



INLAND NORTHWEST CHAPTER

PMIINW Job Description:

Job Title: VP of Technology

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 Technology is a PMIINW Board position responsible for all aspects of chapter technology including acquisition of technology, support/maintenance of technology, data analytics, technology governance and long-range and annual planning of technology in accordance with any current or future PMI procedures and guidelines.

Core Responsibilities:

- Support/Maintenance of Technology
- Data Analytics
- Manage internet site security/system monitoring
- Maintain the process and methods for access rights for chapter systems
- Maintain IT security policies
- Acquisition of Technology
- Maintain data and transaction services and processes
- Maintain inventory of technologies in place, including administrative access information
- Ensure compliance with all software/subscription licenses that are acquired

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 Technology with personal discretion and with approval of the board.