

Chapter President

Description:

The President is responsible for setting strategy of the Chapter working in conjunction with the EVP and other Officers of the Board and for overall oversight of the Chapter and the Board. The President shall direct the activities of the other Board members in accordance with the Chapter bylaws.

Responsibilities:

- Direct the Chapter's strategic goals
- Strive to achieve the Chapter vision, mission and objectives as detailed by the Chapter Board, PMI® and the Chapter strategic plan
- Direct the activities of other Chapter officers toward Chapter goals and objectives
- Assure that the Chapter Board works together as a team
- Represent the Chapter at public events
- Ensure strategic alliance, planning and annual reporting
- Ultimately accountable for all Board operations and Chapter activities
- Act as a liaison between the Chapter and PMI®
- Ensure that the Charter renewal is updated and in compliance as specified by PMI®
- Preside over the Board of Directors meetings and the annual general membership meeting
- Ensure that all Chapter business is being done legally and ethically
- Assume responsibility for the overall functioning of the Chapter
- Legally represent the organization in conjunction with VP of Finance
- Ensure statutory and regulatory compliance in consultation with the VP of Finance
- With the Board, ensure prudent disbursement of Chapter funds
- Drive implementation of revision and amendments of PMI® policies and guidelines to chapter processes
- Manage periodic policy audits
- Promote leadership development opportunities for Board development
- Develop and implement a succession and transition plan

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
- Able to define processes and strategy in an ambiguous environment
- Problem solving skills
- PMI knowledge and experience
- Organization management
- Leadership experience

Other Leadership Skills

- Ability to delegate effectively
- Public speaking/presentation skills
- Strong negotiation skills and ability to be diplomatic
- Conflict resolution skills
- Team building skills

Nice to Have

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

Fiduciary Responsibility: Chapter budget and finances

Supervisory Responsibility: Board officers

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

Time Commitment: Varies. Minimum of 22 - 25 hours per month, including board meetings and chapter meetings, with occasional spikes for periodic critical operations activities. In addition, the President will be expected to attend key conferences such as Region 3 Summit and Leadership Institute Meetings as authorized by the BOD.