board Communications. Prepare monthly status reports for the Chapter Board. Provide any additional communication support needed by the PEA Board Sponsor/"owner" (e.g. President-elect).

Qualifications:

- Appointed by President Elect.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Executive:

VP At Large

(Elected)

vp_atlarge@pmi-portland.org

Type: Executive

The Vice-President at-large serves as the members' ombudsman advocating concerns, temporarily assists other Board members, temporarily fills in for other Board members when they are not able to perform their duties and assists or directs special projects as required.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Brings variances of policy to the attention of the Chapter President and/or Board.
- Provides contingency planning should Board members be unable to fulfill their commitment. Fills transition gaps on the Board, if necessary.
- May be the spokesperson for the Board, if deemed appropriate.

Qualifications:

- Elected by membership vote.
- Prior experience with a non-profit board.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
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Executive:

Secretary

(Elected)

secretary@pmi-portland.org

Type: Executive

The secretary oversees and reviews the preparation and retention of all non-financial Chapter records.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Participates in Board meetings, including preparation and distribution of meeting agendas and pre-reading materials; recording minutes at Board meetings; and promptly distributing meeting minutes and other necessary documents.
- Ensures that all chapter non-financial reports, records, and forms are maintained with the assistance of PMI headquarters. This includes:
 - oMaintaining permanent files of all Chapter legal documents.
 - oMaintaining files of all Board activities.
 - oEnsuring all Chapter forms are current and up-to-date.
 - oEnsuring that the Chapter governing guidelines are current, and each Board member has received a copy.
 - oEnsuring that the Chapter bylaws are current and that any required changes are handled according to policy.
 - oMaintaining an Asset Log of all physical assets belonging to the Chapter.
 - oManaging the annual election process according to the Chapter bylaws.
 - oNotifying Chapter members of special or business meetings that require attendance of the general membership.

Qualifications:

- Elected by membership vote.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
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PMI-PDX Organizational Description

Functional Group: Operations

Service Provided:

The operations portfolio provides the processes and technical infrastructure that support ongoing chapter activities and strategic initiatives. Key areas of focus include:

- Management and Creation of Website Features and Functionality
- Management of E-mail and Print communications with membership
- Support of Event Registration systems and financial interfaces
- Data and digital content management
- Management of Chapter assets

Functions

Part of supporting the chapter in operational activities will be to draft and ratify operational processes and procedures. This is a key step to chapter maturity. Processes identified for documenting and formalization include:

- Job Postings Management
- Website Content Management (Breakfast Roundtables Area)
- Newsletter Creation
- Newsletter Distribution
- Chapter Communications
- Website New Feature Development (Scoping and Prioritization)
- Website Release Management
- Equipment Management
- Member Database Development

Operations:

VP Operations

(Elected)

vp_operations@pmi-portland.org

Type: Extended Board

The Vice-President of Operations directs and oversees the daily operational activities for the Chapter.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Ensures all administrative support activities are properly handled.
- Provides primary technical support for the monthly newsletter and administration of the four Roundtables.
- Maintains an Asset Log of all equipment assets belonging to the Chapter. Insure that equipment is functional.
- Negotiates and maintains vendor relationships for Chapter operations.
- Manages and maintains the Chapter's operating plan.
- Prepares and manages to annual operating budget. Report significant variances (positive and negative) to the Board.
- Oversees recruitment, hiring and supervision of paid administrative assistant.
- Transfers all permanent records and vendor contract information to a successor.

Qualifications:

- Elected by membership vote.
- Prior experience in customer service and/or office management.
- Prior experience in non-profit management.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
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Operations:

Webmaster

webmaster@pmi-portland.org

Type: Employee

The webmaster is responsible for maintaining all aspects of the PMI Portland's web presence, This includes the website, calendars, email forwarders, email accounts and distribution lists.

This position is not responsible for any of the content of these communication media. This is paid position.

Operations:

Director of Technology

technology@pmi-portland.org

Type: Director

The Director of Technology is responsible for the underpinnings of the website, data and computing infrastructure of PMI-Portland. He also functions as backup webmaster.

PMI-PDX Organizational Description

Operations:

Director of Equipment

equipment@pmi-portland.org

Type: Director

The director of equipment is primarily responsible for:

- Manage PMI-Portland's audio, visual, and computer asset schedule
 - Perform equipment maintenance and software updates
 - Work with VP of Operations, VP of Finance to ensure current and supported versions of all required software are installed.
 - Ensure hardware repairs and replacements are addressed in a timely manner.
 - Store equipment when not in use
 - Develop and maintain a system of tracking equipment allocation
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Operations:

Newsletter Editor

newsletter@pmi-portland.org

Type: Employee

This position is responsible for compiling, editing and distributing the newsletter.

