

PMI Mid Missouri Chapter Board of Directors

Role: VP of Programs

Role Description: The VP of Programs is a voting member of the Board of Directors who develops and coordinates the delivery of knowledge share / networking programs, student outreach programs, and other special programs offered to the chapter's service area.

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

Responsibilities:

- Oversees the Program Committee volunteers and selects its members. Enables the volunteers to serve in a useful capacity to the chapter.
- Promotes cooperative relationships with other project management groups or institutions and organizations where such relationships will serve to further the interests and specific purposes of the Chapter.
- Provides guidance and assistance to the networking program facilitators and coordinators in delivering programs to the chapter members.
- Provides guidance and assistance to Student Network Program Director(s) in delivering student programs that encourage awareness and involvement in project management by students.
- Works with chapter leadership and members to establish new programs where needed and where sufficient volunteer support is available to offer a successful program.
- Provides guidance and assistance to new programs that may be established, such as the Director of Military Programs, Book Club, or other focused programs to align with the chapter's goals and objectives.
- Prepares and submits reports related to program 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 monthly board meetings, annual 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 PMI Leadership Institute
- Resume reference
- Personal skills development
- Networking