



PMI Atlanta Position Description

Position Title: Vice Chairman	Term: 3 year
Department: Executive Board	Appointed By: Elected by Membership
Reports To: Chairman	Work Hrs Per Week: 7
Number of Direct Reports*:	
Last Reviewed by:	Revision Date: September 1, 2012

Position Overview

The Vice Chair 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 three year commitment. The Vice Chair will assist the Chair the first year, will serve as Chair the second year, and will serve as immediate Past Chair the third year.

Essential Job Functions

The Vice Chair will assist in performing duties associated with planning, scheduling, 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 Chairing the monthly Leadership Team Meetings**
- **Responsible to act on behalf of the Chair when the Chair is unable to perform his functions as described in policy P014**
- **Responsible for supporting the Chapter policy P006 regarding complaints and disputes**
- **Responsible for 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 Programs**
- **Assist with the annual strategic and tactical planning**
- **Establish and maintain relationships with PMI Global, Corporate and Education Partners, and Region 14 Component leaders**
- **Perform role as spokesperson and Ambassador for PMI Atlanta**

Other Job Functions

- Attend Executive Board meetings
- Attend monthly membership meetings as often as possible
- Adhere to PMI Atlanta policies, procedures and rules

* 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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- Turn over all permanent records to successor
- Attend PMI Global or PMI Region 14 Leadership Meeting per policy P013

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 Word & Excel
- 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 Membership Report	Annual
4	Attend at least 1 PMI Leadership Meeting	Annual
5	Attend Executive Board Meetings	Monthly
6	Attend Chapter Meetings	Monthly
7	Assist with organization of Ops Group Meetings	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.