

Volunteer Opportunity Description

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

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Role Title:	VP of Professional Development
Reports To:	President
Type of interaction (in person or virtual)	In Person and Virtual
Estimated Time Commitment	10-30 hours per month
Description or summary of position	The Vice President of Professional Development is responsible for professional development, educational programs, and chapter events in accordance with chapter policies and bylaws. To include planning of chapter Professional Developmental programs and the PPRC Professional Development Plan.
Deliverables	<ul style="list-style-type: none"> • Monthly reports of ongoing Professional Development opportunities, committee activities, and speaker acquisition. • Attend Monthly Board meeting/conference calls • Attend Annual PPRC Strategic Planning Meetings • Prepare Annual Chapter Professional Development Plan. • Oversight of Committees within Professional Development. • Secure speakers for chapter events. • Reporting and securing of PDU information for events via PMI tools.
General Duties and Responsibilities	<ul style="list-style-type: none"> • To find speakers for key chapter events including monthly meetings, workshops, and special events. • To prepare a chapter Professional Development plan annually and submit that plan to the Board of Directors • To report status of chapter Professional Development activities to the Board of Directors on a regular basis • To review event content for applicability and acceptance as PDU viable material. • To advise the VP of Finance of all financial commitments associated with Professional Development activities prior to actual expenditure, if possible • To develop programs which assists members with in preparing for and completing their PMI certification application • To establish / maintain relationships with universities or other organizations which promote project management Professional Developmental programs and Academic Outreach • To create and post re-certification and/or Professional Development credits for each Chapter program and Professional Development workshop for chapter members • To communicate Professional Developmental opportunities to Chapter members and forward to

	<p>Chapter Communication Team</p> <ul style="list-style-type: none"> • To support a “big name” event (or 2) during January Annual Meeting • Oversight of the Military Outreach program • Oversight of the Academic Outreach program • Oversight of the Academic Outreach program • Oversight of the Chapter Workshop program
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 Professional Development opportunities. • Understanding of Professional Development needs of members • Understands how to find and attract speakers • Understanding of the 3 areas of PMI’s Talent Triangle
Credential Type Required	PMI Certification a plus but not required
PDUs available:	<ul style="list-style-type: none"> • PDU Volunteer Service • 1 hour of service = 1 PDU • Self-Reporting of PDUs per PMI’s standards and policies. Refer to PMI PDU category limits for caps and limits associated with your certification.
Resume required?	<p>Yes, if appointed to an interim position.</p> <p>No, if being elected by the membership during regularly scheduled elections. A personal bio is required to be provided for the elections</p>
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.
Contact Information	President@pmipprc.org
Number of Openings	1

