



North Carolina Chapter

Job Description

NCPMI Board of Directors

General Position Requirements (All positions)

Skills and Abilities

- Member of NCPMI in good standing:
 - Is not under criminal investigation OR
 - Is not under any inquiries by PMI International or the NCPMI Board of Directors.
- Bachelor degree preferred or related equivalent
- PMP preferred or equivalent
- Experience working in teams/team matrix structure
- Strong verbal and written communication skills
- Working knowledge of MS Office suite
- Demonstrates understanding and follows PMI Code of Ethics
- Be prepared to take office on the first day of January following their election, and hold office until the last day of December or until their successors have been elected.
- Have served at either the elected Board or appointed Director Level of either PMI Global or another PMI Chapter.

The duties and responsibilities for all officers shall include, but not be limited to the following:

- Abide by the Charter Agreement, the NC PMI Chapter By-laws, and the NC PMI Chapter Policies and Procedures Manual and recommend updates to NC PMI Chapter Policies and Procedures as needed and appropriate.
- Participate in an annual Board orientation/training session in Q4 of the year that they are elected for the purposes of preparing an annual plan and budget for the activities under his/her purview. Appoint Directors, form committees and direct special projects as needed to fulfill the goals and



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objectives in the annual plan and budget in accordance with the strategic plan.

- Prepare monthly status reports and/or ad-hoc reporting. Report status and significant plan variances at each Board of Directors meeting.
- Provide input for annual Charter Renewal and balanced scorecard report inputs into global operations.
- Act as chapter liaison and communicate with PMI HQ, PMI Region, other sister Chapters or Components, and any other local professional resources for any programming within his/her purview.
- Coordinate activities with the other Vice Presidents or their designees.



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President

Requirements for Position

- It is assumed that the Executive Vice President will be nominated for election for the President position after successfully completing the term of Executive Vice-President. In the event that is not possible, the President must have previously held a Vice President position within the PMI governance structure or an equivalent PMI component leadership role within the past three years.
- It is assumed that the President will serve in the capacity of Past President immediately following their term of office, effectively requiring a three year commitment.
- Demonstrated ability to provide vision and motivate teams towards execution of NCPMI corporate objectives.
- Values membership input and works to uphold excellent customer relations.
- Ability to negotiate conflict and interpersonal dynamics to promote unity and realization of corporate objectives in support and alignment of the mission and objectives of the chapter per Article X, of the Chapter By Laws.
- Specific duties and responsibilities for the role of President per Article V, Section 3.

The specific duties and responsibilities for President shall include, but not be limited to the following:

- The President shall be the chief executive officer for the NC PMI Chapter and of the NC PMI Board of Directors (Board), and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board.



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- The President shall serve as a member with the right to vote on all committees except the Nominating Committee.
- Provide overall leadership and direction for the business and affairs of the Chapter.
- Call and preside over Board of Director meetings as Chairperson. Provide oversight and direction for the development of the President's Annual Plan and Budget that must be submitted prior to the start of the relevant fiscal year.
- In cooperation with the VP of Finance, manage the approved annual budget to ensure that funding is available as necessary for the successful execution of planned events.
- Oversee the preparation and execution of other Chapter events as agreed to by the NCPMI Board.
- Maintain an active awareness and understanding of the Chapter By Laws.
- Appoint Board members to vacant positions, subject to the majority vote of the Board and membership approval.
- Ensure that the Chapter is adequately and appropriately represented in all external activities that support and further the mission and objectives of NCPMI.
- Ensure that all requirements from PMI Global are met. This includes such items as the by-laws, incorporation and charter are kept current with PMI Headquarters. The President must keep the records of all business meetings of the Chapter and meetings of the Board.
- Ensure that NC PMI Chapter performs all affairs and activities in accordance with the terms and conditions outlined in the Charter Agreement document signed by the NC PMI Chapter and PMI Global.



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- Establish appropriate governance, communication and training opportunities and events to ensure that by-laws, policies and procedures are current and relevant as outlined in the NCPMI “Policies Manual.”
- Review NC incorporation renewal policies; renew incorporation as required.
- Ensure that all requirements of the Charter Renewal are met during the year:
 - Hold annual election in accordance with the by-laws
 - Notify PMI Headquarters of newly elected officers.
 - Hold transition/orientation session for new officers
 - Hold at least one annual business meeting in accordance with chapter by-laws.
 - Confirm that the officers have met minimum board meeting attendance as outlined in the chapter by-laws.
 - Ensure that proper minutes are kept of all official NC PMI meetings (Board of Directors meeting and annual business meeting).
 - Submit to PMI Headquarters the annual financial report and copies of tax filings (if required).
- Properly utilize the PMI Copyright and registration of PMI Trademarks including, but not limited to PMI[™], PMP[™], and motto. A copy of the PMI Intellectual Property Guidelines can be found on the PMI web site at www.pmi.org.
- Ensure Chapter programs and activities are properly identified as an activity sponsored by the Chapter and not an official activity of PMI International.
- Ensure authorizing signatures are provided to any banking institution holding Chapter funds.



