



INLAND NORTHWEST CHAPTER

PMIINW Job Description:

Job Title: VP of Education

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:

The VP of Education (VP- E) is a PMIINW Board Position responsible for providing value added educational opportunities for the Chapter membership.

Core Responsibilities:

- Organize the annual PMIINW Professional Development Day (PDD). Determine the best design for the event, establish a contract for speaker(s), venue and other costs; establish volunteer committees and be responsible for the event up to and through the presentation day
- Establish education events (such as Exam Cert Prep Classes (PMP/CAPM, PMI-ACP, etc.) and manage related logistics (vendor, contracts, etc.)
- Contribute to cost decisions for educational events (such as Exam Cert Prep Classes, etc.) and manage the approved budget
- Supply information to Marketing well enough in advance to create flyers, emails, social media posts. Note: some vendors have requirements, ensure this information is communicated to Marketing.
- Collaborate with other Board and Chapter members for successful outcomes
- Follow established procedures and policies of the Chapter
- 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*)
- Contribute to the prioritization of PMIINW board efforts (on the execution of our tactical plan)



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- 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 VP-E can add additional responsibilities at his/her discretion and with approval of the Board.