

# Vice President of Governance

## DESCRIPTION

Responsible for the maintenance and execution of chapter policies and bylaws ensuring all required chapter governance and compliance activities are performed effectively and efficiently.

## RESPONSIBILITIES

1. Responsible for establishing the strategy for Governance, in support of the overall Chapter strategy, as well as managing the Governance department.
2. Develops and implements a chapter governance plan, including a program roadmap.
3. Ensure the policies are consistent and compliant with all applicable governmental jurisdiction and regulations (e.g., IRS, government compliance, PMI policies, applicable federal & local laws and regulations).
4. Coordinate the annual review of the chapter's bylaws to ensure they are operationally consistent with the chapter's current operations. If the chapter is operating in contradiction to the bylaws, coordinate the update of the bylaws and work with PMI Chapter Engagement Staff for PMI approval and to facilitate a membership ratification vote. These bylaws should be in alignment with the PMI Chapter Bylaws template.
5. Ensure and oversee roles/function definitions are consistent with the chapter's member ratified bylaws.
6. Conduct a gap analysis to identify gaps between PMI global policies and chapter policies by developing and maintaining a chapter policy manual. For example: information security/personal information policy, financial reserves policy, nominations and elections policies, board member meeting and event attendance policy.
7. Coordinate efforts to ensure the chapter's policies and bylaws are upheld and enforced by appropriate actions as determined by the board.
8. Awareness of and alignment with PMI Chapter Conflict Resolution process and tools.
9. Raise awareness of code of conduct/regulations/processes/fairness.
10. Ensure chapter documents are saved in a shared location as determined by the Board and shared with PMI Chapter Engagement staff via the preferred method.
11. Coordinate monthly governance status reporting (improve the current report format, create an executive dashboard and provide consolidated updates to the board monthly) and ensure the chapter's shared document repository for governance is up to date.
12. Develop and manage the governance budget.
13. Develop and implement succession and transition plan for the department and for the VP role.

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- PMI knowledge and experience (i.e., Bylaws, policy manual for PMI Chapters, etc.)
- Knowledge of PMI conflict resolution process and PMI Code of Ethics and Professional Conduct
- Experience with local regulations and laws
- Experience with developing roles and responsibilities
- Policy development experience

## LEADERSHIP SKILLS

- Effective conflict resolution management skills
- Executive-Level Leadership experience
- Excellent Communication Skills (verbal and written)
- Expertise in Facilitation
- Emotional Intelligence
- Coaching and Mentoring
- Organizational Skills
- Persuasion/Motivation Skills

## COMMITMENT REQUIRED

- Two-year term
- Minimum 35+ hours per month
- Attend monthly Board meetings
- Attend Chapter meetings & events
- Attend quarterly Town Halls and Annual Meeting
- Attend an annual strategic planning offsite

## REQUIRED CREDENTIALS

- PMP certification preferred
- Two Years of PMI Volunteer Experience Required; 3+ Years Preferred
- Must have served in PMINYC Leadership roles, preferably for 2 years as VP or Director. Program Managers will be considered

## PDU'S TO BE AWARDED

- 1 PDU per hour volunteered. Includes all meetings and time spent in communications, planning and working directly with the teams and working at events/services. Maximum 25 PDU's, per renewal period, awarded under Category "Giving Back" per CCRS Handbook. Refer to the Handbook for the most current information

## ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's
- Build strong networking relationships
- Produce documentable career-enhancing achievements including Board service
- Opportunity to participate in PMI Leadership Institute Meeting (LIM)
- Opportunity to give back to your comm