



Project Management Institute New York City Chapter

Position Description - Past President

Position Description

Program Goals

Ensure that the nominations and elections of chapter officers and voting performed by members are run smoothly with minimal issues and concerns.



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Responsibilities

The Past President is essentially the conscience and the voice of the PMINYC Board of Directors and the chapter membership in all aspects of the nominations and election process. The Past President establishes goals and processes for the N&E team and facilitates the execution of the project plan.

- Primary liaison to the PMINYC Board of Directors. The Past President updates the Board on all phases of this effort on a regular basis: plans, preparations, status, conclusions. When appropriate the Past President will bring key issues to the Board of Directors for discussion and decision making.
- Establish the N&E Team including Program manager and volunteers.
- Formally authorize agreements with external voting vendor.
- Facilitate communications among the PMINYC Board, the N&E Election team and parties who are key to the success of the nominations and elections process.
- Lead in applying lessons learned from prior years' elections.
- Lead in aligning election goals and processes with chapter strategy, objectives, and operations.
- Provide guidance to the N&E team regarding the PMINYC bylaws and Chapter Handbook, chapter strategy and operations.
- Serve as a mentor to the N&E Program Manager and other team members
- Work with the N&E Program manager to establish key milestones and other aspects of the program consistent with the needs of the PMINYC Board of Directors.
- Take responsibility for those deliverables and tasks as specified in the PMINYC Nominations and elections project plan.
- Represent the PMINYC Board of Directors in approving key project decisions, deliverables, and results including: approval of candidates, acceptance of election results.
- Maintain and present executive level reports.
- Ensure there is project closure including lessons learned and updated documentation/deliverables.
- Provide turnover and transition to the incoming Past President.

Reporting & Communications Structure

- The Past President is a member of the PMINYC Board of Directors

Anticipated Benefits to Volunteer

- Past President is the third year of the Office of the President. During this third phase, the Past President applies the knowledge and experience he has gained as a chapter member, volunteer, board member... as President Elect and then as President and plays a critical role in ensuring the future direction of the chapter. The Past President serves in an executive capacity to ensure that the next generation of chapter leaders are selected fairly, consistent with the needs and objectives of PMI and the PMINYC chapter.
- In this role, the Past President gains additional benefits including: devise and direct a short but critical project, establish a high performance team (of volunteers), executive experience as a liaison to the Board of Directors, vendor relationship, mentoring, networking, executive level metrics and reporting.

Contact for Further Information

- Past-President



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Position Requirements

Skills Required

In addition to skills required as President Elect and President:

- Current knowledge of chapter and national PMI goals, strategies, operations
- Ability to form a high performance team of volunteers
- Develop a short but critical and highly interdependent project plan
- Mentoring
- Executive reporting and communications
- Vendor management

Commitment Required

- Approximately 10 hours per month on average
- Additional time will be required during the 12 week period starting with submission of nominations until the election is in full swing
- Must always conduct oneself in a professional and ethical manner in accordance with the PMI Code of Ethics.