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Secretary to the Board

- Responsible for delegation of the facilitation of roles for Board meetings in accordance with the operating rules of the Board and Roberts rules of order.
- Creation, updating and posting of Board approved minutes to the Document Repository or other archival source used by the Chapter to maintain chapter records for continuity purposes.
- Maintain “action items” for the Board to address on an on-going basis.
- Author policies and procedures to support the maturity of this role for review by the President and Executive Vice President.
- Will perform other duties as requested by the Board.



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Executive Vice President

Requirements for Position:

- Must have previously held a Vice President position within the PMI governance structure or equivalent experience.
- It is assumed that the Executive Vice President position will succeed into the President role, thereby making it a three year commitment. Demonstrated ability to provide vision and motivate teams towards execution of NCPMI corporate objectives.
- Demonstrates values of membership input and works to uphold excellent customer relations.
- Demonstrates and facilitates ability to resolve conflicts and promotes interpersonal dynamics to promote unity and realization of corporate objectives in support and alignment of the mission and objectives of the chapter per Article X of the Chapter By Laws.
- Demonstrates ability to provide leadership and team building capabilities. Provide vision and motivate execution towards NCPMI corporate objectives.

The specific duties and responsibilities for position title shall include, but not be limited to the following:

- If the President is unavailable, the EVP shall assume the role as President.
- Comply with specifics for the role as written in Article V, Section 4 of the Chapter By Laws
- Development of the Executive Vice President's Annual Plan and Budget that must be submitted prior to the start of the relevant fiscal year.
- Management of the approved Executive Vice President budget to ensure that funding is available as necessary for the successful execution of planned events.



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- Serve as the point of contact to PMI Region 5, which is the PMI regional organization that groups fourteen PMI chapters in the states of Maryland, West Virginia, Virginia, Kentucky, and North Carolina, and the District of Columbia (Washington DC), USA..
- Oversight of the preparation and execution of other Chapter events as agreed to by the NCPMI Board.
- Maintain an active awareness and understanding of the Chapter By Laws.
- Establish and chair a committee for Chapter Strategic Planning composed of qualified professionals drawn from the Chapter general membership and approved by the Board of Directors.
- Develop a Chapter Strategic Plan to establish strategies for a three (3) to five (5) year period encompassing the strategic vision of NCPMI and Global PMI balanced scorecard mandates.
- Provide a revised chapter strategic plan on a three (3) year cycle and an annual update presented to the Board of Directors by October 1 and present approved strategy to the membership at a subsequent meeting.
- Develop and design the Performance Management Framework components as mandated by Global PMI in alignment with the NCPMI strategic plan, mission and objectives by December 31st, 2009. Ensure that chapter submittals are timely to Global PMI as required (at least annually).
- Ensure that leadership training is provided to Board members on a timely basis to ensure new members of the Board are adequately trained for transition and understanding of their roles and responsibilities.



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- As authorized by the President, conduct special projects to meet strategic goals.

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Vice President Information Technology

Requirements for Position:

- Must have previously held a Director position within the PMI governance structure or equivalent experience.
- Have a general background in the usage of current technologies to include web site continuity of operations.
- Have the ability to interface in a friendly and courteous manner with both technical and non-technical stakeholders internal and external to the chapter.
- Develop a disaster recovery plan in the event of a catastrophic event to recover electronic information of the chapter that has been verified
- Demonstrated ability to provide vision and motivate teams towards execution of NCPMI corporate objectives.
- Values membership input and works to uphold excellent customer relations.
- Ability to negotiate conflict and interpersonal dynamics to promote unity and realization of corporate objectives in support and alignment of the mission and objectives of the chapter per Article X, of the Chapter By Laws.

The specific duties and responsibilities for position title shall include, but not be limited to the following:

- Comply with specifics for the role as written in Article V, Section 6 of the Chapter By Laws
- Development of the Vice President Information Technology's Annual Plan and Budget that must be submitted prior to the start of the relevant fiscal year.



