

# Vice President of Programs

## DESCRIPTION

Responsible for the development and delivery of chapter meetings, networking meet-ups and career development events to provide members with opportunities to learn from subject-matter experts and professional peers. Works closely with the President, and all Board areas to smoothly execute Program initiatives.

## RESPONSIBILITIES

1. Develop and implement a programs strategy, in accordance with PMI Global requirements, for chapter meetings; networking meet-ups; and career development events that contributes to the chapter's long-term strategy and sustainability.
2. Host chapter meetings, networking meet-ups and career development events.
3. Prepare status reports on activities and participate in board meetings.
4. Provide oversight and reconciliation assistance for all events sponsored by Programs to Finance.
5. Participate in chapter budgeting process to plan and forecast information associated with Programs sponsored events, develops budget assumptions, and prepares the annual programs budget and monitors through the year.
6. Monitor and ensure all revenue and expenditures are in line with budgetary expectations and report any discrepancies or variations that would adversely affect the events and/or have a negative impact to the chapter, seeking Board approval for additional funding, when needed.
7. Provide supervision to ensure development/ improvements to procedure and process documentation for individual programs, events and overall program portfolio activities.
8. In collaboration with Programming Committee, ensure no conflicts with other chapter events.
9. Maintain and expand a Speakers Bureau portfolio. The portfolio contains potential speakers for Programs sponsored events. People in the Speakers Bureau are interviewed and vetted in advance of speaking engagements.
10. Prepare program content, including presentation decks, learning materials and speaker biographies.
11. Ensure any required speaker forms are filled out and signed by speakers prior to the speaking engagement.
12. Manage or support the sourcing and approval of agreements related to venue and catering for events sponsored by the Programs team in cooperation with the programming committee.
13. Collaborate with Membership to recruit additional volunteers to support programs.
14. In collaboration with Technology and Administration & Operations, manage overall programming coordination: registration, PDU submittals, and any virtual set up.
15. Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents and logistics of programs.
16. Provide approval to Finance for payment of speaker and venue fees.
17. Work closely with marketing to promote chapter programs on social media and encourage participation.
18. Provide input regarding programs offerings for chapter newsletter as well as annual report.
19. Develop and implement succession and transition plan for the role.

## STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Strategic planning and program development
- Working knowledge in planning of events
- Planning and execution

## LEADERSHIP SKILLS

- Demonstrate leadership and management skills
- Excellent verbal and written communication skills
- Strong organizational skills
- Contract and vendor management
- Basic budget management skills
- Collaborative leadership
- Customer focused
- Innovative

## 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.

## 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

## 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