



Job Description

Job Title	Director of Governance; VMM Level 3
Job Type	Appointed
Commitment Type	Appointed to a 1-year term; may be reappointed
Reports To	President
Objective	The Director of Administration shall keep the records of all business meetings of the Pikes Peak Regional Chapter and meetings of the Board. The Director of Administration shall also be responsible for maintaining the PPRC policies and procedures documentation, in either print or electronic form.
General Duties and Responsibilities	<p>Specific Administration responsibilities include, but are not limited to:</p> <ul style="list-style-type: none"> - Works with the PPRC President, Board, and Directors to keep chapter documentation up to date and secure - Overall stewardship of the Administration portfolio and its performance in support of the chapter's annual Business Plan; - Development of the annual records management plan; - Monthly, periodic, and annual reporting including minutes of the Board meetings and other general meetings that deal with chapter business/activities; - Retention and archival of permanent chapter records, to be available to the Board; - Provision of the chapter's stationary and printed materials - Information handoff and transition to the position successor.
Qualifications and Requirements	<p>Need:</p> <ul style="list-style-type: none"> • Must be and maintain an active PMI PPRC member in good standing • Good communication and reporting skills. • Good planning and organizational skills
Times Needed and Place of Work	<p>Monthly Board meeting/conference call Board retreats Director can work from home or preferred location</p>
Activity/Time Reporting	No formal activity time reporting is required for the selected Director. It can be voluntarily submitted via completing the "volunteer" activity report, which can be found on the "volunteer" page on the website.
PDU's available:	<ul style="list-style-type: none"> • PDU category: E • 1 hour of volunteer service = 1 PDU • Refer to PMI PDU category limits for caps and limits associated with your certification
Time Commitment	Estimated at 5-15 hours / month
Special Considerations	None
Contact Information	President@pmipprc.org