



Volunteer Job Description

JOB TITLE	Assistant Secretary
JOB DESCRIPTION	<p>Job Overview</p> <p>The Assistant Secretary position supports the Secretary 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 Assistant Secretary is a member of the Executive Committee under a Director status, and reports to the Secretary.</p> <p>Job Details</p> <p>Responsible for supporting the preparation, maintenance, record and circulation of all non-financial records, correspondence, minutes of meetings, and related affairs of the chapter. Specifies duties include:</p> <ul style="list-style-type: none">● Support maintenance and organization of non-financial records in the Chapter's document management system.● Support maintenance and organization of all meeting minutes in accordance to specific parliamentary procedures as mandated by the local government (e.g., Roberts Rules).● Support circulation of board agenda before the meeting to all the members.● Organize the food catering and ordering of the monthly board meetings.● Provide support for membership communication.● Help facilitate the Directors' network event.● Procure and distribute chapter stationary, business cards, badges etc● Organize all board of director monthly status reports and participate in board meetings.● Seek to promote and mentor chapter members that desire to volunteer as a way to develop/strengthen their project management skills while providing the best professional development opportunity to the members.● Provide support to ensure continuous improvement to procedures and process 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.● Participate in monthly meetings to which include:<ul style="list-style-type: none">○ Executive Team Calls (online meeting), comprised with the Presidents, Finance, VP At Large, and Secretary. The purpose of the meeting is to discuss the agenda topics for the board meeting,○ Monthly Board Meetings .○ Other meetings that may require support coordination. Such meetings are, but not limited to: Director's Networking Event, Strategic Sessions. <p>Required Skills/Qualifications</p> <ul style="list-style-type: none">● Knowledge of meeting procedures as mandated by local government (e.g., Roberts Rules) and ability to scribe and record minutes.



Project Management Institute Portland Chapter

	<ul style="list-style-type: none"> ● 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. <p>Career Benefits</p> <p>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.</p>
TIME COMMITMENT	<p>Job Duration Position ongoing following PMI calendar</p> <p>Estimated Hrs/Week 2 - 4 hours/week</p>
CHAPTER INFO	<p>PMI Portland Chapter membership required? (Asst Dir and above is YES) Yes</p> <ul style="list-style-type: none"> • Active membership in-good- standing in both PMI-Portland and PMI global is required. <p>PMI certification required? No Which certification? (Fill in here)</p> <p>Portfolio Executive</p> <p>Division/Team Secretary</p> <p>Team Leader’s Name Caroline Maringa</p> <p>Chapter Leadership webpage - http://pmi-portland.org/about-us/leadership</p>
PDU s	<p>1 PDU per volunteer hour worked. See PMI.org CCRS information for details.</p>
TO APPLY	<p>Go to https://vrms.pmi.org, use Search Term (16505)</p>
QUESTIONS?	<p>Hiring Manager Name Caroline Maringa</p> <p>Title Secretary</p> <p>Email secretary@pmi-portland.org</p>