

Executive Vice President

Description:

The Executive Vice President (EVP) is the “Chief Operations Officer” responsible for setting strategy and overseeing the day to day operations of the Chapter and all Operational Portfolios. Includes activities such as the development and delivery of operations related to Chapter meetings, mentorship programs, membership services, and other Board of Directors (BOD) approved areas of scope.

Responsibilities

Oversee development and implementation of comprehensive Operations strategy and processes. Ensure all operational programs serve needs of members, in terms of content, objectives, and fiscal responsibility

Is the Secretary of Record for the Chapter’s Incorporation with the Commonwealth of Massachusetts responsible for keeping the records of all business meetings of the Chapter and meetings of the Board.

Preside over meetings when the President is unavailable.

Be executive sponsor for various committees required to successfully implement Operations strategy and goals

Recruit, obtain appointment, and manage staff and/or committees to carry out day to day tactical plans

Ensures proactive communications with appropriate impacted committees

Establish and manage to an approved budget

Fulfill fiduciary, ethical, and procedural responsibilities as an elected voting board member

Attend board meetings in accordance with the chapter’s bylaws

Attend any special mandatory meetings as called

Participate in cross-functional organizational calls, as needed

Contribute to chapter governance and strategic planning

Uphold and assure alignment with Chapter Bylaws and PMI Code of Ethics and Professional Responsibility

Collaborate with Board members to facilitate appropriate execution of overall goals of PMI Mass Bay

Provide required input for monthly dashboard reports

Review and revise job description in alignment with approved bylaws as needed

Qualifications

Required

Is a current member of the Chapter in good standing

Possesses an “executive presence” and can represent the chapter in public situations

Is a self starter with history of high collaboration

Strong negotiation skills and ability to be diplomatic

Able to define processes and strategy in an ambiguous environment

Problem solving skills

Nice to Have

Expertise in leading and/or running day-to-day operations of non-profit organizations

Been a member of a PMI chapter for more than 2 years, preferably volunteering and/or coordinating with the BOD for PMI Mass Bay

Other Details

Reports To: President

Fiduciary Responsibility: Responsible for generating, submitting, gain approval, and managing to a budget.

Supervisory Responsibility: AVP Mentorship, AVP Member Services and/or other authorized staff and/or committees.

Length of Term: 2 program years, renewable (July to June)

Time Commitment: Varies. Estimated at 5-10 hours per week, depending on the number of volunteers supporting your efforts, with occasional spikes for periodic critical operations activities. In addition, the EVP will be expected to attend key conferences such as Region 3 Summit and Leadership Institute Meetings as authorized by the BOD.