



INLAND NORTHWEST CHAPTER

PMIINW Job Description:

Job Title: President

Job Term: 2 Years (Elected)

Opportunity Description:

This is an opportunity to develop and practice senior-level leadership and management skills while working with, and being coached and mentored by, the other members of the board. Participation will build strong networking relationships and result in documented career-enhancing achievements. Furthermore, there will be an opportunity to travel on behalf and for the benefit of the PMIINW board and chapter.

Position Description:

Volunteer responsible for overall oversight of the chapter and the Board. The president shall direct the activities of the other board members in accordance with the chapter bylaws.

Core Responsibilities:

- Direct the chapter's strategic and tactical goals
- Direct the activities of other officers toward chapter goals and objectives
- Assure that the chapter board works together as a team
- Represent the chapter at PMI events (Region 1 Conference, and LIM)
- 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
- Promote leadership development opportunities for board development
- Develop and implement a succession and transition plan
- Other duties as assigned

Time Commitment and Ground Rules:

- Contribute to making PMIINW an organization that people want to be a part of
- Attend board meetings - 2 hours monthly, required to be present, in person, and be prepared
- Carry out monthly operations responsibilities - 4 to 8 hours monthly
- Carry out event responsibilities (PDD, Exam Prep, etc) - varies
- May attend Region 1 Conference and / or LIM 3-4 days each (*required for President*)



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- Region 1 Presidents call - 1 hour monthly (*President only*)
- Contribute to the prioritization of PMIINW board efforts (on the execution of our tactical plan)
- Be accountable for achieving board goals and do what you say you will do
- Treat each other with respect
- Support collaborative decisions of the team even if you disagree individually
- Engage in honest and open communications at all times
- Do not jump to conclusions but rather ask for clarification
- Participate in each other's development as leaders of the chapter
- Celebrate the team and individual successes

Additional Notes:

The President may also solicit volunteers to support the above work.