

VP Volunteers and Membership

Description:

The VP Volunteers operates as a “Human Resource” lead for the Chapter. The VP Volunteers develops and oversees implementation of a comprehensive volunteer strategy, systems and processes that align with business needs of the Chapter. Sets short and long term integrated plans to provide a sustainable volunteer base to meet both strategic needs and operations of the Chapter.

Responsibilities:

- Develop and ensure implementation of a comprehensive volunteer lifecycle process, from volunteer candidate identification to end of role.
 - Develops and ensures plans for sustainable volunteer identification, cultivation, training, recognition, and transition
 - Sets “human resource” guidelines, policies, best practices and processes
 - Ensures BOD is informed of the above
- Develop Job Description templates and ensure job descriptions are created for all Volunteer positions
- Ensure PDU certificates are generated and provided to applicable volunteers within 90 days of the end of the program year
- Provide oversight and assistance in the identification and screening of volunteers
- Provide oversight for the implementation, operation and management of a volunteer management system
- 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
- Is a self starter with history of high collaboration
- Able to define processes and strategy in an ambiguous environment

Nice to Have

- PMP
- Expertise in direct employee management and/or creating sustainable staffing strategies, models, and policies
- Been a member of a PMI chapter for more than 2 years, preferably volunteering and/or coordinating with the BOD for PMI Mass Bay
- Interviewing skills

Reports To: President

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

Supervisory Responsibility: AVP Volunteers 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 estimate includes board meetings and spikes for periodic Volunteers initiatives, meetings or opportunities. In addition, the VP Volunteers will be expected to attend key conferences such as Region 3 Summit and Leadership Institute Meetings as authorized by the BOD.