

PMI Southwest Ohio Chapter
2017-18 Election Open Roles

| Role | Responsibilities |
|----------------------|---|
| VP of Administration | <p>Responsibilities of the Vice-President - Administration are:</p> <ol style="list-style-type: none"> 1. Oversee documentation of and approval process for Chapter governance documents. 2. Oversee the process for maintaining governance documents—Bylaws, Articles of Incorporation (non-profit status), Operations Manual, strategic plan, etc. 3. Develop and maintain the repository for all Chapter governance documents—Articles of Incorporation, original signed Charter Agreement, Bylaws, renewal surveys, business meeting minutes, and logo approval certificate. 4. Keep records of all meetings including issues and resolution; prepare and issue meeting minutes within a week of each meeting to the Board of Directors. Meeting minutes will be housed on the Chapter website. 5. Complete the annual Chapter Renewal Survey. 6. Develop award submission documents. 7. Provide Board members’ contact information to PMI Headquarters, Regional Mentor, and other Ohio Chapters. (via Component System and SWOC websites). 8. Keep all Chapter officer contact information current with PMI Headquarters (via Component System). Include PMI ID numbers and terms of office. 9. Provide PMI Headquarters with a list of Board members who require access to the Data Exchange Program (via Component System). 10. Ensure the Chapter has satisfied all requirements of PMI Headquarters (charter renewal, tax, insurance, etc.). 11. Notify the President and Board members of any issues and barriers to progress. 12. Perform other duties as requested by the President. |

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| VP of Training | <p>Responsibilities of the Vice-President - Training are:</p> <ol style="list-style-type: none"> 1. The Vice President of Training oversees the planning and execution of all events that are designed to enhance the professional training and certification of chapter members. These events include: <ol style="list-style-type: none"> a. Certification Preparation Courses b. Online delivery of educational content c. Sponsorship of complementary educational opportunities 2. Any other educational or development training or certification events in the annual PMI SW Ohio Calendar approved by the board of directors 3. The VP of Training is responsible for ensuring the curriculum delivered in the calendar of events is closely aligned with the skills and knowledge described in the PMBOK. The training curriculum should also offer the members the opportunity to attend events and programs that offer opportunity for continued development for all levels of Project Managers. The following directors report to the VP of Professional Development: <ol style="list-style-type: none"> a. The Director of Training Administration is the primary person for all records, registration, and support operations for events. This role recruits and trains non-instructing volunteers for training events. b. The Director of PMI-ACP Certification is responsible to the VP of Training for the organization, and execution of the PMI-ACP training events. c. The Director of PgMP Certification is responsible to the VP of Training for the organization, and execution of the PMI-ACP training events. d. The Director of PMP/CAPM Certification is responsible to the VP of Training for the organization, and execution of the PMP/CAPM training events. e. The Director of PMI-RMP Certification is responsible to the VP of Training for the organization, and execution of the PMI-RMP training events. |

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| VP of Marketing | <p>Responsibilities of the Vice-President – Marketing are:</p> <ol style="list-style-type: none"> 1. Oversee the chapter marketing strategy planning and execution. 2. Maintains Corporate and individual membership relations with specific focus on brand, reputation, community outreach and sponsorship endeavors. 3. The marketing team reports to the VP of Marketing, which is responsible for executing marketing tasks in chapter events, programs and communications channels, including social media and traditional channel. 4. The strategic goal of the Marketing function is to provide best value of chapter membership to its independent members and top membership companies. 5. The target goals, strategies and tactics are broadly defined in this initial plan. The Marketing VP shall realign this plan, make necessary updates and reset the targets, strategy and tactics based on yearly strategic planning priorities, current status assessment and future direction of the chapter. |

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| President Elect | <p>Responsibilities of the President Elect are:</p> <ol style="list-style-type: none"> 1. The President-Elect shall act as liaison to PMI Chapter Development Department, assist the President with operations and planning and represent the chapter in the absence of or at the request of the President. The position effective date of the newly appointed President-Elect is September 1 of the same year. Additional responsibilities of the President-Elect include: <ol style="list-style-type: none"> a. Annual review of Operations Manual b. Plan and facilitate Annual Board of Directors Strategic planning meetings – at least once per year c. Summarize and distribute the strategic plan d. Provide Strategic overview/update at the annual Full Chapter meeting e. Ensure Full Chapter meeting is scheduled 1-2 times per year f. Coordinate with the Executive Director of Strategic Alignment and Strategic Administrator to ensure the management of strategic initiatives, including defining metrics and tracking progress against the KPIs g. Support the President in any afore listed responsibilities h. Liaison to the PMI Chapter Development Department |