



# Project Management Institute New York City Chapter

## Vice President – Membership

### Opportunity Description

The Vice President of Membership reports to the President of the chapter. The position provides oversight and coordination of the various programs that fall within Membership, including:

- Member Experience/Member attraction/attrition
- Mentoring
- PMP Study Groups
- Director of Volunteering
- PMINYC Event Table Coordination

This position supports the program initiatives, and strongly integrated with Marketing/Communications as with the other departments..

### Program Goals

- Membership sustainability: sustain current levels of membership by year end
- Membership engagement: interact with at least 10% of the membership at various chapter event
- Volunteer process: Work with the PM of Volunteer Relations to overhaul the existing process for:
  - Responding to volunteer applicants
  - Identifying open positions within PMINYC
  - Improve communications to existing volunteers
  - Improve tracking of all volunteers
- Work with the PM of Mentoring to review the existing program
- Work with the PM of PMP Study Groups to review the existing program
- Work with the PM of Quality Management to determine if the program should work more closely with other PMINYC programs in analyzing or developing “next steps” based on the survey results.

### Responsibilities



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- Establish scheduled meetings with each of the Program Managers (monthly or other as appropriate)
- Respond to inquiries
- Fill in for Membership Program Managers, as necessary
- Attend chapter meetings and other chapter functions to meet with chapter members as often as possible
- Attend and participate in PMINYC Board of Director meetings

### **Skills Required**

- Strong verbal communication skills (and a willingness to address small or large groups of members).
- Leadership experience
- Develop a succession plan for the position, and ensure that each PM does so for their program.
- Ensure that each of the programs within Membership are functioning in accordance with their charters
- Work with other PMINYC Leadership (VP's, Directors, Program Managers) to improve the timeliness and quality of communications to and from the Membership team.
- Develop a succession plan for the position

### **Commitment Required**

Minimum 20 hours per month

### **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 PDUs awarded as noted under Category "Giving Back" per CCRS Handbook (Maximum: 45 PDUs in 3-year cycle (PMP/PgMP) 20 PDUs in 3-year cycle (PMI-SP/PMI-RMP)

### **Anticipated Benefits to Volunteer**



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- Earn PDU's.
- Build strong networking relationships.
- Produce documentable career-enhancing achievements.
- Opportunity to attend leadership conferences (Region 4, PMI NA Leadership Institute meeting)