

## Role Description: President

This role is an elected position. This role is accountable for setting Chapter strategy and working in conjunction with the EVP and other Board members to provide Chapter oversight. The President shall direct the activities of the other Board members in accordance with the Chapter bylaws.

### Responsibilities:

- Strive to achieve the Chapter vision, mission and objectives as detailed by the Chapter Board, PMI® and the Chapter's 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 (R3, LIM, PMI Mass Bay events, etc.)
- 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

- PMI® and Mass Bay Chapter member in good standing
- Possess "executive presence" as a chapter rep
- Be a highly collaborative self-starter
- Able to define process/strategy in ambiguous env
- Prior PMI Mass Bay board for at least 1 year

#### Nice to Have

- PMP or other PMI certification
- PMI knowledge and experience
- Organizational management
- Leadership experience

**Reports To:** N/A

**Supervisory Responsibility:** Board and Officers

**Length of Term:** 2 years [Jan - Dec]

**Time Commitment:** Varies. We have good data that indicates an average of 20h per month. The President is expected to attend key conferences, when available, (e.g., Region 3 events and LIM meetings) as authorized by the Board.

We have SOPs that describe what typically needs to be monitored and/or take place at times throughout the year.