



## Volunteer Job Description

|                        |  |
|------------------------|--|
| <b>JOB TITLE</b>       | <b>VP Professional Development</b>   |
| <b>JOB DESCRIPTION</b> | <p><b>Job Overview</b></p> <p>Provide vision, oversight and continuity for the professional development portfolio. Duties include actively participating in all board functions which include forming of strategic initiatives, overseeing the execution of those initiatives, attending board and committee meetings and in general, conducting PMI Portland business in a professional manner. This position is critical for orchestrating the many professional development events and programs and providing quality education to the project management community. This position reports to the President</p> <p><b>Job Details</b></p> <p>Responsible for the certification, mentoring, annual conference, on-line training, and workshop program:</p> <ul style="list-style-type: none"><li>• Work closely with the VPs of Marketing, Operations, Finance, and Programs as well as any committee teams to smoothly execute all program initiatives, providing quality and relevant educational programming to members.</li><li>• Actively seek out educational speakers and coordinate/collaborate with others to bring the best professional development opportunities to the PMI Portland Chapter membership.</li><li>• Prepare monthly status reports on activities and participate in Board of Directors meetings.</li><li>• Strongly encouraged to attend dinner meetings and educational presentations as a way to promote and support chapter activities.</li><li>• Provide oversight and reconciliation assistance for all events and submit with status reports final revenue and expenses as well as survey quality results.</li><li>• Monitor and ensure all revenue and expenditures are in line with budgetary expectations and report any discrepancies or variations that would adversely affect the events and/or have negative impact to the chapter.</li><li>• Seek to promote and mentor chapter members that desire to volunteer as a way to develop/strengthen their project management skills while still providing the best professional development opportunity to the members at large.</li><li>• Participate in the PMI Portland Chapter budgeting process which includes working with the portfolio directors to plan and forecast information associated with quality programs and events, develop budget assumptions and prepare the annual professional development budget.</li><li>• Provide supervision to ensure development/improvements to procedure and process documentation for individual programs, events, and overall professional development activities.</li><li>• Provide support and guidance to directors, members and incoming</li></ul> |



## Project Management Institute Portland Chapter

|  |   |
|--|---|
|  | <p>professional development portfolio volunteers to ensure smooth transition for volunteer roles.</p> <ul style="list-style-type: none"> <li>• Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter’s mission, values, and strategic plans.</li> </ul> <p><b>Required Skills/Qualifications</b></p> <ul style="list-style-type: none"> <li>• Program and event planning skills</li> <li>• Ability to develop and manage program and event schedules</li> <li>• Knowledge of PMI credentials and PDUs</li> <li>• Content and curriculum development</li> <li>• Contract and vendor management</li> <li>• Ability to create and analyze program surveys and evaluations</li> <li>• Basic budget management skills</li> <li>• Good communication, organization, and interpersonal skills are required.</li> <li>• The ability to delegate to others yet support them with consistent follow-through and attention to detail is critical for this position.</li> <li>• A strong desire to make a difference in the PMI community and provide educational benefits to aspiring and continuing project management professionals is essential.</li> <li>• Active membership in-good-standing in both PMI-Portland and PMI global is required.</li> <li>• PMP certification is preferred)</li> </ul> <p><b>Career Benefits</b></p> <p>This is a high profile position that can have a great impact on your career and the chapter as it interacts with all PMI Portland portfolios and other PMI principles worldwide. This position provides the opportunity to build your professional network beyond the local PMI local chapter and fine-tune your leadership and executive level abilities. In addition, this position is eligible for dinner meeting discounts, and eligible for regional and annual LIM conference attendance at little or no cost.</p> |
|--|---|

|                        |  |
|------------------------|--|
| <b>TIME COMMITMENT</b> | <p><b>Job Duration</b> July 1, 2017 through June 31 of 2019</p> <p><b>Estimated Hrs/Week</b> 4 to 8 hrs / week</p>   |
| <b>CHAPTER INFO</b>    | <p><b>PMI Portland Chapter membership required?</b></p> <ul style="list-style-type: none"> <li>• Active membership in-good- standing in both PMI-Portland and PMI global is required.</li> </ul> <p><b>PMI certification required?</b> (No)    <b>Which certification?</b> (PMP Preferred)</p> <p><b>Portfolio</b> Executive</p> |



## Project Management Institute Portland Chapter

|                   |  |
|-------------------|--|
|                   | <b>Division/Team</b> (n/a)<br><b>Team Leader's Name</b> (Stephen Wilks)<br><b>Chapter Leadership webpage</b> - <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a> |
| <b>PDU's</b>      | <b>1 PDU per volunteer hour worked. See <a href="http://pmi.org">PMI.org</a> <a href="#">CCRS</a> information for details.</b>   |
| <b>TO APPLY</b>   | <b>Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a>, use Search Term ( 9645 )</b>   |
| <b>QUESTIONS?</b> | <b>Hiring Manager Name</b> (Stephen Wilks)<br><b>Title</b> (President Elect 2016-2017)<br><b>Email</b> (presidentelect@pmi-portland.org)   |