



# Project Management Institute New York City Chapter

## President Elect

### **Description**

Successor to the president; elected volunteer who will assist the president with his or her duties of managing the chapter and assume the role of the chapter president if the president is unable to perform their duties for any reason.

### **Duties**

- Represent the president on behalf of the chapter when the president is unavailable
- Prepare throughout the year to assume the role of president upon completion of one year as the president elect.
- Oversee the preparation/update of the chapter business operations plan.
- Work collaboratively with the chapter president and the board of directors to achieve approved organizational goals.
- Attend the annual PMI NA Leadership Institute Meeting and Region 4 meeting.
- Assist the president in the development and approval of the annual chapter budget
- Become familiar with the roles of each Board member and Program Director /VP
- Provide counsel to the president
- Become familiar with the PMI GOC and the support available.
- Abide by the chapter by-laws and the PMI Code of Ethics and Professional Conduct
- Encourage teamwork and collaboration among the entire leadership team

### **Experience/Skillsets Needed**

- Budget Management
- Ability to delegate effectively
- PMI Knowledge and Experience
- Must have spent at least one year as a volunteer at the Program Manager or Director level within PMI NYC Chapter or another PMI Chapter
- Experience building, mentoring and maintaining project team members

### **Required Credentials**

None Required, however PMP is preferred

### **Estimated Time Commitment**

Minimum 20 hours per month



# Project Management Institute New York City 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 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 attend leadership conferences (Region 4, PMI NA Leadership Institute meeting)