



Project Management Institute - New York City Chapter

Role Description – VP of Operations

Position Description:

The VP Operations shall be responsible for establishing the strategy for, setting the direction of, and managing Chapter Operations, including - supporting Chapter Programs and Events through venue & vendor management, event production, registration and PDU submissions; overseeing the preparation of recordings and minutes of the Board and Leadership Team meetings in coordination with Corporate Secretary volunteer, reviewing vendor contracts.

Program Goals

- Promote goals and objectives of the Chapter
- Provide quality services to the Board and Members
- Support the Programs and Mission of PMI NYC
- Provide Leadership and support to volunteers working in Operations

Key Responsibilities include

- To Support the goals of the PMINYC Board of Directors by preparing monthly BOD meeting agendas, attend board meetings and capture meeting minutes.
- To support yearly transition of board of director members by maintaining organizational charts, ordering of badges for entire leadership team and ordering of business cards for the board annually in the 1st quarter of the year.
- To maintain all required documents for communication with PMI GOC.
- To support the yearly transition of board of directors and the chapter leadership team.
- To support the planning and registration process for recurring monthly Chapter programs including Career Development Network (CDN), Chapter Meetings and the Agile meetings.
- To report PDUs for chapter members attending the monthly chapter meetings.
- As requested by Board of Directors, additional support will be provided for special events.
- The VP Operations/Corporate Secretary, or an approved alternate, will maintain all chapter documentation in electronic form and will maintain at least two saved copies in different libraries/drives to minimize risk of loss. This list of documents can be adjusted as required by the VP Operations. One set of all critical documents will be retained for an indefinite period of time.
- Provide access to electronic copies of documents upon request and with the approval of the President, President Elect and/or Director of Governance. The documentation maintained is available to the general membership but not made available unless specifically and formally requested in writing.
- Report to PMI-HQ Chapter statistics, measures and progress

Required Credentials

None Required, however PMP is preferred

Estimated Time Commitment

Minimum 30 hours per month

PDUs 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 PDUs awarded under Category “Giving Back” per CCRS Handbook.



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Other Benefit recognition

- Earn PDU's.
- Build strong networking relationships.
- Produce documentable career-enhancing achievements.
- Opportunity to attend leadership conferences, as a Board Member role (Region 4, NA LIM)