

# VP Professional Development

## Description:

The Vice President of Professional Development is responsible for providing leadership to the chapter in promoting project management professionalism through a program of educational seminars, workshops, presentations, and other services designed to help PM professionals achieve certification/credentialing and advance in their careers. The position also has the aspect of developing the profession – that is, increasing the respect for the PM profession in the larger community of professions.

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## Responsibilities:

- Create annual Professional Development plan and obtain board approval
- Provide guidance and oversight to the following roles and functions (refer to individual job descriptions for further detail)
  - Education (including mini-courses and training events)
  - EventsRoundtables
  - Study Groups
  - Alliances with 3rd party Professional Development providers
  - Speakers (i.e. for monthly chapter meetings)
  - On-line education
  - Special professional development events (as approved by the Board)
- Serve as the thought leader of Professional Development for Project Management for the chapter and community at large
  - Keep abreast of PMI certification/credential offerings and requirements, and the latest techniques and resources for knowledge transfer, and communicate these findings
  - Ensure timely responses to communications and questions regarding PM professional development.
  - Support outreach and business development initiatives
  - Help build knowledge sharing capability internally to the Mass Bay Chapter, and in the larger PMI community
  - Collaborate with PD VPs from other chapters in order to adopt best practices in PD for the Mass Bay chapter
- Assure that training records are archived and preserved
- Establish and oversee policy and procedures to claim PDUs for Chapter programs/events

- Assure that Chapter program/event information is properly registered with PMI so that attendees may properly claim PDUs in accordance with the PMI's latest CCR processes, and that this is clearly communicated
- Contribute to continuous improvement in chapter professional development activities
  - Assure collection and use of lessons learned, surveys, other applicable feedback
  - Provide guidance and training to successor.
  - Suggest and implement improvements and new innovations in training activities
- Serve as an advisor and consultant for the Chapter's Professional Development Day
- Fulfill fiduciary, ethical, and procedural responsibilities as a 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

## 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
- Ability to manage others and delegate responsibilities
- Able to define processes and strategy in an ambiguous environment

### Nice to Have

- PMP
- Experience in training and/or event management
- Been a member of a PMI chapter for more than 2 years, preferably volunteering and/or coordinating with the BoD for PMI Mass Bay

**Reports To:** President

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

**Supervisory Responsibility:** Speakers Committee, AVP Credential Prep, AVP Education, AVP Roundtable Program, AVP Events 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. This time includes board meetings and spikes for periodic training events. In addition, the VP Professional Development will be expected to attend key conferences such as Region 3 Summit and Leadership Institute Meetings as authorized by the BoD.