



Volunteer Job Description

JOB TITLE**VP At Large****JOB DESCRIPTION****Job Overview**

– Serves as the members’ ombudsman advocating member concerns and focusing board attention on chapter policies and overall governance. This includes ensuring the maintenance and enforcement of chapter policies and bylaws. This position provisionally provides contingency planning should a board member (other than the President) be unable to fulfill their commitment, and takes on special projects for the board and the chapter. This position reports to the President.

Job Details

– Individually or through leadership of volunteer team:

Responsible for actively participating in all board functions which include developing 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 supporting the chapter organizational requirements and sustainability of the chapter. Specifies duties include:

- Ensure the policies are consistent and compliant with all applicable governmental jurisdiction and regulations (e.g. IRS, Government Compliance, PMI Policy).
- Review and update the bylaws.
- Ensure the chapter and/or bylaws are upheld and enforced.
- Ensure and oversee roles/functions/definitions.
- 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 and processes.
- Be aware of the Ethics Review Process.
- Oversee and ensure smooth chapter succession and transition planning.
- Assume the role of any vice president if they are unable to perform duties for any reason.
- Participate in the PMI Portland chapter budgeting process.
- Prepare monthly status reports on activities and participate in board meetings
- Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter’s mission, values, and strategic plans.

Required Skills/Qualifications

- Policy development experience
- Organizational change management
- Knowledge of PMI Code of Ethics and Professional Conduct
- PMI knowledge and experience
- Experience with developing roles and responsibilities
- Association/not-for-profit knowledge
- Experience with transition and succession planning experience with local regulations and laws
- Good conflict resolution and negotiation skills are required.



Project Management Institute Portland Chapter

	<ul style="list-style-type: none"> • Excellent writing skills, team building and active listening skills are critical for this position. • A strong desire to make a difference in the PMI community is essential. • Active membership in-good-standing in both PMI-Portland and PMI Global is required. • PMP certification is preferred.) <p>Career Benefits</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</p>
TIME COMMITMENT	<p>Job Duration July 1, 2017 through June 31 of 2019</p> <p>Estimated Hrs/Week 4 to 8 hrs / week</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required?</p> <ul style="list-style-type: none"> • Active membership in-good- standing in both PMI-Portland and PMI global is required. <p>PMI certification required? (No) Which certification? (PMP Preferred)</p> <p>Portfolio Executive</p> <p>Division/Team (n/a)</p> <p>Team Leader’s Name (Stephen Wilks)</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDUs	<p>1 PDU per volunteer hour worked. See PMI.org CCRS information for details.</p>
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (9784)</p>
QUESTIONS?	<p>Hiring Manager Name (Stephen Wilks)</p> <p>Title (President Elect 2016-2017)</p> <p>Email (presidenelect@pmi-portland.org)</p>