

Role Description: VP Operations

This role of VP Operations is an elected position. This role is responsible for planning logistics of PMI Mass Bay events and board functions. Operations scope includes activities such as the development and delivery of PM Connections, Chapter Membership meetings, mentoring and networking programs, Professional Development Events (site food/beverage and logistics only) and events set by the Board of Directors (BOD). Activities include; site selection and contract, communications with site and catering, signage and registration, food and beverage. The Operations scope does not include locating booking and managing the speakers or promotion, as those responsibilities are handled by the VP of Professional Development.

The Operations and Professional Development Roles are intertwined and require close coordination between the two leaders. Further, VP Operations can fill in for VP Professional development in the event that there is an extended absence.

Responsibilities:

- All Board Officers are expected to attend and assist in the operation of any in-person meetings and attend monthly Board meetings. This is a minimum time commitment of two evenings per month.
- Oversee development and implementation of annual operations calendar. Ensure all planned events address one of the core service areas for members, in terms of objectives, content, and fiscal responsibility.
- Assist AVPs in execution of day-to-day tactical plans such as bimonthly events team meetings, career development team meetings and executing events.
- Check in on mentoring at least monthly and at key times in the mentoring cycle.
- Ensure proactive communications and intercommunication with board members and committees in executing events.
- Ensure lessons learned sessions from in-person events are captured and shared within the events team.
- Establish and manage 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.
- Review and revise job description in alignment with approved bylaws as needed.
- Lead Events teams to conduct events in accordance with directives of the Chapter Board of Directors;
- Prepare an end of year summary of events held, participation and financial return.
- Assist Speaker Committee when they plan an in person event. Support includes locating venue planning, food and beverage and arranging logistics.

Qualifications

Required

- Current member PMI National and the PMI Mass Bay Chapter in good standing
- Good organizational and presentation skills
- Strong negotiation skills and ability to be diplomatic

Nice to Have

- PMP
- Been a chapter member for more than 2 years, preferably volunteering and/or coordinating with the BOD

- Understand developing and executing events within an annual budget
- Ability to analyze and present event net income data in an organized fashion.
- Understands the workflow of identifying and vetting event sites and entering into a contract for goods and services.
- Experience with event planning such as site, food and beverage for large groups (>50 attendees).

Reports To: President

Supervisory Responsibility: AVP Events, AVP Mentoring, AVP Career Development, MCentric Coordinator, and other staff as needed

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

Time Commitment: The time commitment for this position is on average 10 hours / month (including chapter and board meetings) and 15 hours per month during the October – December timeframe.