

Job Title: Vice President of Operations

ROLE DESCRIPTION:

The Vice President of Operations shall be responsible for preparing, maintaining, recording, and circulating records, minutes of business and board meetings, bylaws, legal documents, and related affairs of the chapter. Shall oversee and provide guidance on the advancement of the chapter's technology in accordance with chapter policies and bylaws, as well as be the subject matter expert for troubleshooting technology issues on behalf of the board members. The Vice President of Operations is expected to fulfill all the duties included in the chapter's job description for the position.

ROLES AND RESPONSIBILITIES:

- Maintain custody of the approved bylaws, articles of incorporation, charter agreement and of amendments thereto and board policies, committee charters, and all other non-financial records for the chapter
- Coordinate and distribute board meeting agendas. Maintain all meeting minutes — must document in accordance with specific parliamentary procedures as mandated by their local government (e.g., Roberts Rules)
- Notify membership in a reasonable time as stated in the chapter bylaws before annual general meetings
- Circulate board agenda before the meeting to all the members
- Provide records to members and outside organizations that request information
- Provide all notifications to the membership, directors, auditors, and members of committees as appropriate
- Receive and dispatch general correspondence
- Provide support for membership communication
- Prepare for, procure, and distribute chapter stationary and printed materials (like business cards).
- Develop and implement succession and transition plan
- Implements and maintains chapter information technology systems
- Provide leadership to IT Directors and IT team to maintain Chapter website, domain name, e-mail system, and other chapter's information systems and technology needs.
- Respond to information and technical inquiries and other requests for assistance
- Support and attend annual general meeting

DELIVERABLES: Based on the outcome of chapter annual Strategic and Operational Plan

ROLE SPECIFIC SKILLS:

- Agenda and Meeting Coordination
- Ability to Scribe and Record Minutes
- Handle all travel arrangements for National L.I.M.'s & Regional L.I.M.'s. This includes Airfare, Hotel, Registrations for the event, & other travel requirements.
- PMI SVC Corporate Credit card for Travel & Business expenses (example: business cards) use ONLY.
- Knowledge of Meeting procedures as mandated by their local government (e.g., Roberts Rules)
- Knowledge of PMI Bylaws and Policies
- Knowledge of Records Retention requirements
- Proficient use of word processing, spreadsheet, and presentation tools (e.g., Microsoft Office, Open Office)
- Proficient in Email Communications (e.g., MS Outlook, Google Mail)
- Proficiency in Editing/Proofreading

OTHER LEADERSHIP SKILLS:

- Excellent Writing Skills
- Active Listening Skills
- Facilitation Skills
- Time Management Skills
- Conflict resolution skills
- English language Proficiency (highly recommended but not required)

AVERAGE HOURS PER MONTH: 10-20 HOURS