



INLAND NORTHWEST CHAPTER

PMIINW Job Description:

Job Title: VP of Programs

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 of, and for the benefit of, the PMIINW board and chapter.

Position Description:

The VP of Programs is a PMI INW Board position responsible for managing the chapter meeting events. This position is a two-year term on the Board. The VP of Programs owns the recruitment of speakers for the chapter Dinner meetings and Pre-Dinner Training events.

Core Responsibilities:

- Recruit and supports Speakers for chapter events, Dinner meetings, and Pre-Dinner Training events.
- Supply information to Marketing well enough in advance to create flyers, emails, social media posts.
- Support the VP of Operations work to secure appropriate venues for each meeting.
- Manage spending on Program activities to align with budgeted amounts.

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 Programs responsibilities - 8 to 12 hours monthly
- Attend Region 1 Conference and / or LIM, 3-4 days each, if possible
- 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



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- Other duties as assigned

Additional Notes:

Accept additional responsibilities as the VP of Programs with personal discretion and with approval of the board.

Remind volunteers within the Programs group that they do not have budget or contract signing authority.