

Role: VP of Professional Development

Role Description: The VP of Professional Development is a voting member of the Board of Directors who establishes speakers for Chapter meetings, professional development events and workshops, including Project Management Professional (PMP) certification, preparation and maintenance.

Role Commitment: 2-year term, plus board member orientation prior to term

Responsibilities:

- Implements the Chapter's professional development events and workshops, including Project Management Professional (PMP) certification, preparation and maintenance.
- Evaluates and determines appropriate topics to offer based on chapter membership feedback, current direction of PMI, and availability in the area.
- Organizes event topics relevant to PMI's talent triangle, with the chapter's goal in mind to provide training opportunities that help our members satisfy their PDU requirements for certification.
- Make every effort to establish event contracts in advance, with a goal of having presenters contracted 1 year ahead of the event date.
- Coordinates with the VP of Programs to determine facility requirements for Chapter meetings and professional development events.
- Contacts principals and contributors involved with each event prior to event to verify availability and determine additional needs.
- Oversees the Professional Development Committee and volunteer roles needed in support of Professional Development, and selects/approves the volunteers. Enables the volunteers to serve in a useful capacity to the chapter.
- Recommends annual calendar of events for Professional Development to the Board for approval.
- Coordinates with VP of Programs to prepare and submit event budget sheet (including estimated costs and break even cost) to the Board for approval prior to final contract arrangements.
- Initiates speaker acquisition and establishes contracts with the Professional Development event presenter(s), including workshops and Chapter meetings that best meet the interests of the Chapter.
- Coordinates with the VP of Finance and President for review and final approval of speaker contracts or letters of agreement.
- Coordinates with Director of Volunteers and Board Members for volunteers to serve in event support roles.
- Coordinates with VP of Programs and communicates with the Board to monitor registrations and determine final count of participants for each event.
- Maintains file of speaker contracts and related information in the document repository..
- Manages and coordinates the automated submission of PDUs to PMI for event attendees who are chapter members,
- Prepares and distributes certifications of PDUs completed to event attendees when requested.
- Coordinates and evaluates feedback from event participants and provides summary report and recommendations to the Board for review.
- Maintains a file on presentations made at Chapter events.
- Coordinates with VP of Communications to set up online registration for all Chapter events as planned.

- Provides budget input, income and expense, for areas of responsibility to the VP of Financial Affairs.
- Prepares and submits reports related to professional development activities at times and occasions specified by the President.
- Maintains and delivers all permanent records and performs succession and transition plan to position successor.
- Supports and attends board meetings, strategic planning meeting, chapter annual meeting and all possible events as a visible member of the Board.
- Replies to board member emails within 3 business days for decisions required between Board meetings.

- Builds positive and productive relationships with members and volunteers.
- Updates policy and procedure documentation as needed.

Reward Opportunities:

- Earn PDUs per PMI Guidelines
- Leadership Training
- Access to Leadership Institute
- Resume Reference
- Networking