



Summary Position Descriptions

PMI Portland Chapter Board of Directors

The following position descriptions are for the Board positions for the 2015-2017 PMI Portland Chapter.

President

The President acts as the chief executive officer for the Portland Chapter and of the Board, and performs such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President also serves as a member ex-officio with the right to participate and vote on all committees including the Nominating Committee.

The President chairs the Executive Committee, and is elected into the President-elect position by the membership in the prior year. The President-elect then assumes the role of the Chapter president and serves as President for one year. The President then moves to the Past President position to provide advice and insight to the Board of Directors.

Questions? Contact:

Current President **Robert (Bob) Bondaruk**

president@pmi-portland.org

President- Elect

The President steers the ship. The President-Elect position is elected by the Chapter, serves one year shadowing the current President, and then serves as President for one year. The President then moves to the Past President position to provide advice and insight to the Board of Directors. Working with the Board of Directors and an Executive Committee (consisting of President-Elect, Past President, VP at Large, VP Finance, and Chapter Secretary), the President provides Chapter leadership and coordinates all activities.

Questions? Contact:

Current President-Elect **Saby Waraich**

presidentelect@pmi-portland.org

Vice President of Finance

The VP Finance manages the finances of the Chapter. In addition to setting and monitoring finance policies and procedures, and driving the annual Chapter budgeting process, this position manages a paid bookkeeper who handles vendor payment, customer invoicing, expense reimbursement, deposits and monthly reconciliations.

Questions? Contact:

Current VP of Finance **Shelley Crabtree**

vp_finance@pmi-portland.org

Vice President At Large

The VP At Large serves as the members' ombudsman advocating member concerns and focusing Board attention on membership policies and benefits. This position provisionally provides contingency planning should a Board member be unable to fulfill their commitment, and takes on special projects for the Board and the Chapter.

Questions? Contact:

Current VP At Large **Patricia (Trish) Kelley**

vp_atlarge@pmi-portland.org

Chapter Secretary

The Chapter Secretary provides vital support on a number of fronts: Manages the Chapter document library and contact lists, arranges Board meetings, captures and manages Board meeting notes, issues and action items, oversees and reviews the preparation and retention of all non-financial Chapter records and filings, maintains Chapter asset log, and acquires name tags, business cards and other requested items for Chapter leadership.

Questions? Contact:

Current Secretary **Molita Sloan**

secretary@pmi-portland.org

Vice President of Marketing

The VP of Marketing provides leadership, management oversight, support and guidance for the marketing aspects of Chapter activities and services. The position also acts as liaison between PMI Portland Chapter and the media to make sure that Chapter events are widely known. This position manages a strong support organization including Directors of Engagement Marketing, Sponsor Programs, and Newsletter Director.

Questions? Contact:

Current VP of Marketing **Anne Chalmers**

vp_marketing@pmi-portland.org

Vice President of Programs

The VP of Programs is responsible for the development and delivery of all aspects of our high-quality monthly Chapter dinner meetings to provide members with excellent networking opportunities and learning experiences from subject-matter experts and professional peers. This position also oversees and supports Chapter Roundtables. This position leads a solid team of volunteers including Directors of Program Support, Events, Registration, Speaker Acquisition, and Roundtables.

Questions? Contact:

Current VP of Programs **Jimmy Godard**

vp_programs@pmi-portland.org

Vice President of Professional Development

The VP of Professional Development manages a portfolio that offers project management related classes and workshops to PMI Portland Chapter members and the community. The portfolio provides top-notch, affordable and timely continuing education opportunities for Chapter members, which includes Workshops, PMP and ACP certification classes. This position also manages the Chapter Mentoring program and is responsible for the planning and execution of the Annual Conference.

Questions? Contact:

Current VP of Professional Development **Brett Anderson**

vp_prof_devel@pmi-portland.org

Complete information can be found on the Chapter [web site](#) Elections webpage.