



### Volunteer Job Description

<b>JOB TITLE</b>	<b>President Elect</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b> – The President-Elect position is elected by the Chapter, a member of the Executive Committee, and is successor to the president. The position serves one year shadowing the current President and assists the president with his or her duties of managing the chapter. The position will assume the role of the chapter President if the President is unable to perform duties for any reason, and then serves as President for one year immediately following the year as President-Elect. The President then moves to the Past President position for one year to provide advice and insight to the Board of Directors.</p> <p>Working with the Board of Directors and an Executive Committee (consisting of President-Elect, Past President, VP of Governance and Policy, VP Finance, and Secretary), the President provides chapter leadership and coordinates all activities</p> <p><b>Job Details</b> – 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 sustaining the chapter vision, mission, and direct activities toward chapter goals and objectives as he/she prepares for the presidency role. Specifies duties include:</p> <ul style="list-style-type: none"><li>• Represent the President in his or her absence.</li><li>• Assume the role of President if the President is unable to perform duties for any reason.</li><li>• Assume the role of President the year following successful completion of his or her duties in this role.</li><li>• Assist the President in his or her duties (e.g. introductions of speakers at educational or dinner events, special assignments).</li><li>• Oversee the annual election process.</li><li>• Oversee the Operational Branch</li><li>• Attend Executive Committee meetings.</li><li>• Participate in Regional 1 conference calls.</li><li>• Participate in the PMI Portland Chapter budgeting process.</li><li>• Develop and implement succession and transition plan for the President Elect role and support other VPs in their efforts to develop plans.</li><li>• Prepare monthly status reports on activities and participate in Board of Directors meetings.</li><li>• Seek to promote and mentor chapter members that desire to volunteer as a way to develop/strengthen their project management skills.</li><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>• PMI knowledge and experience</li><li>• Resource management</li></ul>



# Project Management Institute Portland Chapter

	<ul style="list-style-type: none"> <li>• Conflict management</li> <li>• Budget management</li> <li>* Financial planning</li> <li>• Good public speaking and presentation skills are required.</li> <li>• The ability to delegate to others yet provide support.</li> <li>• Team building and active listening skills are critical for this position.</li> <li>• A strong desire to make a difference in the PMI community is essential.</li> <li>• Active membership in-good-standing in both PMI Portland chapter and PMI global is required.</li> <li>• PMP certification is preferred.</li> </ul> <p><b>Career Benefits</b> – 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>
<b>TIME COMMITMENT</b>	<b>Job Duration</b> July 2016 - Jun 2018 <b>Estimated Hrs/Week</b> 4-8 hrs/week
<b>CHAPTER INFO</b>	<p><b>PMI Portland Chapter membership required? (Asst Dir and above)</b> <input type="checkbox"/> no <input checked="" type="checkbox"/> yes</p> <p><b>PMI certification required?</b> <input checked="" type="checkbox"/> no <input type="checkbox"/> yes <i>Certification is Preferred</i></p> <p><b>Portfolio Executive Leader’s Name</b> Saby Waraich</p> <p><b>Division/Team</b> n/a <b>Leader’s Name</b> n/a</p> <p><b>Chapter Leadership webpage -</b> <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a></p>
<b>PDU</b> s	1 PDU per volunteer hour worked. See <a href="http://pmi.org">PMI.org</a> <b>CCRS</b> information for details.
<b>TO APPLY</b>	<p>Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a>, use Search Term (n/a)</p> <p><i>(Please apply using the Online Nomination form available on the Elections Webpage.)</i></p>
<b>QUESTIONS?</b>	<p><b>Hiring Manager Name</b> Jimmy Godard <b>Title</b> President Elect</p> <p><b>Email</b> <a href="mailto:presidentelect@pmi-portland.org">presidentelect@pmi-portland.org</a></p>