

**Volunteer Start Date****5/2/2016**

Volunteer Job Description

JOB TITLE	AV Manager
JOB DESCRIPTION	<p>Job Overview</p> <p>The A/V manager, helps to manages the chapter's equipment and sets up the Audio/Visual for chapter functions as well as keeping the chapter's equipment in working order This position reports to the AV Director.</p> <p>Job Details</p> <p>"This position is critical for supporting and procuring of the chapter technology assets. Specifics duties include:</p> <ol style="list-style-type: none">1. Continuously assess the chapter's equipment and systems and helps to keep the chapter's technology current and operational.2. Helps to 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.3. Helps to ensure the agreements for technology staff and equipment are up to date and protect the chapter adequately from harm.4. Helps to plan and prepare for chapter succession and transition planning.5. Be available for dinner meetings and education presentation as a resource for technology issues. Including presentation laptop setups, Audio and Video for Chapter and Annual Meetings.6. Provide the best technology service to the members at large.7. Helps to 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.8. Follow Chapter bylaws, policies and procedures; strive to fulfill the chapter's mission, values, and strategic plans."<p>Required Skills/Qualifications</p><p>Active listening skills, aptitude to work with technology and troubleshoot equipment are critical for this position. The ability to understand technology and automation and work with vendors, volunteers, board members and staff to ensure needs are met. 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 preferred.</p><p>Career Benefits</p><p>This is a high profile position that can have a great impact on your career and the chapter as it has visibly in membership meetings. This position provides the opportunity to build your professional network beyond the local PMI local chapter.</p>
TIME COMMITMENT	<p>Job Duration One Year (Director requires 1 year commitment or more.)</p> <p>Estimated Hrs/Week 2</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above) No</p> <p>PMI certification required? No Which certification?</p> <p>Portfolio Operations</p> <p>Division/Team AV Team</p> <p>Team Leader's Name Tony Fischer</p>

	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 (VRMS Number will be entered here)
QUESTIONS?	<p>Hiring Manager Name Stephen Wilks</p> <p>Title VP of Operations</p> <p>Email srwilks@gmail.com</p>