



Project Management Institute New York City Chapter

President Elect

Role Description President Elect

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President Elect Roles:

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 update of the chapter strategic plan. The strategic plan is generally updated annually during the October - December time frame. Preparation for the update is an ongoing process that should begin at the start of the 2nd Q of the year.

Work collaboratively with the chapter president and the board of directors to achieve approved organizational goals.

Support the nomination committee as needed and with the president, jointly ensure that succession planning is highlighted and practiced by the entire leadership team.

Attend the annual PMI Leadership Institute 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.

Become familiar with the roles of each Board member and Program Director /VP

Abide by the chapter by-laws and the PMI Code of Ethics and Professional Conduct.

Encourage teamwork and collaboration among the entire leadership team

Become visible to, and network, with chapter volunteers