

## Job Title: VICE PRESIDENT OF EVENTS

**ROLE DESCRIPTION:** The Vice President of Events shall be responsible for the planning, organizing and execution of chapter in-person, online and/or hybrid events. The events would be inclusive of, but not limited to, chapter forums, networking meetings, Project of The Year and Professional Development Day events. The Vice President of Events is expected to fulfill all the duties included in the chapter's job description for the position.

### **ROLES AND RESPONSIBILITIES:**

- Responsible for development, planning and coordination of chapter events, as identified by chapter's board, designed to enhance the project management professions and/or expand the skills and knowledge of change makers.
  - Develop and maintain relationships with local facility managers for organizing chapter events
  - Organize in-person, online, and hybrid events
  - Develop events management team for the chapter
  - Support chapter strategic plan and contribute to implementing the initiatives.
- Provide information to members and nonmembers on events
- Provide information and guidance to members and nonmembers on certification/re-certification in the context of PMI
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of events
- Invite key influencers from industry to participate in community events
- Develop and implement a succession and transition plan

**DELIVERABLES:** Based on the outcome of Chapter's Annual Strategic and Operational Plan

### **ROLE SPECIFIC SKILLS:**

- Program and Event Planning Skills
- Ability to Develop and Manage Program and Event Schedules
- Knowledge of PMI Credentials and PDUs
- Contract and Vendor Management
- Ability to Create and Analyze Program Surveys and Evaluations
- Basic Budget Management Skills

### **OTHER LEADERSHIP SKILLS:**

- Ability to Delegate Effectively
- Public Speaking/Presentation Skills
- Team Building Skills
- Facilitation Skills
- Time Management Skills
- Adaptability/Flexibility

**AVERAGE HOURS PER MONTH: 10-20 HOURS**