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- Management of the approved Information budget to ensure that funding is available as necessary for the successful execution of planned events
- Management of the approved Marketing budget to ensure that all funding is available and necessary for the successful execution of planned event to enhance chapter visibility to both internal and external stakeholders.
 - Oversight of the preparation and execution of other Chapter events as agreed to by the NCPMI Board.
 - Maintain an active awareness and understanding of the Chapter By Laws.

The Vice President Information Technology shall publicize the NC PMI chapter to the public; generate awareness of the NC PMI Chapter in the greater Triangle area; provide membership notices of meetings and other functions; provide liaison to the news media; oversees the NCPMI Chapter e-mail account and website; serves as advisor for any Chapter technology initiatives. This officer shall also be responsible for implementing initiatives to increase awareness and promote interest in Project Management among leaders of RTP companies and organizations through expansion of mutually beneficially relationships outside traditional PMI communities. This officer shall also be responsible for vendor coordination, advertising information and updating website's schedule of events, as appropriate, including the PM Network Magazine.

- The functions of the VP Information fall into three broad areas:
 - Marketing/Communications
 - Technology
 - Administration



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Responsibilities for each area will be generally described below in terms of the vision or mission for the responsibility. It will be incumbent upon the Vice President to appropriately staff their function appropriately to accomplish the specific operational and strategic objectives for their term.

- Manage and coordinate all efforts of Marketing, Communications, Technology and Administration Directors.
- Establish a communications strategy and appropriate plans, policies and procedures to execute the strategy within the tenure of the position.
- Establish a plan for coordinating past and future technology initiatives with the current chapter's strategic plan and the tenure of the position.
- Establish a plan for the storage and retention of associated chapter documentation to include all meeting minutes for the Board of Directors
- Establish formal processes and procedures to document all activities in Marketing/Communications, technology and administration to assure as feasible as possible the knowledge transfer among team members and for successive Vice Presidents of Information Technology when assuming the position.
- Cross train positions when resources are available.

Director Marketing/Communications

- Establish a marketing plan and budget for the Chapter
- Generate awareness (Publicity) of the Chapter in the greater Triangle area. Some of the mechanisms by which this is accomplished include:
 - Calendar entries to local newspapers (list provided by each Vice President Communications to their successor) for Water Coolers, Chapter Meetings, Special Events, Education, etc...



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- Radio and television for coverage of events as a non-profit organization
- Provide liaison to the media for media inquiries (Press Releases)
- Marketing to corporations such as not for profit, for profit and educational institutions in cooperation with Vice President Programs, as needed (sponsorship for events, PMI recognition, etc.)
- Provide communications support to the Board and membership, as appropriate
- Coordinate membership communications activities with the other Vice Presidents or their designees
- Be available at Chapter meetings to listen to member concerns and provide answers or direction to members as appropriate (by VP of Communications or designee).
- Will write policies and procedures to support the maturity of this role for review by the Vice President Information Technology.



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Director Technology

- Responsible for Webmaster activities, including (but not limited to) design, updates, and maintenance of the Chapter website. The Chapter website contents include (but are not limited to): Newsletter information, Chapter Officers, Chapter meetings schedule, Job Listings, PMP certification class schedule and other information that the Chapter Board wants to communicate.
- Efficiently provide membership notices of meetings and other functions via e-mail (by VP of Membership or designee)
- Monitor and administer the NC PMI Chapter e-mail account. Review proposed communications to members and ensure adherence to Chapter policy (including the website and email)
- Monitor the implementation of member communication and ensure adherence to Chapter policy (including the website and email)
- Establish availability of Board and PMI documentation via softcopy (e.g. on the website)
- Will write policies and procedures to support the maturity of this role for review by the Vice President Information Technology.



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Vice President Membership

Requirements for Position

- Must have previously held a Director position within the PMI governance structure or equivalent experience.
- Demonstrated ability to provide vision and motivate teams towards execution of NCPMI corporate objectives.
- Values membership input and works to uphold excellent customer relations.
- Ability to negotiate conflict and interpersonal dynamics to promote unity and realization of corporate objectives in support and alignment of the mission and objectives of the chapter per Article X, of the Chapter By Laws.
- Comply with the specifics for the role as written in Article V, Section 9 of the Chapter By Laws

The duties and responsibilities shall include, but not be limited to the following:

- Encourage NC PMI chapter membership, including renewals and new members; welcome new members
- Manage and maintain records for the registrants of chapter monthly meetings for a minimum of three (3) years in the event members are audited by Global.
- Establish and maintain a volunteer database and update the Board with membership statistics and data.
- Development of the Vice President Membership's annual Plan and Budget that must be submitted prior to the start of the relevant fiscal year.
- Management of the approved budget to ensure that funding is available as necessary for the successful execution of planned functions.



