

Job Title: VICE PRESIDENT OF PROGRAMS

**Role Description**: (What is the position and why it exists)

The Vice President of Programs is a Board member responsible for identifying opportunities to expand membership with youth, college students, active military, veterans, nonprofits and within the Sacramento Valley community. This position identifies new and diverse member volunteer opportunities and initiates and plans for emerging leaders and future Chapter members.

Primary responsibilities include:

* Actively participates in PMI’s Educational Foundation activities and tracks new initiatives
* Develop and organize to academic outreach activities
* Develop and organize military outreach activities
* Plan and maintain grant program
* Plan and maintain chapter sponsorship

**Details**: (What the position does)

Educational Foundation Support

* Actively attends PMI Educational Foundation meetings
* Reports accomplishments to the Board and PMI Educational Foundation
* Monitors PMI Education Foundation initiatives for new initiatives and opportunities

Academic Outreach Support

* Recommends budget for academic outreach activities
* Partners with K-12 schools, and colleges and universities to provide project management skills, opportunities, and awareness of PMI and the project management profession
* Distributes certification information to students and educators
* Shares PMI Educational Foundation scholarship information
* Identifies outreach opportunities and plans volunteer attendance

Military Outreach Support

* Recommends budget for military outreach activities
* Identifies outreach opportunities and plans volunteer attendance
* Distributes certification information to active military, veterans, and career development staff
* Shares PMI Educational Foundation scholarship information
* Develops and fosters relationships with active military and veterans career development staff to increase awareness of PMI, the Chapter, project management opportunities

Grant Program Support

* Recommends budget and criteria for selection
* Ensures grant program is consistent with Chapter grant policy
* Assists in formation of review and selection of grants and selection committees
* Responsible for status and completion reports, monitoring and close out of grant funded activities
* Monitors grant program for conflicts of interest

Chapter Sponsorship Support

* Recommends budget and criteria for Chapter sponsorship
* Ensures Chapter sponsorship is consistent with policy, and develops recommended criteria
* Monitors chapter sponsorship for conflicts of interest

General Board Responsibilities

* Attends Board and General meetings in accordance with Chapter Bylaws
* Provides status reports to the board
* Assists with annual reporting
* Supports and attends chapter events
* Provides an orderly transition to successor on completion of term

**Role Specific Tasks**: (How the position performs the tasks; Whom it works with to ensure success)

* Identifies a PMI Education Foundation Liaison and Directors Academic Outreach, Military Outreach, Grant Program, and Chapter Sponsorship
* Maintains a database of volunteers interested in Academic and Military Outreach
* Develops relationships and identifies points of contact with schools, military, nonprofits, and PMI Educational Foundation representatives
* Works with the VP of Marketing to develop informational documents on project management careers and the profession
* Works with the VP of Member Relations to develop, implement and maintain a database of interested volunteers

**Role Specific Skills**:

* PMI Knowledge and Experience
* Resource Management
* Conflict Management
* Budget Management
* Strategic Planning
* Program Management
* Change Management
* Youth and Outreach Experience
* Experience in Academic Programs and Education
* Experience with Military and/or Government Organizations
* Grant Management
* Nonprofit Experience

**Other Leadership Skills**:

* Team Building Skills
* Active Listening Skills
* Ability to Delegate Effectively
* Public Speaking/Presentation Skills

**Timelines**: (When the tasks must be performed – monthly, quarterly, yearly)

Monthly

* Attend board meetings
* Prepare board reports
* Review board minutes and other VP reports and deliverables
* Website and newsletter updates

Quarterly

* Quarterly planning with Directors
* Quarterly reporting to Board
* Quarterly reporting to PM Education Foundation

Annual

* Attend and participate at Board planning sessions
* Budget development
* Maintain list of volunteers and contact information
* Maintain list of points of contact
* Support annual report development

**Transition Checklist**: (What the incumbent needs to do and provide in a transition to a successor)

* List of chapter board members and contact information
* Volunteer database
* Review chapter SharePoint site
* Instruction on use of VRMS
* Points of Contact Spreadsheets
* Update on outstanding items in progress
* On-going support first six months as needed

**Average Hours per Month:**(How much time is involved in the position in an average month)

Board Activities – 5 hours

Management of program activities – 10 hours

Communication and Administration – 5 hours

Average monthly time commitment – 20 hours