

Volunteer Opportunity Description

Project Management Institute Pikes Peak Regional, Colorado Chapter (PMI PPRC)

Role Title	President
Reports To	Chapter Board of Directors, chapter members
Type of interaction (in person or virtual)	In Person and Virtual (when available)
Estimated Time Commitment	15-40 hours per month. Monthly Board meeting/conference call Monthly Presidents conference call Monthly chapter meetings Special meetings Attend conferences (Region 6 and PMI LIM) Additional work can be completed from home via updates to the Chapter and/or PMI websites. As requested or deemed required to support PMI PPRC
Description or Summary of Position	The President shall be the chief executive officer for the PPRC and of the Board and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board.
Deliverables	Presentations at events, such as Chapter and PMI Functions. Reports to PMI, as necessary per PMI requirements
General Duties and Responsibilities	<ul style="list-style-type: none"> • To provide overall leadership and direction to the Chapter • To ensure the Chapter has reviewed and reported required tax schedules to the appropriate governments. Copies should be sent to PMI • To Promote Ethical behavior by all officers (see new PMI documentation effective 1/1/2007) • To represent the Chapter and PMI functions and events • To ensure that an annual Budget for the coming year is developed by the end of each year • To serve as a member ex-officio on all committees except the Nominating Committee • To promote new volunteers and improve their impact on the Chapter • To ensure the Chapter Bylaws are upheld and enforced • To ensure PMI policies and procedures are upheld • To call and preside over all Chapter Board meetings • To call and preside over special meetings • To appoint members to the nominating committee 3 months in advance of the chapter elections • To appoint vacant board member's positions, subject to the Chapter Board of Director's approval • To communicate information of importance to both PMI and the Chapter membership • To prepare and submit, in conjunction with the cognizant Vice Presidents, required periodic reports to PMI, including the annual Chapter Charter Renewal Forms • To notify Chapter membership thirty (30) days before annual elections

Experience Qualifications and Requirements	<p>Need:</p> <ul style="list-style-type: none"> • Must be a member of PMI and PMI PPRC in good standing • Must have previously served on the Board in an elected (VP) position or appointed to a Director role • Good communication and reporting skills. • Good personnel management and organizational skills
Is chapter membership required?	<p>Yes Applicant must be and remain in 'good standing' with PMI and PPRC memberships.</p>
Number of required years as a member	<p>One (1) year of PMI PPRC membership</p>
Desired Skill Sets	<ul style="list-style-type: none"> • Enthusiasm for the mission of the PMI Pikes Peak Regional Chapter • Consistent record of taking the initiative and being self-motivated • Friendly, customer service oriented • Excellent interpersonal skills • Excellent communication skills • Demonstrated success in working well with people and teams • Good organizational skills • Has an organized approach to doing work. • Polite, polished, and effective written and oral communications skills. • Commitment to his/her own professional development. • Competency with presentation software (PowerPoint or another software)
Credential Type Requirement	<p>PMI Certification a plus but not required</p>
PDU's Available for Award:	<ul style="list-style-type: none"> • PDU Volunteer Service • 1 hour of service = 1 PDU <p>Refer to PMI PDU category limits for caps and limits associated with your certification</p>
Resume Required?	<p>Yes, A bio is also required for presentation at the elections.</p>
Interview required?	<p>Yes</p>
Travel required?	<p>No. However, the President has the opportunity to attend PMI leadership conferences twice a year. Also, travel for local events and board functions may be needed.</p>
Term limit for opportunity	<p>Elected to a 2-year term (term limited at two consecutive 2-year terms). Transitions to Chapter Past President after term(s) as President is completed.</p>
Activity/Time Reporting	<p>No formal activity time reporting is required for the elected officers. Hours can be self-reported via the PMI PDU tracking system.</p>
Contact Information	<p>President@pmipprc.org or Trustee@pmipprc.org</p>