

Volunteer Opportunity Description

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

Job Title	VP of Operatons
Job Type	Elected
Commitment Type	Elected to a 2-year term (term limited at two consecutive 2-year terms)
Reports To	President
Objective	To for plan, schedule, arrange, and supervise the performance of each monthly PPRC meeting, which includes the pre-meeting workshop (if applicable) and main meeting presentation..
General Duties and Responsibilities	<p>Bylaws:</p> <ul style="list-style-type: none"> - To prepare an annual plan for monthly chapter programs (dinner meetings and pre-meeting workshops) and to submit that plan to the Chapter President and the Chapter Board of Directors - To assemble an annual events calendar of each year - To seek bids for, conduct negotiations and be the signatory with regards to PPRC meeting venue contract, subsequent to Board approval of the contract - To establish committees, if necessary, and to direct activities to cover: <ul style="list-style-type: none"> o Site logistics, o Vendor demos, o Audio-visual equipment, o Meeting rooms and meals, o Photographer - To prepare and submit reports specified by the Chapter President - To advise the VP Finance of all financial commitments prior to actual expenditure, if possible - To turn over all records to a successor - To prepare program and meeting notices for publication and distribution by the VP of Communications - To update website calendar of events as content is available - To chair the Chapter General Membership Meeting in the absence of the President - To prepare a report following each Chapter General Membership Meeting which summarizes financial and attendance results of the meeting, and submit that report to the Chapter President <p>Other:</p> <ul style="list-style-type: none"> - To liaison with Site coordinator: <ul style="list-style-type: none"> o for meeting room set up o for meal selection o provide final count of attendees - To update event registration records with attendance status (based on sign-in sheets) - To maintain Chapter Meeting metrics and report to the Board on a periodic basis.

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 financial management and organizational skills
Times Needed and Place of Work	<p>Monthly Board meeting/conference call (normally 1st Tuesday of the month)</p> <p>Monthly Logistics meeting (normally Tuesday before chapter meeting)</p> <p>Able to attend in person meetings</p> <p>Additional work can be completed from home via updates to the Chapter</p>
Activity/Time Reporting	<p>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.</p>
PDUs 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	<p>Estimated at 10-20 hours / month</p>
Special Considerations	<p>None</p>
Contact Information	<p>President@pmipprc.org</p>