



## Job Description

### Project Management Institute Pikes Peak Regional Chapter (PMI PPRC)

<b>Job Title</b>	VP of Membership
<b>Job Type</b>	Elected
<b>Commitment Type</b>	Elected to a 2-year term (term limited at two consecutive 2-year terms)
<b>Reports To</b>	President
<b>Objective</b>	Responsible for all issues as they relate to Chapter membership and to manage all event registration activities.
<b>General Duties and Responsibilities</b>	<p>Bylaws:</p> <ul style="list-style-type: none"> <li>- To chair the membership committees and to appoint committee members</li> <li>- To staff event registration booths to:               <ul style="list-style-type: none"> <li>o Ensure all attendees signing (written record of attendance)</li> <li>o Update website event registration record to reflect event attendance</li> <li>o Welcome first-timers &amp; guests to events</li> </ul> </li> <li>- To compile a current file of the Institute’s members in the Colorado Springs area and to solicit their application with the PPRC Chapter</li> <li>- To present membership status and trends to the Chapter Board of Directors</li> <li>- To prepare and submit reports specified by the President</li> <li>- To turn over all records to a successor</li> <li>- To develop and implement a member needs assessment survey</li> <li>- 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</li> <li>- To provide membership metrics and report to the Board on a periodic bases (quarterly is minimum)</li> <li>- 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</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>- To receive monthly membership files (DEP)</li> <li>- To send letters to members up for renewals encouraging them to renew</li> <li>- 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</li> <li>- To initiate and send a “we missed you” letter for regulars who skip XX meetings.</li> <li>- To advise VP Finance of all financial commitments prior to actual expenditures</li> <li>- To support the Corporate Representative efforts with Director of Marketing</li> <li>- To develop a recognition program for members of long standing.</li> </ul>



<b>Qualifications and Requirements</b>	<b>Need:</b> <ul style="list-style-type: none"> <li>• Must be and maintain PMI PPRC member</li> <li>• Good communication and reporting skills.</li> <li>• Good planning and organizational skills</li> </ul>
<b>Times Needed and Place of Work</b>	Monthly Board meeting/conference call (normally 1 <sup>st</sup> 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
<b>Activity/Time Reporting</b>	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.
<b>PDU's available:</b>	<ul style="list-style-type: none"> <li>• Category E Volunteer Service</li> <li>• 1 PDU per hour of service, no annual limit, 45 PDUs (combined cat D,E,F) per cycle</li> </ul>
<b>Time Commitment</b>	Estimated at 10-20 hours / month
<b>Special Considerations</b>	none
<b>Contact Information</b>	<a href="mailto:VP_Membership@pmipprc.org">VP_Membership@pmipprc.org</a> or <a href="mailto:President@pmipprc.org">President@pmipprc.org</a>