



## INLAND NORTHWEST CHAPTER

### PMIINW Job Description:

Job Title: VP of Operations

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 Operations is a PMIINW board position responsible for the overall stewardship of the administration portfolio and its performance in support of the chapter's annual objectives.

### Core Responsibilities:

- Oversee venue negotiations, confirm booking of venue
- Respond to information requests from the board
- Board oversight, coordinate and expedite activities for the board, such as providing meeting notices, managing action items resulting from meetings and follow-up on task assignments
- Development of the operations manual, maintain existing operations manual
- Monthly, periodic and annual reporting including minutes of the board meetings and other general meetings that deal with chapter business / activities
- Retention and archival of permanent chapter records, to be available to the board
- Information handoff and transition to the position successor
- Oversee the leader's team's activities and supporting processes with regard to accomplishing the chapter's objectives
- Knowledge of the board bylaws and operating policies to ensure the board adheres to all legal, financial and any other obligations and able to communicate these to the board as required
- Create and update board bylaws, policies or other documentation as required
- Leadership advisory and support assistance to chapter program teams
- Attendance at monthly board meetings and annual strategy sessions, compile monthly dinner meeting surveys
- Assist the president in the following: filling vacant board positions as necessary (nominating committee), chapter registration renewal and prepare and file annual insurance renewal
- Other duties as assigned

### Time Commitment and Ground Rules:



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- 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 1-2 Conferences 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)
- 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. Volunteers may be given access to PMI records to fulfill their volunteer duties; however, they should not be the sole owner of any board materials. Volunteers under the VP do not have budget or contract signing authority.