



## Project Management Institute New York City Chapter

**Role Description:** VP of Programs reports to the Chapter President and is described in the *PMINYC By-Laws* as follows:

*The Vice President Programs shall be responsible for establishing the strategy and overseeing the creation and delivery of Chapter programs (e.g. Chapter meetings, Career Development Network meetings, Networking events) and other functions as specified by the Board.*

### **Roles and Responsibilities:**

- Define strategies for improvement in monthly meetings
- Develop and implement a chapter plan, including a program roadmap for monthly meetings
- Oversee soft skills development and training programs and lead teams to execute
- Provide information to members and nonmembers on career development
- Provide information and guidance to members and nonmembers on certification/re-certification in the context of PMI
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of programs
- Provide the information necessary to market the education, PMI certification, as well as training opportunities offered by the chapter
- Seek new project management professional development programs and services through networking with other educational organizations and PMI chapters
- Works with other Event planning teams to ensure no conflicts and works to leverage speakers and topics where applicable
- Coordinate and publicize/organize chapter social networks
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter as they relate to the logistics of events/programs
- Oversee monthly meetings
- Invite key influencers from industry to participate in community events
- Develop and implement a succession and transition plan

### **Program Goals**

- Drive the Members to gain and maintain PMI's certifications



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- Offer Program Events of interest to the Members, increasing engagement and participation

### **Deliverables**

- Provide regular updates to Board on Programs registrants, attendance and budget alignment (where relevant eg. Networking)
- Prepare Annual Plan and Budget Proposal for all Programs
- Attend and participate in PMINYC Board Meetings
- Attend chapter meetings and other chapter functions to meet with chapter members

### **Role Specific Skills Required**

- Demonstrate executive-level leadership and management skills
- Must possess excellent verbal and written communication skills.
- Strong communication and organizational skills
- Effective negotiation and conflict management skills
- Program and Event Planning Skills
- Ability to Develop and Manage Program and Event Schedules
- Knowledge of PMI Credentials and PDUs
- Content and Curriculum Development
- Contract and Vendor Management
- Ability to Create and Analyze Program Surveys and Evaluations
- Basic Budget Management Skills

### **Other Leadership Skills:**

- Ability to Delegate Effectively
- Public Speaking/Presentation Skills
- Team Building and Mentoring Skills
- Facilitation Skills
- Time Management Skills
- Adaptability/Flexibility

### **Required Credentials**

None Required, however PMP is preferred

### **Estimated Time Commitment**



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Minimum 50 hours per month

## **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)