



Project Management Institute Portland Chapter

Volunteer Job Description

JOB TITLE	Annual Conference Finance Team Lead (2019)
JOB DESCRIPTION	<p>Job Overview</p> <p>This volunteer Lead is part of the AC Project Team and reports to the Sponsor of the Annual Conference. The Finance Team Lead is responsible for all financial details of the Conference, including the adherence to Chapter policies.</p> <p>Job Details</p> <p>Planning and Pre-Event Execution</p> <ul style="list-style-type: none">- Develop the Financial Management Plan activities list that rolls up to the master Project plan and agreed upon milestones.- Collaborate with the AC Director and all other Team Leads to meet the goals of the Conference, including registration opportunities prior to and at the Conference through technology.- Attend weekly or other agreed-upon project meetings as called by the Annual Conference Director or Sponsor.- With the assistance of the AC Director and the Volunteer Lead, ensure there are the necessary number of volunteers recruited and trained for the day of the event.- Determine and lead team meetings as appropriate.- Develop protocols for handling cash, credit and other types of payment during the event.- Track and provide regular budget updates for the conference.- Work with other conference leads and provide guidance on budget spend to Director of AC and Sponsor.- Manage financial risk and escalate as needed.- Work with VP at Large for financial policy clarifications and changes. <p>Day of Event</p> <ul style="list-style-type: none">- Train volunteers on the payment protocols day of Conference- Test all appropriate technology related to receiving payment prior to the start of the Conference- Main point of contact for financial policy and payment issues <p>Event Close/Follow-Up</p> <ul style="list-style-type: none">- Provide final budget report to the Director of AC and Sponsor- Clean up details, equipment returns, and storage of PMI items

	<ul style="list-style-type: none"> - Maintain ongoing log of Lessons Learned and participate in the Retrospective after the Conference - Compile final report for submission to the AC Director - Thank team of volunteers <p>Required Skills/Qualifications</p> <ul style="list-style-type: none"> - Operational command of the business specifically as it pertains to Finance and the Annual Conference preferred - Good interpersonal communication and prioritization skills. - Ability to work with other team leads and volunteers, influencing others to achieve results - Ability to develop plans and execute them to successful outcomes - Proficiency at Microsoft Office applications. <p>Career Benefits</p> <ul style="list-style-type: none"> - Add to your Project Management experience and exposure to the PMI community at large (great for those looking to complete an application for the PMP Exam) - Additional PDUs - Build your professional network as you engage with PMI volunteers - Increase your team leadership skills and experience - No cost attendance of annual conference
TIME COMMITMENT	<p>Job Duration 1 year with possibility of extension</p> <p>Estimated Hrs/Week Varies; may exceed 10 hours per week</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) Yes</p> <p>PMI certification required? No Which certification? (Fill in here)</p> <p>Portfolio Executive</p> <p>Division/Team : Annual Conference</p> <p>Team Leader's Name Sandra Koelle</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
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 (16970)
QUESTIONS?	<p>Hiring Manager Name Sandra Koelle</p> <p>Title Director of Annual Conference</p> <p>Email annual_conf@pmi-portland.org</p>