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- Maintain an active awareness and understanding of the Chapter By Laws.



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Vice President Programs

Requirements for Position

- Must have previously held a Director position within the PMI governance structure or equivalent experience.
- Demonstrated ability to provide vision and motivate teams towards execution of NCPMI corporate objectives.
- Values membership input and works to uphold excellent customer relations.
- Ability to negotiate conflict and interpersonal dynamics to promote unity and realization of corporate objectives in support and alignment of the mission and objectives of the chapter per Article X, of the Chapter By Laws.
- Comply with the specifics for the role as written in Article V, Section 8 of the Chapter By Laws

The duties and responsibilities of the Vice President Programs shall include, but not be limited to the following:

- Oversight of the organization and staffing of a Programs Committee that consist of NCPMI member volunteers who are capable of executing designated tasks and activities necessary for the delivery of any specific program under the auspices of the Programs function.
- Oversight of the preparation and execution of at least ten (10) chapter meetings per year for general member attendance.
- Liaison or direct communications with business leaders, vendors, sponsors, speakers who are recruited to participate in any given program or event.



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- Oversight of the coordination and execution of the following event deliverables, as appropriate for each event:
 - a. Facility and food management
 - b. Speaker identification engagement
 - c. Event audio and visual coordination via chapter meeting speaker and meeting slides
 - d. Timely updates and maintenance of web site information relative to the program offering.
 - e. Member and speaker gift purchase and presentation
 - f. Member surveys, etc.

- Provide the vision and ensure the planning, development and execution of programs for regularly scheduled chapter meetings and committees meets the needs of the members.
- Development of the annual Plan and Budget that must be submitted prior to the start of the relevant fiscal year.
- Management of the approved budget to ensure that funding is available as necessary for the successful execution of planned events.
- Development of the annual Plan and Budget that must be submitted prior to the start of the relevant fiscal year.
- Oversight of the preparation and execution of other Chapter events as agreed to by the NCPMI Board.

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Vice President Finance

Requirements for Position

- Must have previously held a Director position within the PMI governance structure or equivalent experience.
- Demonstrated ability to provide vision and motivate teams towards execution of NCPMI corporate objectives.
- Values membership input and works to uphold excellent customer relations.
- Ability to negotiate conflict and interpersonal dynamics to promote unity and realization of corporate objectives in support and alignment of the mission and objectives of the chapter per Article X, of the Chapter By Laws.

The duties and responsibilities of the Vice President Finance shall include, but not be limited to:

- Comply with the specifics for the position as written in Article V, Section 7 of the Chapter By Laws.
- The Vice President Finance shall oversee the management of funds for duly authorized purposes of the NC PMI Chapter; prepare an annual operating budget, with approval of the Board, for the planning of Chapter activities; prepare all financial reports to the Chapter and to PMI; maintain Chapter General Liability insurance coverage; and prepare required tax filings.
- Overall fiscal accountability for chapter finances and governance to include but not be limited to:
 - Budgeting procedures and guidance
 - Forecasting planned versus actual
 - Monitoring actual performance to planned targeted goals for fiscal accountability



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- Policies and procedures for governance and accountability from all lines of business (all VP's)
- Recommendations to the Board and the President to protect membership's investments
- Monthly status reporting as well as ad hoc reporting as needed
- Manage a team of volunteers to complete all tasks as necessary

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Vice President Professional Development

Requirements for Position:

- Must have previously held a Director position within the PMI governance structure or equivalent experience.
- Demonstrated ability to provide vision and motivate teams towards execution of corporate objectives.
- Values membership input and works to uphold excellent customer relations.
- Ability to negotiate conflict and interpersonal dynamics to promote unity and realization of corporate objectives in support and alignment of the mission and objectives of the chapter per Article X, of the Chapter By Laws.

The duties and responsibilities shall include, but not be limited to:

- Comply with specifics for the role as written in an Article V, Section 10 of the Chapter By Laws.
- The Vice President of Professional Development shall be responsible for the offering and coordination of continuing educational seminars on project management topics.
- The VP of Professional Development will also be responsible for managing the NCPMI Annual Event.
- Responsibilities for each area will be generally described below in terms of the vision or mission for the responsibility. It will be incumbent upon the Vice President to appropriately staff their function appropriately to accomplish the specific operational and strategic objectives for their term.
- Establish a communications strategy and appropriate plans, policies and procedures to execute the strategy within the tenure of the position.



