



Volunteer Job Description

JOB TITLE	VP of Membership
JOB DESCRIPTION	<p>Job Overview – The VP Membership promotes member benefits, chapter activities, programs and member services to assure that members are receiving the most benefit from their chapter membership. This includes surveying members on their satisfaction with chapter programs, services and events, and administering a robust volunteer program to allow members the opportunity to gain invaluable project management, leadership and networking experience. This position reports to the president.</p> <p>Job Details – Individually or through leadership of volunteer team:</p> <p>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 membership. Specifies duties include:</p> <ul style="list-style-type: none"> • Work with Marketing and Outreach to develop and maintain a chapter membership plan that assures continued growth through proactive recruiting and partnering with major area employers. • Promote the value of PMI and chapter membership. • Liaison with potential PMI members and encourage them to be members of the chapter. • Develop and implement a plan to recognize member milestones (such as anniversaries or awards). • Develop and implement a member retention program. • Revise membership benefits and values on a regular basis. • Develop and implement membership welcome and support plan. • Answer general membership inquiries; respond to member/non-member information inquiries and other requests for assistance. • Act as a primary recipient for the Data Exchange Program (DEP). • Provide communication list/member updates to officers. • Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc). • Develop and administer membership satisfaction survey/exit survey. • Ensure that members are aware of available services. • Support and attend annual general meeting. • Develop and implement succession and transition plans for VP and director positions within the Membership Portfolio. • Prepare monthly status reports on activities and participate in board meetings. • 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. • Develop and implement programs to recognize and engage volunteers.



	<ul style="list-style-type: none"> • Provide supervision to ensure development/improvements to procedures and process documentation for individual programs, events, and overall Membership activities. • Provide support and guidance to directors, members and incoming Membership Portfolio volunteers to ensure smooth transition for volunteer roles. • Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans. <p>Required Skills/Qualifications –</p> <ul style="list-style-type: none"> • Marketing strategy and development • Marketing plan execution and delivery • Knowledge of PMI's brand strategy (Marketing Portal) • Market research skills/proficient use of Survey Tools • Proficient usage of online collaboration/tools (e.g., Facebook, LinkedIn) • Newsletter tools * Knowledge of fundraising techniques • Good public speaking and presentation skills are required as well as data analysis and reporting skills. • The ability to delegate to others yet provide support. • 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 – 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	Job Duration July 2016 - Jun 2018 Estimated Hrs/Week 4-8 hrs/week
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) <input type="checkbox"/> no <input checked="" type="checkbox"/> yes</p> <p>PMI certification required? <input checked="" type="checkbox"/> no <input type="checkbox"/> yes <i>Certification is Preferred</i></p> <p>Portfolio Executive Leader's Name Saby Waraich</p> <p>Division/Team n/a Leader's Name n/a</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDU s	1 PDU per volunteer hour worked. See PMI.org CCRS information for details.
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (n/a)</p> <p><i>(Please apply using the Online Nomination form available on the Elections Webpage.)</i></p>



Project Management Institute Portland Chapter

QUESTIONS?

Hiring Manager Name Jimmy Godard **Title** President Elect
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