This position is not responsible for any of the content of these communication media. This is paid position.

PMI-PDX Organizational Description

Functional Group: Programs

Service Provided:

Organize and support events for the PMI Portland chapter such as the monthly dinner meetings and roundtables.

Functions

Director of Events
Direction of Speakers Bureau
Director of Registration
Director of Roundtables
Director at Large

Programs:

VP Programs

(Elected)

vp_programs@pmi-portland.org

Type: Extended Board

The Vice-President of Programs is responsible for the development and delivery of monthly chapter meetings and is also responsible for the entire "monthly meeting experience." Plans, schedules and manages the monthly chapter dinner meetings to include programs related to project management presented at the chapter meetings.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Facilitates all aspects of the monthly chapter meetings. This includes pre-dinner education, dinner presentation, sponsors, logistics, catering, etc. (i.e. being in charge of the entire evening event).
- Provides leadership and guidance for chapter meetings. Meet financial goals for chapter meetings by making good business decisions.
- Oversees and supports Breakfast Roundtables.
- Sets overall direction, assess and evaluate chapter meetings are addressing membership needs.
- Oversees and works closely with Meeting Logistics Director and Program Speakers Director.
- Establishes a Volunteer Committee to support and orchestrate chapter meetings.
- Creates and documents processes and procedures for chapter meetings that are repeatable and sustainable by volunteers.
- Designs chapter meetings to provide network opportunities and learning experiences from subject-matter experts as well as professional peers.

Qualifications:

- Elected by membership vote.
- Experience in event planning and working with attention to details.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
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Programs:

Director of Programs (at-large)

prog_atlarge@pmi-portland.org

Type: Director

Responsibilities:

- Support Programs VP with chapter meeting activities
- Fill in for other program directors as needed

Qualifications:

- Appointed by VP of Programs.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Programs:

Director of Events

events@pmi-portland.org

Type: Director

Responsibilities:

- Secure technologies prior to meetings
- Setup and monitor technologies (audio/computer/projector) during dinners
- Liaison to Doubletree staff and vendors regarding communication and/or escalation
- Acquaint speakers with microphone and laptop setup (assist them with all meeting preparations)
- Coordinate meeting facilities and dinner set up
- Assist VP of Programs where needed (filling in if necessary)
- Interface with meeting participants by assisting with questions and/or request

Qualifications:

- Appointed by VP of Programs.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

Programs:

Director of Registration

registration@pmi-portland.org

Type: Director

TBD

Programs:

Director of Roundtables

roundtable@pmi-portland.org

Type: Director

TBD

PMI-PDX Organizational Description

Programs:

Director of Speaker Bureau

speaker@pmi-portland.org

Type: Director

The Director of Speakers Bureau directs and oversees the Pre-Dinner (Educational) and Dinner (Inspirational) Speakers for the Chapter.

Responsibilities:

- Responsible for identifying, interviewing, and securing both the Pre-Dinner and Dinner Speakers.
- Ensures presentation content is in alignment with PMI guidelines and Speakers are qualified to present topic.
- Coordinates all necessary speaker enrollments for presentation, gathers speaker presentation in electronic format for posting, coordinates equipment needs, reviews contract stipulations with speakers to ensure understanding and obtain speaker commitment for engagement.
- Receives and reviews all speaker evaluations for feedback and distribution to designated speaker.
- Tracks speakers, topics of discussion, contact information and evaluation rating in excel spreadsheet for year-end distribution.
- Gathers speaker bio and abstract on presentation for forwarding to webmaster for distribution at close of meeting.
- Works closely with the VP of Programs, Director of Registration, Director of Equipment, Director of Quality, Webmaster and Newsletter Editor.

Qualifications:

- Appointed by VP of Programs.
- Prior experience in sales and/or marketing helpful.
- Prior experience in customer service and/or office management.
- Prior experience in non-profit management.
- Prior experience managing deadlines.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Functional Group: Professional Development

Service Provided:

Offer project management related classes and workshops to PMI Portland chapter members and the community.

