



Project Management Institute - New York City Chapter Role Description: VP Administration and Operations – NYC

OPPORTUNITY DESCRIPTION

The VP of Administration and Operations reports to the Chapter President and is described in the PMINYC By-Laws as “Vice President Administration and Operations”.

This elected or appointed volunteer is responsible for establishing the strategy for, setting the direction of, and managing Chapter Operations, including - supporting Chapter Programs and Events through venue & vendor management, event production, registration and PDU submissions; overseeing the preparation of recordings and minutes of the Board and Leadership Team meetings in coordination with the Corporate Secretary volunteer, and reviewing vendor contracts.

The VP of Administration and Operations shall be responsible for developing Chapter Operational Plan annually for the Administration and Operations department and perform other functions as specified by the Board.

PROGRAM GOALS

- Promote goals and objectives of the Chapter
- Provide quality services to the Board and Members
- Support the programs and mission of PMI NYC
- Provide leadership and support to volunteers working in Operations

ROLES AND RESPONSIBILITIES INCLUDE:

- Assure the safekeeping of all governing documents (approved bylaws, articles of incorporation, charter agreement, core services document, board policies, committee charters, and all other non-financial records for the chapter).
- The VP Administration (who also serves as Corporate Secretary), or an approved alternate, will maintain all chapter documentation in electronic form and will maintain at least two saved copies in different libraries/drives to minimize risk of loss. This list of documents can be adjusted as required by the VP Administration. One set of all critical documents will be retained for an indefinite period of time.
- The documentation maintained is available to the general membership upon written request and with the approval of the President, and/or Director of Governance.

- Maintain all meeting minutes – must document in accordance with parliamentary procedures as determined by the board
- Providing notice of all annual meetings shall be sent to all members at least 30-45 days in advance of the meeting. Action at such meetings shall be limited to those agenda items contained in the notice of the meeting.
- To report status of Chapter operations and support activities to the Chapter President and Board of Directors on a regular basis.
- Develop and implement succession and transition plan in which all records are transferred to a successor in a timely manner.
- Support yearly transition of board of director members with offboarding for members rolling off and onboarding for incoming members.
- Support the planning and registration process for Chapter meetings and events.
- Reporting PDUs for chapter members attending the non-self-reporting Chapter meetings and events.

STRATEGIC AND BUSINESS MANAGEMENT SKILLS:

- 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
- Team building
- Demonstrate leadership and management skills
- Excellent verbal and written communication skills
- Strong communications and organizational skills
- Effective negotiation and conflict management skills
- Contract and vendor management
- Basic budget management skills

COMMITMENT REQUIRED

- Average of 200 volunteer hours per calendar year (which include monthly board meetings, organizational planning meetings, and Annual Chapter meeting)
- Average Years of PMI Volunteer Experience: 2

REQUIRED CREDENTIALS

- Desired average years of project management Experience: 10
- Leadership experience in within the PMI organization desired
- Working knowledge of project management methodology

PDUs 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