



Job Description

Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

Job Title	VP of Communications
Job Type	Elected
Commitment Type	Elected to a 2-year term (term limited at two consecutive 2-year terms)
Reports To	President
Objective	To plan and supervise the execution of communication efforts for chapter special events (workshops, seminars, networking, etc).
General Duties and Responsibilities	<p>Bylaws:</p> <ul style="list-style-type: none"> - To prepare an annual Chapter Communications Plan, and submit that plan to the Chapter President and Board of Directors. - Preparing and distributing chapter publications - To prepare and submit website usage reports to the Board of Directors - To advise VP of Finance of all financial commitments pertaining to communications prior to actual expenditures - To turn over all records to a successor - To notify membership not less than 10 days before all general meetings - To establish committees, if necessary, and to direct activities to cover: <ul style="list-style-type: none"> o Website content management o Newsletter content, development and publishing o Monthly event notices <p>Other:</p> <ul style="list-style-type: none"> - To publish ads received from Director of Marketing and providing VP of Finance with appropriate billing information - To maintain the Chapter's electronic archives - To update changes to the listing of Officers and membership statistics on the web pages. - To update web pages as requested by members of the Board with content that aligns with the chapter's goals.
Qualifications and Requirements	<p>Need:</p> <ul style="list-style-type: none"> • Must be and maintain PMI PPRC member • Good communication and reporting skills. • Good planning and organizational skills
Times Needed and Place of Work	<p>Monthly Board meeting/conference call (normally 1st Tuesday of the month)</p> <p>Additional work can be completed from home via updates to the Chapter</p>
Activity/Time Reporting	No formal activity time reporting is required for the elected officers. It can be voluntarily submitted via completing the "volunteer" activity report, which can be found on the "volunteer" page on the website.



PDU available:	<ul style="list-style-type: none">• PDU category: 5B (per calendar year)• Time in service 12 months: 5 PDUs• Time in service 6 months: 3 PDUs• Time in service 3 months: 1 PDU• Refer to PMI PDU category limits for caps and limits associated with your certification
Time Commitment	Estimated at 10-20 hours / month
Special Considerations	none
Contact Information	President@pmipprc.org