



## Volunteer Job Description

<b>JOB TITLE</b>	<b>Secretary, PMI Portland Chapter</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b></p> <p>The Secretary position is elected by the chapter membership. The Secretary provides vital support on a number of fronts: Manages the document library and contacts list, arranges board meetings, captures and manages board meeting notes, tracks issues and action items, oversees and reviews the preparation and retention of all non-financial records and filings, maintains asset log, and acquires name tags, business cards and other requested items for leadership. The Secretary is a member of the Executive Committee and reports to the President.</p> <p><b>Job Details</b></p> <p>Responsible for preparing, maintaining, recording, circulating all non-financial records, correspondence, minutes of meetings, and related affairs of the chapter. Specifies duties include:</p> <ul style="list-style-type: none"><li>• Maintain custody of the approved bylaws, articles of incorporation, charter agreement. Amendments, board policies, committee charters, and all other non-financial records for the chapter.</li><li>• Coordinate and distribute board meeting agendas.</li><li>• Maintain all meeting minutes (must document in accordance to specific parliamentary procedures as mandated by the local government (e.g., Roberts Rules).</li><li>• Notify membership not less than the period stated in the chapter bylaws before annual general membership meeting.</li><li>• Circulate board agenda before the meeting to all the members.</li><li>• Provide records to members and outside organization that request information.</li><li>• Provide all notifications to the membership, directors, auditors and members of committees.</li><li>• Receive and dispatch general correspondence.</li><li>• Provide support for membership communication.</li><li>• Organize and help facilitate the Directors' network event.</li><li>• Procure and distribute chapter stationary, business cards, badges etc.</li><li>• Develop and implement succession and transition plan.</li><li>• Review all board of director monthly status reports and participate in board meetings.</li><li>• 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</li></ul>



## Project Management Institute Portland Chapter

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- Provide support to ensure development/improvements to procedures and process documentation for individual programs, events, and overall chapter activities.
- Follow chapter bylaws, policies and procedures; strive to fulfill the chapter's mission, values, and strategic plans.

### Required Skills/Qualifications

- Agenda and meeting coordination
- Ability to scribe and record minutes
- Proficient use of word processing, spreadsheet and presentation tools (e.g., Microsoft Office, Open Office)
- Knowledge of meeting procedures as mandated by their local government (e.g., Roberts Rules)
- Knowledge of PMI bylaws and policies
- Knowledge of records retention requirements
- Proficient in email communications (e.g., MS Outlook, Google Mail)
- Proficiency in editing/proofreading
- Knowledge of meeting procedures as mandated by local government, knowledge of PMI Bylaws and Policy and ability to scribe and record minutes.
- Proficient use of word processing, spreadsheet, and presentation tools (e.g., Microsoft Office), proficient in email communications as well as editing/proofreading.
- A strong desire to make a difference in the PMI community.
- Active membership in-good-standing in both PMI-Portland and PMI global is required.
- PMP certification is preferred.

### Career Benefits

This position supports the governance and leadership of the chapter and as such can have a great impact on your career. The position interacts with all PMI Portland portfolios. This position provides the opportunity to build your professional network within the local PMI local chapter and fine-tune your leadership and executive level abilities.

### TIME COMMITMENT

**Job Duration** July 1, 2017 through June 31 of 2019

