



INLAND NORTHWEST CHAPTER

PMIINW Job Description:

Job Title: VP of Membership

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 Membership is a PMIINW board position responsible for the overall health of PMIINW chapter members, acting as a liaison with current and prospective members (addressing questions and concerns).

Core Responsibilities:

- Monthly - promote renewals of chapter membership
- Gather monthly membership data from PMI CRM and provide data reporting to the chapter president and other officers as requested
- Present membership status and trends to the chapter president and other officers as requested
- Develop and conduct an annual member needs assessment
- Retention review and follow up
- ~~Complete annual membership survey~~
- Acknowledgement of new or newly certified members and chapter anniversaries at monthly meetings
- Log monthly chapter dinner meeting and professional development day (PDD) PDUs accurately on behalf of members
- Attend chapter PDU offered events: have name badges prepped, arrive early to check in membership, and meeting materials
- 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
- Attend chapter PDU offered events: have name badges prepped, arrive early to check in membership, and meeting materials - 5 hours
- ~~Carry out monthly operations responsibilities - 6 to 9 hours monthly~~



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- Carry out event responsibilities (PDD, Exam Prep, etc) - varies
- May attend Region 1 Conference and / or LIM 3-4 days each (*required for President*)
- 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 VP may also solicit volunteers to support the above work.