

## VP of Professional Development Roles & Responsibilities

### Description

- Elected or appointed volunteer responsible for professional development, education, and chapter events in accordance with chapter policies and bylaws.
- Responsible for the development of chapter education activities to include:
  - Preparation and maintenance of PMI's certifications
  - Develop and maintain relationships with local colleges and universities.
  - Responsible for establishing and managing chapter professional development programs, live and online.
  - Maintain relationships with Authorized Training Partners (ATPs).

### Roles and Responsibilities

- Define strategies for improvement in professional development/training programs.
- Develop and implement a chapter professional development plan, including a program roadmap for professional development content programs.
- Develop plans for and coordinate the chapter's external educational activities, such as study groups, seminars, workshops, courses, professional development days and other educational activities.
- Manage chapter-created credential examination review courses and other such courses.
- Provide information to members and non-members on career development.
- Provide information and guidance to members and non-members on certification/re-certification in the context of PMI Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of programs.
- Work with marketing to promote the education, certification, as well as training opportunities offered by the chapter Recommend, develop, and deliver project management education materials, courses, presentations and sessions including leadership development training programs.
- Seek new project management professional development programs and services through networking with other educational organizations and PMI chapters.



- Promote the project management profession through the planning and coordination of special events, as identified by the chapter board, designed to enhance and expand the skills and knowledge of project managers.
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter as they relate to the logistics of events/programs.
- Oversee events, presentations, and training programs.
- Invite key influencers from industry to participate in chapter events.
- Advance the project management profession through the planning and coordination of special events, as identified by the chapter's board. Develop and implement a succession and transition plan.

#### **Business Acumen Skills**

- Ability to Develop and Manage Program and Event Schedules
- Content & Curriculum Development
- Knowledge of PMI Credentials and PDUs
- Program and Event Planning Skills

#### **Power Skills**

- Ability to Delegate Effectively
- Coaching and Mentoring
- Public Speaking/Presentation Skills
- Team Building Skills