



Project Management Institute - New York City Chapter President

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 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)
- Lead annual planning
- Act as a liaison between the chapter and PMI
- Ensure that the charter renewal application is updated and submitted annually and is in compliance 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 with the VP Finance
- Ensure statutory and regulatory compliance in collaboration with the VP of Finance
- With the board, ensure prudent distribution of chapter funds
- Responsible for succession and transition planning

Skills Required

- Project, Program and People Management Skills
- Able to delegate effectively
- Coaching and Mentoring
- Conflict resolution
- Strategic planning
- Team building

Commitment Required

- Minimum 30 hours per month



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Required Credentials

None Required, however PMP is preferred

Minimum 1 year as a Vice President at PMI NYC or another chapter

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 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