



## Project Management Institute - New York City Chapter Past President

### **Opportunity Description**

The Past President is the Immediate former chapter president and is responsible for supporting the president and president elect in the performance of their duties, and to provide guidance to the board of directors regarding the overall oversight of the chapter in accordance with the approved bylaws and documented chapter policies. The past president remains a non voting member of the board for one year after transitioning the president's position to the elected president, generally from January 1 to December 31 of the year following the transition.

### **Position Roles and Responsibilities**

- Promote sound management of the Chapter as an advisor and mentor to the board.
- Provide support, mentoring, and thought leadership to the chapter president
- Support the Vision, Mission, and Programs of the PMI NYC Chapter

### **Specific Responsibilities**

- Maintain continuity through attendance at board meetings to help ensure smooth board transitions
- Assist the Board of Directors as necessary through advice and suggestions regarding strategic decisions and the development of governing policies.
- Provides mentoring and advice to the Board when called upon.
- Proactively participate in the activities within the board and support decisions made by the Board
- Establish a collaborative relationship with the president and assume a mentorship role to the president..
- Assist the president in liaison with PMI if and when required
- Assume the position of chair for the nominating committee
- Provide liaison between Board and nominating committee
- Provide ethics guidance at the Board of Directors level as appropriate
- Assist with conflict resolution within the board as necessary
- Establish an Outreach process and connection with past presidents

### **Skills Required**

- Diplomacy
- Negotiation
- Relationship Management
- Coaching and Mentoring
- Conflict resolution and problem solving
- Persuasion/motivation
- Strategic planning
- Team building skills
- Communications - Verbal and Written
- Presentation / Public Speaking
- Team leadership



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### **Commitment Required**

- Minimum 5 hours per month for board related communications, meetings, and the chapter nominations and elections cycle. During the elections cycle, the time commitment may be slightly greater.

### **Required Credentials**

None Required, however PMP is preferred

### **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 at events/services.

Maximum 25 PDU's awarded under Category "Giving Back" per CCRS Handbook.

### **Anticipated Benefits to Volunteer**

- Enhancement of leadership skills
- Strengthen existing board relationships
- Continue to build PMI and professional network
- Documentable career enhancing experience as a member of a board of directors
- Enhance strategic planning skills
- Enhance business management skills
- Gain experience in nominations and election process for not for profit organizations.
- Earn PDU's as a volunteer leader.