

President – Roles & Responsibilities

Description

Elected volunteer responsible for oversight of the chapter and the board. This volunteer directs, has an overview of, and coordinates the activities of the other board members in accordance with the chapter bylaws.

Responsibilities

1. Mission, Policy, and Strategic Planning

- Define the chapter's strategic goals, chapter values, and mission with input and approval from the board.
- Direct the achievement of the agreed upon goals by the chapter board.
- Help the board evaluate value to the members.
- Keep the board fully informed of internal and external factors influencing the chapter, such as key updates to PMI's strategy, changes to government guidelines, etc.
- Keep the board and PMI apprised of the progress of the chapter's strategic plan, objectives, and key performance indicators.
- Foster establishment of strategic alliances with other entities/chapters in support of achievement of chapter goals and objectives.
- Ensure chapter functions in alignment to PMI policies and guidelines.
- Ensure chapter bylaws and policies are regularly reviewed and updated.

2. Management and Administration

- Assume responsibility for the overall functioning of the chapter.
- Lead the chapter board in achieving the vision, mission and objectives as detailed in the chapter business plans.
- Preside over the board meetings.
- Ensure fair practices in all chapter board decision making process.
- Ensure that the chapter renewal is completed on or before the deadline set by PMI and that the chapter compiles as specified by PMI.
- Be ultimately accountable for all board operations and chapter activities.
- Ensure that the chapter business is conducted legally and ethically.
- Act as general point of contact between the chapter and PMI; other members of the board would still reach out to PMI on their specific topics.

3. Members, Organizations, and Partners

- Prioritize membership value in all chapter activities.
- Ensure that services to members meet or exceed the targets specified in the annual plan and objectives as agreed by the chapter board.
- Engage and maintain relationships with all related parties and partners of the chapter; guiding the chapter along the journey toward its vision.

- Ensure a continual membership “pulse check” to understand member satisfaction, challenges, and remediation in collaboration with VP of Member Engagement.
- Represent the chapter at events or delegate it to the relevant proxy.
- Preside over the annual general meeting or equivalent.

4. Leadership, Staff, and Volunteers

- Demonstrate leadership within the chapter and to the community.
- Ensure that the chapter board works together as a team to achieve chapter goals, mission, and vision.
- Ensure that volunteers are recognized for their achievements.
- Provide guidance to and encourage other chapter leaders to develop their leadership capabilities.
- Develop and implement a succession and transition plan for the chapter board.

5. Financing

- Ensure that the operation of the organization and any projects run by the chapter are financially sound and will deliver appropriate value to members.
- Work with the board and finance portfolio to ensure adequate financing is allocated to meet the needs of the short-and long-term strategy.
- Work with the finance portfolio to ensure tax compliance of the chapter.
- With the board, ensure prudent use and disbursement of chapter funds.

Business Acumen Skills

- Organizational management
- PMI knowledge and experience
- Volunteer recognition and appreciation
- Forecasting/trend analysis – membership statistics, financial stability, etc.

Power Skills

- Enthusiasm
- Vision; a sense of purpose
- Dedication to PMI and the chapter
- Coaching and mentoring
- Conflict resolution
- Process execution
- Team building



Benefits

- Forge professional relationships with other passionate project managers
- Gain practical experience with building and maintaining effective teams
- Learn more about the project management community
- Have fun outside of your day job while developing your PM skill set
- Grow your communication skill set (written and oral)