



## PMI Atlanta Position Description

Position Title: <b>Director at Large (Director 3)</b>	Term: <b>2 year</b>
Department: <b>Executive Board</b>	Appointed By: <b>Elected by Membership</b>
Reports To: <b>Chairman</b>	Work Hrs Per Week: <b>7</b>
Number of Direct Reports*:	
Last Reviewed by:	Revision Date: <b>September 1, 2012</b>

### Position Overview

The Director at Large assists the Chair by directing the activities of the Board and Ops Group in accordance with the purposes of the Chapter and Bylaws. Being elected to this position carries a two year commitment. The Director at Large may adjust their special projects focus depending on the needs of the Chapter.

### Essential Job Functions

**The Director at Large will assist in performing duties associated with planning, leading, managing, and communicating Chapter Board activities, and will complete relevant associated activities and documentation as deemed necessary including, but not limited to:**

- **Responsible for being a voting member of the Executive Board of Directors**
- **Responsible for supporting decisions regarding the budget and audit committees**
- **Responsible to attend and participate in strategy meetings for the upcoming year and communicate to potential candidates for election to the Board**
- **Responsible for the Chapter policy P017 regarding vacancies on the Executive Board**
- **Responsible for tasks as assigned by the Chair or Executive Board**
- **Mentor & assist the Vice President of Marketing & Promotions and Vice President of Communications**
- **Assist with the annual strategic and tactical planning**
- **Perform role as spokesperson and Ambassador for PMI Atlanta when necessary**

### Other Job Functions

- Attend Executive Board meetings
- Attend monthly membership meetings as often as possible
- Adhere to PMI Atlanta policies, procedures and rules
- Turn over all permanent records to successor
- Attend PMI Global or PMI Region 14 Leadership Meeting per policy P013

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\* This number reflects the total number of current volunteers reporting into this position. All board positions are expected to mentor and assist the volunteers working under their guidance and leadership. Positions below VP such as Directors and committees are formed as needed and the number is not required to stay fixed.



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### Required Skills/Abilities

- Collaborative worker
- Comfortable with presentations
- Demonstrated leader
- Conflict resolution skills
- Strong organizational skills
- Knowledgeable about Project Management
- Executive level experience
- Strong Business Acumen
- Knowledgeable about financial planning and budgeting
- Confident Communicator

### Other Skills/Abilities

- Experience with Microsoft Office Suite
- Have a mobile phone for personal use

### Outcomes and Deliverables:

#	Description	Frequency
1	Assist with Annual Budget	Annual
2	Assist with Annual Update to Strategic Plan	Annual
3	Assist with Annual Update to any Bylaws or Policies	Annual
4	Attend at least 1 PMI Leadership Meeting	Annual
5	Attend Executive Board Meetings	Monthly
6	Attend Chapter Meetings	Monthly
7	Assist with Special Projects	Monthly

NOTE: The above statements are intended to describe the general nature and level of work required for the position. This job description is not intended to be all-inclusive. Other related duties may be required to meet the ongoing needs of the organization.