Functions

Director of Certification
Director of Workshops

Professional Development:

VP Professional Development

(Elected)

vp_prof_devel@pmi-portland.org

Type: Extended Board

Sets overall direction and quality for professional development opportunities for the Chapter members, to include developing and maintaining a program to assist Chapter members in attaining certification.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Supports continuing education by promoting the project management profession through workshops and seminars.
- Supports the PMP certification, conferences, and roundtables, and oversee the respective Directors.
- Conducts two or more PMP certification preparation courses each year.
- Conducts four workshops per year.
- Provides opportunities to enhance and expand the skill and knowledge of project managers.
- Establishes a Volunteer Committee to support and orchestrate workshops, seminars and certification classes.
- Creates and documents processes and procedures for professional development that are repeatable and sustainable by volunteers.
- Prepares and presents budget for professional development activities. Meet the financial goals for Professional Development by making good business decisions.
- Assesses professional development events and ensuring through monitoring participant satisfaction they are meeting the needs of the Chapter members.

Qualifications:

- Elected by membership vote.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

PMI-PDX Organizational Description

Professional Development:

Director of Certification

certification@pmi-portland.org

Type: Director

Sets the course for volunteer instructors and PMP/CAPM-elect students to interact in a 35 contact hour venue.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Provides information to chapter members and local community on PMP/ CAPM certification eligibility requirements and course information.
- Supports the PMP/CAPM certifications and oversee the volunteer instructors and venue administrators.
- Conducts two or more PMP certification preparation courses each year.
- Provides opportunities for a volunteer bank of instructors.
- Outside a course cycle, arranges for venues, calendars for upcoming classes; interacts with PMI website administrator for advertising and online student registration; works with instructors to improve slide decks/presentation materials (updating with PMI changes)
- During a course cycle, tracks attendance, collates surveys, arranges for beverages, creates and distributes educational material in books and handouts.
- Provides monthly information on volunteer hours to the VP - Development.
- Monitors participant satisfaction they are meeting the needs of the Chapter members.
- Provides avenue for course improvement, alongside certification volunteers, instructors and PMI feedback.

Qualifications:

- Appointed by Vice President – Professional Development
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Appointed for one year.
-

Professional Development:

Director of Workshops

workshop@pmi-portland.org

Type: Director

Responsibilities:

- Conducts four workshops per year offering PDUs for our members.
- Coordinates venue, speakers, sign-up, contract and quality issues related to the workshops.
- Responds to all workshop queries and assists in workshop cost/benefit analyses.

Qualifications:

- Appointed by VP of Professional Development.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Functional Group: Membership

Service Provided:

Support, enhance and grow the membership of PMI Portland chapter.

Functions

Director of Quality
Director of Communications
Director of Mentoring
Director of Volunteers

Membership:

VP Membership

(Elected)

membership@pmi-portland.org

Type: Extended Board

The Vice-President Membership promotes chapter activities, events and membership services to include soliciting feedback from members on satisfaction with chapter programs.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Ensures the chapter is serving the PMI-Portland members by welcoming new members, serving and supporting existing members and encouraging certification.
- Develops and supports a mentoring program for the membership.
- Conducts and monitors quality of Chapter programs.
- Coordinates and recruits volunteers to support and staff chapter programs.
- Oversees the organization and coordination of membership activities.
- Provides leadership for volunteers working on membership campaigns.
- Answers questions that members or potential members have about PMI, the Portland Chapter, the field of project management, and their career.
- Prepares the annual membership budget and submits to Treasurer.

Qualifications:

- Elected by membership vote.
- Prior experience with marketing campaigns or membership drives.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.

PMI-PDX Organizational Description

Membership:

Director of Communications

communications@pmi-portland.org

Type: Director

Director of Communications reports to VP of Membership, and is the primary contact for any questions regarding the chapter and its services.

Responsibilities:

- Works with the VP of Membership in promoting chapter activities, events & membership services via monthly communication emails
- Distributes monthly emails to PMI-Portland members by welcoming new members, serving and supporting existing members, congratulating new PMPs
- Works with the Director of Technology and Director of Jobs to ensure member satisfaction and authenticity of the Jobs web site and email service
- Works with the Webmaster to maintain and update member profiles
- Answers questions that members or potential members have about PMI, the Portland Chapter.

Qualifications:

- Appointed by VP of Membership.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

Membership:

Director of Quality

quality@pmi-portland.org

Type: Director

The Director of Quality reports directly to the VP Membership and provides oversight to the Board of Directors regarding the quality of chapter operations and membership services.

