

# Vice President of Administration and Operations

## DESCRIPTION

Responsible for preparing, maintaining, recording and circulating all records, correspondence, meeting minutes (both board meetings and membership meetings), and related affairs of the chapter, as well as fulfilling the role of Secretary under New York State law.

## RESPONSIBILITIES

1. Responsible for establishing the strategy for Administration & Operations, in support of the overall Chapter strategy, and managing Chapter Operations.
2. Develop and manage the administration & operations budget.
3. Assure safekeeping of all governing documents (member-ratified bylaws, articles of incorporation/registration, charter agreement, board policies, committee charters, list of chapter's fixed assets, contractual agreements, and all other records for the chapter).
4. Coordinate and schedule monthly board meetings.
5. Coordinate and distribute meeting agendas.
6. Keep the records, including action items, of all business meetings of the chapter and meetings of the board.
7. Maintain all meeting minutes, with documentation in accordance with parliamentary procedures as determined by the board.
8. Coordinate the Annual Meeting notification to all members. Notice of all annual meetings shall be sent at least 30 – 45 days in advance of the meeting as outlined in the chapter's bylaws. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.
9. Coordinate with board to develop annual report.
10. Provide records to members and outside organizations that request information if appropriate and upon approval and request of the board, excluding personally identifiable records.
11. Provide governance and compliance notifications to the membership, directors, auditors, and members of committees as needed (i.e., elections, annual meeting, bylaws ratification).
12. Coordinate distribution of all Chapter level correspondence, such as corporate records, annual general meeting, elections, etc., as needed.
13. Provide support for membership communication.
14. Ensure all chapter documents are saved in a shared location as determined by the board.
15. Responsible for overseeing the chapter repository and associated board files (getting the licensing of electronic tools, managing access and keeping track of document inventory).
16. Maintain and ensure compliance with record retention and destruction policies established by the Board.
17. Define, document and maintain administration & operations policies.
18. Prepare administration & operations processes and procedures for the chapter and document in a departmental operations manual.
19. Prepare and maintain a chapter operations manual with input from all departments.
20. Maintain and ensure compliance with all policies, operational processes and procedures to ensure continuity of chapter operations.
21. Monitor, analyze and report against Administration & Operations defined KPIs.
22. Report status of Chapter operations and support activities to the Board on a regular basis.
23. Support the planning and registration process for Chapter meetings and events.
24. Report PDUs for chapter members attending the non-self-reporting Chapter meetings and events.
25. Maintain and update chapter calendar on website.
26. Develop and implement succession and transition plan for the role.

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Ability to record minutes
- Knowledge of parliamentary meeting procedures
- Knowledge of PMI and PMINYC bylaws and policies
- Knowledge of records retention requirements
- Meeting coordination
- Working knowledge of best practices in chapter administration
- Understanding of operational strategy, tactics, planning and delivery
- Technologically adept with knowledge of presentation techniques

## LEADERSHIP SKILLS

- Strategic planning and process execution
- Collaborative
- Demonstrate leadership and management skills
- Excellent verbal and written communication skills
- Effective negotiation and conflict management skills
- Contract and vendor management
- Basic budget management skills
- Strong time management skills
- Good facilitation 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 or other project management 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 community