

Volunteer Opportunity Description

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

WWW.PMIPPRC.ORG

Role:	VP of Communications
Reports To	President
Type of interaction (in-person or virtual)	In-Person and Virtual
Estimated Time Commitment	Estimated at 10-40 hours / month
Description or summary of position	<p>The Vice President of Communications is responsible for managing and coordinating communication channels in accordance with policies and bylaws.</p> <p>To include the execution of communication efforts for chapter meetings, as special events (workshops, seminars, networking, etc) and supervise the execution of chapter website.</p>
Deliverables	<ul style="list-style-type: none"> • Attend Monthly Board meeting/conference calls. • Attend Annual PPRC Strategic Planning Meetings • Prepare Annual Chapter Communication Plan • Maintain Chapter Web Site
General Duties and Responsibilities	<ul style="list-style-type: none"> - Prepare an annual Chapter Communications Plan and submit that plan to the Chapter President and Board of Directors. - Preparing and distributing chapter publications (newsletter) - Prepare and submit website usage reports to the Board of Directors (if requested) - Advise VP of Finance of all financial commitments pertaining to communications prior to actual expenditures (starchapter, constant contact, canva) - Turn over all records to a successor - Notify membership not less than 10 days before all general meetings - 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 o Social Media campaigns - Publish ads received from Director of Marketing and provide VP of Finance with appropriate billing – (perhaps corporate sponsorship) information. - Maintain the Chapter's electronic archives (SharePoint)

	<ul style="list-style-type: none"> - Update changes to the listing of Officers and membership statistics on the web pages. - Update chapter web pages as requested by members of the Board with content that aligns with the chapter's goals.
Experience Qualifications and Requirements	<ul style="list-style-type: none"> • Must be a PMI and PPRC member in "good standing" • Good communication and reporting skills. • Good planning and organizational skills
Is chapter membership required?	Yes Applicant must be and remain in 'good standing' with PMI and PPRC memberships.
Desired Skill Sets	<ul style="list-style-type: none"> • Able to work with others to set up and run PPRC opportunities. • Good Communication Skills • Good Organization Skills • Knowledge of PPRC
Credential Type Required	PMI Certification a plus but not required
PDU's available:	<ul style="list-style-type: none"> • PDU Volunteer Service • 1 hour of service = 1 PDU • Self-Reporting of PDU's per PMI's standards and policies. Refer to PMI PDU category limits for caps and limits associated with your certification.
Resume required?	Yes, if appointed to an interim position. No, if being elected by the membership during regularly scheduled elections. A personal bio is required to be provided for the elections
Interview required?	Same requirements as the Resume item above.
Travel required?	No, however, opportunities are available to attend PMI's leadership conferences held twice a year.
Term limit for opportunity	Elected to a 2-year term (term limited at two consecutive 2-year terms)
Activity/Time Reporting	No formal activity time reporting is required for the elected officers. Hours can be self-reported via the PMI PDU tracking system.
Special Considerations	none
Contact Information	President@pmipprc.org
Number of Openings	1