Responsibilities:

- Monitor the quality of Chapter programs.
 - oSolicit feedback from chapter members on satisfaction with chapter programs.
 - oAnalyze the feedback/evaluation forms of the various chapter programs.
 - oRun trend analysis on evaluation results.
 - oMake recommendations to the Board regarding opportunities for improvement.
- Conduct the annual membership satisfaction survey.
 - oDevelop questionnaire used in survey.
 - oSolicit web based membership responses through SurveyMonkey.
 - oAnalyzes results and makes recommendations to the Board regarding opportunities for improvement.
 - oBenchmark PMI-Portland Chapter against other larger chapters.
 - oMake recommendations to the Board regarding opportunities for improvement.
- Monitor Chapter relations with Sponsors and Advertisers soliciting and evaluating feedback regarding win-win relationship. Make recommendations to the Board regarding opportunities for improvement.
- Generate and maintain the PMI-Portland Chapter Quality Plan for Continuous Improvement

Qualifications:

- Appointed by VP of Membership.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Membership:

Director of Volunteers

volunteer@pmi-portland.org

Type: Director

The Director of Volunteers coordinates and recruits volunteers to support and staff chapter programs.

Responsibilities:

- Track all potential volunteers for PMI Portland Chapter.
- Track actual volunteer activity.
- Recruit volunteers to man the registration desk each month.
- Coordinate and manage annual Volunteer Recognition Awards Dinner.
- Recruit volunteers for any and all chapter programs.
- Maintain standardize tools and descriptions of roles (e.g., job descriptions, time tracking tools, event descriptions, etc.)
- Collaborate with Director of Technology to improve electronic tools (website, email, etc.)
- Provide newsletter content re: volunteer activities and needs

Qualifications:

- Appointed by VP of Membership.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

Membership:

Director of Mentoring

mentoring@pmi-portland.org

Type: Director

The group-based mentoring program is comprised of a 15-minute educational presentation by the Mentor and then a 45-minute question and answer session.

Responsibilities:

- Creates a Mentoring Program Charter and presents it to the board.
- Solicits program input by presenting program at round table meetings.
- Organizes topics, mentors, venue, advertising and publicity for the program .
- Works with mentor to put together a short presentation at the start of the mentoring session
- Works with the VP of Membership to initiate, plan, execute and monitor and control the program
- Meets with program committee to discuss lessons learned.

Qualifications:

- Appointed by VP of Membership.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Functional Group: Outreach & Marketing

Service Provided:

Promote PMI Portland chapter and project management as a whole in the region.

Functions

Director of Project Excellence Awards
Director of Corporate Outreach
Director of Academic and Community Outreach
Director of Marketing
Director of Jobs
Director of Public Relations
Director of Newsletter Content

Outreach & Marketing:

Director of Jobs

jobs@pmi-portland.org

Type: Director

Ensure that hiring orgs have a good experience when they use the chapter's job matching services. Manage incoming request from companies wanting to hire a Project Manager

Responsibilities:

- Manage incoming request from companies wanting to hire a Project Manager.
- Ensure requests meet chapter posting guidelines
- Ensure posting is maintained for the length of time specified by chapter guidelines
- Manage incoming requests from members who would like to be notified of new job postings
- Ensure the requester is an active member of PMI-Portland
- Ensure the request is removed when the member has found a position as defined by chapter guidelines
- Communicate to the corporate partners regarding the automated job posting process and software designed to automate direct updating of the jobs posting site
- Communicate new job postings to the PMI-Portland Chapter membership
- Record processes for use of job board and post to PMI-Portland website.

Qualifications:

- Appointed by VP of Marketing & Outreach.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Outreach & Marketing:

VP Outreach & Marketing

(Elected)

outreach@pmi-portland.org

Type: Extended Board

This office provides leadership, management oversight, and guidance for marketing programs in the academic, corporate, and community arenas. The VP of marketing and outreach also acts as liaison between PMI-Portland and academia, business and community, and leads the process and implementation of outreach programs.

Responsibilities:

- Follows Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.
- Leads and oversees the chapter's Academic, Corporate and Community Outreach Programs.
- Drives awareness and promotion of project management and PMI.
- Provides general support and assistance to the other Board members.
- Coordinates scholarship program(s).
- Acts as liaison between K-12, Junior Achievement, Chamber of Commerce, PM curriculums in universities.
- Supports and provides team members to staff the Chapter's annual Project Excellence award.
- Coordinates and manage a corporate program and marketing plan that supports the Chapter's vision and goals.
- Collects/interviews needs analysis (of major businesses).
- Recruits sponsors for chapter dinner meetings and advertisers for the newsletter.
- Develops contacts with corporations to encourage use of the jobs board.
- Oversees and edits content for the monthly newsletter.