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- Develop and maintain relationships with REPs to offer programs for the membership.
- Ensure the day of the event is coordinated appropriately.
- Define & execute marketing plans.

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Vice President Certification

Requirements for Position

- Must have previously held a Director position within the PMI governance structure or equivalent experience.
- Demonstrated ability to provide vision and motivate teams towards execution of NCPMI corporate objectives.
- Values membership input and works to uphold excellent customer relations.
- Ability to negotiate conflict and interpersonal dynamics to promote unity and realization of corporate objectives in support and alignment of the mission and objectives of the chapter per Article X, of the Chapter By Laws.

The duties and responsibilities shall include, but not be limited to:

- Comply with specifics for the role as written in an Article V, Section 11 of the Chapter By Laws.

The Vice President shall be responsible for the development and coordination of courses to prepare members for any of the PMI® certification exams (ie. PMP, PgMP, CAPM, etc). This officer is also responsible for providing information to members about PMI® certification / re-certification.

It will be incumbent upon the Vice President to appropriately staff their function to accomplish the specific operational and strategic objectives for their term.

- Establish a communications strategy and appropriate plans, policies and procedures to execute the strategy within the tenure of the position.



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- Work with team to manage course material (whether outsourced or internally taught).
- Coordinate location and instructors for each course.
- Ensure chapter representation at each course.

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Annual Event Director

Note: This position reports directly to the VP Professional Development.

- Overall responsibility for the planning and implementing the Annual Event, the premier NCPMI professional development day offered annually to our membership and the community at large.
- Provides leadership for the team and ensures effective communications within the team. Ensures timely completion of tasks and the proper focus of team efforts.
- Develops Annual Event Budget
- Monitors Project progress
- Provides communication of project progress to Chapter's Board of Directors and Annual Event team members
- Ensures continuity between team members and fills in voids
- Recruits Annual Event Chairs. Some of the necessary chairs will be dependent upon the form the Annual Event takes (e.g., this year's event needed to have had two speaker chairs because of the number of keynote speakers). The following is a general suggestion:
 - Communications Chair – Responsible for Event Communications Plan to the Chapter membership at large. Includes Monthly Chapter Email Blasts as well as others as needed.
 - Food Services and Facilities Chair – Coordinates requirements for food services and facility requirements. Addresses issues such as Sponsor room layout, Sponsor equipment and facility needs, and Speaker's room needs. With the assistance of the Speakers and Sponsors chairs, this position ensures that needed equipment (projectors, easels, microphones, tables, etc.) is arranged with the facility and arranges for any equipment that may be needed in addition to what the facility can



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provide. The Facilities Chair keeps a tally of the expenses to be expected for the event and appraises the Annual Event Director.

- Marketing Chair – Determines event scope and direction with regard to audience for event, general event communications and advertising to be use and it target audience. Responsible for final development of theme, logo, and event giveaways. Responsible for the consistent overall “feel” of the program and reflects this in any documents or publications.
- Publications Chair – Responsible for the creation and duplication of the Event Program document that is provided to the Event attendees. In addition, has session presentation materials duplicated as provided from the Speaker Chair in the numbers as provided by the Registration Chair. Will also assist in the development and printing of any Venue signage that may be required.
- Registration Chair – Responsible for the medium providing for registration of all event attendees, capturing their registration status, attendance fee, sessions for which they are registered, and other information which is pertinent. Will monitor and report statistics throughout the registration period. Also responsible for the assembly of the registration packets and their delivery on the day of event.
- Speaker Chair – This person and their subcommittee are the primary interface to the speakers for all communications regarding the Annual Event. This person is responsible for choosing / qualifying the speakers, obtaining a contract with the speaker, the review and approval of the content the speaker will present and will provide the template for any presentation documentation. This team will also be responsible for hotel accommodations for those speakers coming from out of town and the speakers’ dinner the evening before the annual event.
- Sponsor Chair – This person and their subcommittee are the primary interface to the sponsors for all communications regarding the Annual Event. This team will define the various sponsor levels and the entitlements associated with each level and collect the sponsor



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payment. The levels of sponsorship will be approved by the Annual Event Committee (consisting of the Project Director and Committee Chairs). This person is responsible for obtaining a contract with the sponsor, collecting the sponsor fees and any additional fees associated with other services they have chosen, obtaining artwork and advertising, and facility requirements for their booth.

- Volunteers Chair – Maintains a list of those who have volunteered to help the Annual Event Committee. Coordinates the assignment of volunteers to Chair Subcommittees and Day of Event activities. This list is also maintained for proper PDU assignment and documentation.