



Job Description

Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

Job Title	VP of Membership
Job Type	Elected
Commitment Type	Elected to a 2-year term (term limited at two consecutive 2-year terms)
Reports To	President
Objective	Responsible for all issues as they relate to Chapter membership and to manage all event registration activities.
General Duties and Responsibilities	<p>Bylaws:</p> <ul style="list-style-type: none"> - To chair the membership committees and to appoint committee members - To staff event registration booths to: <ul style="list-style-type: none"> o Ensure all attendees signing (written record of attendance) o Update website event registration record to reflect event attendance o Welcome first-timers & guests to events - To compile a current file of the Institute’s members in the Colorado Springs area and to solicit their application with the PPRC Chapter - To present membership status and trends to the Chapter Board of Directors - To prepare and submit reports specified by the President - To turn over all records to a successor - To develop and implement a member needs assessment survey - To develop, implement and maintain a retention program to contact members with pending expiration dates and to follow up with each member who does not renew - To provide membership metrics and report to the Board on a periodic bases (quarterly is minimum) - To develop, present and if approved implement membership related policies for membership rights and privileges and ways to reduce membership attrition to the Board of Directors <p>Other:</p> <ul style="list-style-type: none"> - To receive monthly membership files (DEP) - To send letters to members up for renewals encouraging them to renew - To contact new members welcoming them to the Chapter, answering questions and encouraging them to come to the meetings; including the development and distribution of new member packets to new members - To initiate and send a “we missed you” letter for regulars who skip XX meetings. - To advise VP Finance of all financial commitments prior to actual expenditures - To support the Corporate Representative efforts with Director of Marketing - To develop a recognition program for members of long standing.



Qualifications and Requirements	Need: <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	Monthly Board meeting/conference call (normally 1 st Tuesday of the month) Additional work can be completed from home via updates to the Chapter Registration related activities generally take place at the event location
Activity/Time Reporting	For audit purposes, hours spent on volunteer activities, should be submitted monthly 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"> • Category E Volunteer Service • 1 PDU per hour of service, no annual limit, 45 PDUs (combined cat D,E,F) per cycle
Time Commitment	Estimated at 10-20 hours / month
Special Considerations	none
Contact Information	VP_Membership@pmipprc.org or President@pmipprc.org