Qualifications:

- Elected by membership vote.
- All officers shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

- Officers are eligible to serve only two consecutive elected 1-year terms in the same office.
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Outreach & Marketing:

Director of Academic and Community Outreach

comm_outreach@pmi-portland.org

Type: Director

This position will work closely with High Schools, Colleges and other community entities within the Northwest Oregon and Southwest Washington Region to better the Chapter and promote Project Management.

Responsibilities:

- Define 2 events for Community outreach
- Define 2 events for Academic outreach

Qualifications:

- Appointed by VP of Marketing & Outreach.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Outreach & Marketing:

Director of Corporate Outreach

corp_outreach@pmi-portland.org

Type: Director

This position will work closely with companies within the Northwest Oregon and Southwest Washington Region to better the Chapter and promote Project Management.

Responsibilities:

- Understand the trends in the needs of organizations for project management, and how PMI can better assist corporations within the context of corporate requirements for project managers within the NW Oregon and SW Washington marketplaces.
- Inform corporations on how project management can contribute to their company's growth and management.
- Create investigatory projects to help better understand this would be a valid component of member turnover and, if validated, to identify and address root causes of this factor from a Corporate Outreach perspective.

Qualifications:

- Appointed by VP of Marketing & Outreach.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

Outreach & Marketing:

Director of Marketing

marketing@pmi-portland.org

Type: Director

The director of marketing is responsible for managing the dinner meeting sponsor and newsletter advertisers to ensure that a positive relationship exists between them and PMI-Portland and that service is rendered per agreements.

Responsibilities:

- Recruits advertisers and sponsors using meeting networking, referrals from other board members, follow-up with previous sponsors and advertisers
- Sends advertising/sponsor order form to potential customers or direct them to web link
- Maintains records of contact and obligations for sponsor and advertisers. Collaborative recordkeeping is on Google Documents and spreadsheets
- Coordinates placement of sponsor web content with chapter webmaster
- Forwards orders for advertising and sponsorship to VP Finance for invoicing.
- Coordinates placement of ads with chapter newsletter editor.
- Forwards sponsor slides to Director at Large for use in networking hour slide show.
- May help advertiser coordinate with VP of Professional Development when advertiser wants to offer class discounts
- Sends reminders to advertisers and sponsors of obligations to submit materials
- Submits monthly reports to VP Marketing and Outreach

Qualifications:

- Appointed by VP of Marketing & Outreach.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Outreach & Marketing:

Director of Public Relations

pr@pmi-portland.org

Type: Director

The Director of Public Relations serves a liaison between the chapter and local and national business periodicals and news organizations. Increase public awareness of PMI GOC, the Portland chapter, and the profession of project management in order to increase value of membership.

Responsibilities:

- With the Vice President of Marketing and Outreach, determine chapter press releases
- Write and edit press releases, in-house newsletters, speeches, articles and annual reports
- Develop and maintain a list of local periodicals for dissemination of marketing and communications copy
- Edit any number of communications copy
- Provide general support and assistance to the Vice President of Marketing and Outreach
- Answer inquiries from individuals, journalists and other organizations
- Develop and maintain good working relationships with media, including local newspapers, Magazines, radio and television
- Possible public speaking at press conferences, radio and meetings;
- Initiate and plan public relations campaigns: define goals; analyze problems and opportunities; liaise with management and clients (internal and external)

Qualifications:

- Appointed by VP of Marketing & Outreach.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

Outreach & Marketing:

Director of Newsletter Content

newsletter@pmi-portland.org

Type: Director

Director of Newsletter Content Management works with Newsletter Editor (Operations) to generate the monthly newsletter and with the Board to set strategy for the future. Produce newsletters with high quality content that is applicable to our membership mix.

Responsibilities:

- Responsible for management of newsletter content and newsletter format
- Solicit content from PMI Members and vendors whenever possible
- Deliver content to Operations for Newsletter creation by defined monthly date
- Ensure all content locations have content for each newsletter
- Obtain content for publication by each of the newsletter deadlines
- Define a team to assess options to change the On-Line newsletter; Prepare and implement new look and feel format of newsletter by Fall 2007

Qualifications:

- Appointed by VP of Marketing & Outreach.
- All directors shall be members in good standing of PMI and the Portland Chapter.

Term of Office:

Appointed for one year.

PMI-PDX Organizational Description

Functional Group: Finance

Service Provided:

Financial Services

Functions

Bookkeeping

Finance:

Bookkeeper

bookkeeper@pmi-portland.org

Type: Employee

TDB