

<b>Hiring Manager's PMI Global Email Address</b>	t2_hari@yahoo.com
<b>Not your Chapter email.</b> Enter your default email from your PMI Global membership account. Allows the Hiring Manager to see the applications in VRMS.	
<b>Volunteer Start Date</b>	July 1, 2018

### Volunteer Job Description

<b>JOB TITLE</b>	<b>President, PMI Portland Chapter</b>
<b>JOB DESCRIPTION</b>	<p><b>Job Overview</b></p> <p>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 for one year.</p> <p>Working with the Board of Directors and an Executive Committee (consisting of President-Elect, Past President, VP at Large, VP Finance, and Secretary), the President provides overall oversight of the chapter and the board. The President directs activities of the other board members in accordance with the chapter bylaws.</p> <p><b>Job Details</b></p> <p>Responsible for directing all board functions which include developing strategic initiatives, overseeing the execution of those initiatives, attending board and committee meetings and in general, conducting PMI Portland business in a professional manner. This position is critical for sustaining the chapter vision, mission, and directing activities toward chapter goals and objectives. Specifies duties include:</p> <ul style="list-style-type: none"> <li>• Direct the chapter's strategic goals and oversee the chapter's strategic planning process.</li> <li>• Strive to achieve the chapter vision, mission and objectives as detailed by the PMI Global, chapter board and chapter strategic plan.</li> <li>• Direct the activities of other officers toward chapter goals and objectives.</li> <li>• Assure that the chapter board works together as team.</li> <li>• Represent the chapter at public events.</li> <li>• Ensure strategic alliance, planning and annual reporting.</li> <li>• Ultimately accountable for all board operations and chapter activities.</li> <li>• Act as a liaison between the chapter and PMI.</li> <li>• Ensure that the charter renewal is updated and complies as specified by PMI.</li> <li>• Preside over the board of directors' meetings, executive committee meetings and the annual general membership meeting.</li> <li>• Ensure that all chapter business is being done legally and ethically.</li> <li>• Assume responsibility for the overall functioning of the chapter.</li> <li>• Legally represent the organization.</li> <li>• Ensure statutory and regulatory compliance in consultation with the VP Finance.</li> <li>• With the board, ensure prudent disbursement of chapter funds.</li> <li>• Participate in the PMI Portland Chapter budgeting process.</li> <li>• Drive implementation of revision and amendments of PMI policies and guidelines to chapter processes.</li> </ul>



## Project Management Institute Portland Chapter

- Manage periodic policy audits.
- Promote leadership development opportunities for board development.
- Assume the role of Past President the year following successful completion of his or her duties in this role.
- Participate in Regional 1 conference calls.
- Develop and implement succession and transition plan for the President Elect role and support other VPs in their efforts to develop plans.
- Prepare monthly status reports on activities.
- Follow Chapter bylaws, policies and procedures; strive to fulfill the Chapter's mission, values, and strategic plans.

### Required Skills/Qualifications

- PMI knowledge and experience, organization management, volunteer recognition and appreciation are required skills.
- Good public speaking and presentation skills are also required.
- The ability to delegate to others yet provide support and facilitate good conflict resolution are key leadership skills needed.
- Team building and active listening skills are critical for this position.
- Active membership in-good-standing in both PMI-Portland and PMI Global is required.
- PMP certification is preferred.
- PMI knowledge and experience
- Organization management
- Management skills
- Volunteer recognition and appreciation

### Career Benefits

This high-profile position will have a great impact on your career and the chapter as it interacts with all PMI Portland portfolios and other PMI principles worldwide. This position provides the opportunity to build your professional network beyond the local PMI local chapter and fine-tune your leadership and executive level abilities

### TIME COMMITMENT

**Job Duration** July 2018 through June 30 of 2019

**Estimated Hrs/Week** 4 to 8 hrs. / week

### CHAPTER INFO

**PMI Portland Chapter membership required? (Asst Dir and above is YES)**  
Yes

• Active membership in-good- standing in both PMI-Portland and PMI global is required.

**PMI certification required?** Yes    **Which certification?** (Fill in here)



## Project Management Institute Portland Chapter

	<b>Portfolio Board</b> <b>Division/Team</b> N/A <b>Team Leader's Name</b> n/a <b>Chapter Leadership webpage</b> - <a href="http://pmi-portland.org/about-us/leadership">http://pmi-portland.org/about-us/leadership</a>
<b>PDUs</b>	1 PDU per volunteer hour worked. See <a href="#">PMI.org CCRS</a> information for details.
<b>TO APPLY</b>	Go to <a href="https://vrms.pmi.org">https://vrms.pmi.org</a> , use Search Term ( 15549)
<b>QUESTIONS?</b>	<b>Hiring Manager Name</b> Titu Hariahran <b>Title</b> President Elect <b>Email</b> <a href="mailto:presidentelect@pmi-portland.org">presidentelect@pmi-portland.org</a> <a href="#">The President Elect assumes this position after one year as President Elect.</a>