

Role Description: VP Membership and Volunteers

This role is an elected position. This role is accountable for looking after the needs and interests of both members and volunteers. This role oversees the development and implementation of a comprehensive volunteer strategy that aligns with the business needs of the Chapter.

Responsibilities:

- Establish and manage to a membership and volunteers project plan and approved budget
- Develop, in concert with other functions, a plan to address member needs and interests through initiatives
- Develop and ensure consistent execution of a comprehensive volunteer lifecycle process, from volunteer candidate identification to end of role.
 - Includes volunteer identification, cultivation, training, recognition, and transition
 - Includes setting guidelines, templates, policies, best practices, and processes for volunteers
- Provide oversight for the implementation, operation, and management of a volunteer management system
- Fulfill fiduciary, ethical, and procedural responsibilities as an elected voting board member
 - Attend board meetings in accordance with the chapter's bylaws and policies
 - 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

- Current member PMI National and the PMI Mass Bay Chapter in good standing, for at least 2 years
- Have PMI Mass Bay Volunteer experience of at least 6 months in the last 12 months
- Is a self starter with history of high collaboration
- Able to define processes and strategy in an ambiguous environment

Nice to Have

- PMP
- Interviewing skills

Reports To: President

Supervisory Responsibility: AVP Volunteers and other staff and/or committees

Length of Term: 2 program years, renewable by election (Jan to Dec)

Time Commitment: Varies. Estimated 10-20 hours per month, depending on the number of volunteers supporting your efforts. This estimate includes board meetings and spikes for periodic member and volunteer initiatives, meetings, or opportunities. In addition the VP Membership & Volunteers will be expected to attend, if available, key PMI conferences such as Region 3 Summit or Leadership Institute Meetings as authorized by the President.