



Project Management Institute - New York City Chapter Role Description: President – NYC

OPPORTUNITY DESCRIPTION

The President shall be the Chief Executive Officer for the PMI New York City chapter and of the Board and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The president shall direct the activities of the other board members in accordance with the chapter bylaws and shall also serve as a member ex-officio with the right to vote on all committees except the Nominations and Elections Committee.

PROGRAM GOALS

- Promote sound management of the Chapter
- Provide quality services to the Board and Members
- Support all Departments to deliver commitments aligned to the Vision, Mission, and Goals of PMI NYC Chapter

RESPONSIBILITIES

- Direct the chapter's strategic goals
- Guide the activities of other officers toward chapter goals and objectives
- Ensure that the Board works together as a team
- Communicate regularly with Board members and provide mentoring as needed
- Represent the chapter at chapter meetings and other events (based on availability)

ROLES AND RESPONSIBILITIES

- Direct the chapter's strategic goals
- Achieve the chapter vision, mission and objectives as detailed by the chapter board, PMI and chapter business plans
- Direct the activities of other officers toward chapter goals and objectives
- Ensure that the chapter board works together as a team
- Represent the chapter at public events
- Ensure strategic alliance, planning and annual reporting



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- Be ultimately accountable for all board operations and chapter activities
- Act as a liaison between the chapter and PMI
- Ensure that the charter renewal is updated and that the chapter is complying as specified by PMI
- Preside over the board of directors' meetings and the annual general membership meeting
- Ensure that all chapter business is being done legally and ethically
- Assume responsibility for the overall functioning of the chapter
- Legally represent the organization (this role can be co-dependent with the VP/Director of Finance)
- Ensure statutory and regulatory compliance in consultation with the VP/Director of Finance
- With the board, ensure prudent disbursement of chapter funds
- Drive implementation of PMI policies and guidelines and ensure that they are reflected in chapter processes
- Manage periodic policy audits
- Promote leadership development opportunities for board development
- Develop and implement a succession and transition plan
- Lead annual chapter business planning meeting
- Appointing a Board member to preside at Chapter and/or Board meetings when both the President and President Elect are absent
- Reviewing and recommending all Chapter appointments such as replacement of Board members, the Nominating Committee, and any other special committees in accordance with Chapter bylaws
- Legally represent the organization (a dual responsibility – President & VP of Finance)
- Ensuring chapter coverage and payment to PMI each year
- Ensuring Board members understand and abide by provisions of Chapter policies and PMI policies and guidelines
- Create fruitful partnerships to fulfill members support and needs thru the Project Economy.



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STRATEGIC AND BUSINESS MANAGEMENT SKILLS:

- Management Skills
- Organization Management
- PMI Knowledge and Experience
- Volunteer Recognition and Appreciation

LEADERSHIP SKILLS

- Project, Program and People Management Skills
- Able to delegate effectively
- Coaching and Mentoring
- Conflict Resolution skills
- Skilled in Strategic Planning and Process Execution
- Team building Skills
- Excellent Communication Skills

COMMITMENT REQUIRED

- Minimum 30/50 hours per month
- Average Years of Project Management Experience: 18
- Average Years of PMI Volunteer Experience: 7.5

REQUIRED CREDENTIALS

- PMP certification required
- VP Roles for 2 years in PMI NYC or other Chapter



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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 PDUs awarded under Category “Giving Back” per CCRS Handbook.

ANTICIPATED BENEFITS TO VOLUNTEER

- Earn PDU's.
- Build strong networking relationships.
- Produce documentable career-enhancing achievements.
- Opportunity to participate in PMI leadership conferences