## Volunteer Job Description

| JOB TITLE | VP of Operations |
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| JOB DESCRIPTION | **Job Overview –** The VP Operations manages a portfolio that provides the processes and technical infrastructure that support ongoing chapter activities and strategic initiatives. This includes oversight for web content, database administration, data storage and the chapter's technology related programs and assets.  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 and procuring of the chapter technology assets.  Specifies duties include:

•        Develop and implement an operations plan in support of the chapter's technology needs.

•        Annually assess the chapter's equipment and systems and make recommendations to the board for changes needed to keep the chapter's technology current and operational.

•        Ensure the chapter's owned, rented or leased equipment is in good working order and tracked on the asset list maintained by the VP Finance as appropriate.

•        Provide oversight for enterprise technology solutions, i.e. member management, vendor management, accounting and document management and other solutions that may be requested by the board.

•        Oversee the chapter's paid Webmaster and System Administrator.

•        Ensure the agreements for technology staff and equipment are up to date and protect the chapter adequately from harm.

•        Oversee and ensure smooth Operations Portfolio chapter succession and transition planning.

•        Participate in the PMI Portland Chapter budgeting process which includes working with other board members to plan and forecast information associated with the chapter's technology needs.

•        Prepare monthly status reports on activities and participate in board meetings.

•        Attending dinner meetings and education presentation are strongly encouraged as a way to promote and support chapter activities.

•        Seek to promote and mentor chapter members that desire to volunteer as a way to develop/strengthen their project and/or operations management skills while still providing the best technology service to the members at large.

•        Provide supervision to ensure the operations procedures and process documentation for individual programs and equipment is maintained and safeguarded for sustainability of the chapter's operations.

•        Follow Chapter bylaws, policies and procedures; strive to fulfill the chapter's mission, values, and strategic plans.

**Required Skills/Qualifications –**

•        Excellent writing skills, team building and active listening skills are critical for this position.

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|  | • The ability to delegate to others yet support them with consistent follow-through and attention to detail is critical for this position.<br><br>• The ability to understand technology and automation and work with vendors, volunteers, board members and staff to ensure needs are met.<br><br>• A strong desire to make a difference in the PMI community is essential.<br><br>• Active membership in-good-standing in both PMI-Portland and PMI global is required.<br><br>• PMP certification is preferred.<br><br>**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. In addition, this position is eligible for dinner meeting discounts, and eligible for regional and annual LIM conference attendance at little or no cost. |
| **TIME COMMITMENT** | **Job Duration** July 2016 - Jun 2018 **Estimated Hrs/Week** 4-8 hrs/week |
| **CHAPTER INFO** | **PMI Portland Chapter membership required? (Asst Dir and above)** ☐ no ☒ yes<br><br>**PMI certification required?** ☒ **no** ☐ **yes** *Certification is Preferred*<br><br>**Portfolio** Executive **Leader's Name** Saby Waraich<br><br>**Division/Team** n/a **Leader's Name** n/a<br><br>**Chapter Leadership webpage -** http://pmi-portland.org/about-us/leadership |
| **PDUs** | **1 PDU per volunteer hour worked. See PMI.org CCRS information for details.** |
| **TO APPLY** | **Go to https://vrms.pmi.org, use Search Term (***n/a***)**<br><br>*(Please apply using the Online Nomination form available on the Elections Webpage.***)** |
| **QUESTIONS?** | **Hiring Manager Name** Jimmy Godard **Title** President Elect<br>**Email** presidentelect@pmi-portland.org |