

VP Technology

Description:

The VP Technology develops and oversees implementation of a comprehensive technology strategy, systems and processes that align with business needs of the Chapter. Sets short and long term integrated plans to provide both strategic advantage and optimized operations needed by the Chapter.

Responsibilities:

- Develop and implement a technology strategy and roadmap for the Chapter
 - Understand as-is “state of the technology systems” and convey a to-be model
 - Set and achieve short and long term technology goals that align with business needs, such as BOD operations needs, Chapter Member needs, etc.
 - Ensures BOD is informed of the above
- Develop and ensure adherence to technology related policies, such as privacy policies and user login to the Chapter website
 - Sets technical guidelines, policies, best practices and processes
 - Ensure BOD is informed of and follows technical guidelines, policies, best practices, and processes
- Provide oversight to technology volunteers, such as the webmasters, or approved contracted technology personnel
 - Ensures technology projects are designed and implemented as expected
- Establish and manage to an approved budget
- Recruit and manage a team of volunteers fulfilling a variety of technology projects and business operations.
- Create professional development opportunities for volunteers. Identify volunteers with leadership ability and foster growth and advancement within the chapter.
- 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
- Demonstrated experience with specifying and implementing integrated technical solutions that meet business objectives
- Is a self starter with history of high collaboration
- Able to define processes and strategy in an ambiguous environment

Nice to Have

- PMP
- Expertise and/or ability to converse in wide variety of technology solutions, such as infrastructure, integrated automated systems, coding/programming, and web-based solution delivery.
- 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: AVP Webmaster and/or other authorized staff and/or committees.

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

Time Commitment: Varies. Estimated at 5-20 hours per week, depending on the number of volunteers supporting your efforts This estimate includes board meetings, with spikes for periodic technology initiatives, meetings or opportunities. In addition, the VP Technology will be expected to attend key conferences such as Region 3 Summit and Leadership Institute Meetings as authorized by the BOD.