



Project Management Institute New York City Chapter

Role Description: Vice President of Operations

Role Description

The Operations function of the PMINYC chapter is responsible for documenting and maintaining the nonfinancial books of the chapter and for communicating all relevant information between the chapter and PMI GOC as well as responsible for providing logistical support, PDU processing and securing facilities for events.

The VP of Operations is responsible for establishing and overseeing the duties commonly performed by corporate secretaries. A volunteer serves as PMINYC Corporate Secretary. These duties and responsibilities include, but are not limited to documenting, disseminating, and maintaining Board meetings' minutes, keeping the non-financial books, distributing information both to and from the Chapter membership and to PMI GOC as required and maintaining the membership list and presenting it at the meeting of members or special meeting of the membership.

Role and Responsibilities

Responsibility	Action	Frequency
Communicate with PMINYC Leadership	Communicate via phone/email with the VP of Programs with status updates and any issues in need of leadership attention. Attend board meetings	As needed Monthly
Annual Planning	Assist in Program Charter Creation/Updates, Budgeting	Yearly
Procedures/Training	Update registration procedures, including checklist of tasks, recommended timelines, and PMINYC contact information. As new committee volunteers come on board, review the guideline and discuss the program goals; assure completion of COA(Confidentiality Agreements) and COI (Conflict of Interest) forms and filed with Director of Governance	Review/update annually As needed



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Quality Control	For each event, track activities against the planning guideline to ensure required activities are taking place in a timely manner. Review feedback to determine follow-up needed with program managers, facility contact, or caterer.	As needed
Registration	Provide logistical and registration support for PMINYC events including the submission of PDU for regularly scheduled meetings	Monthly
Facilities	Research and secure contracts for facilities for PMINYC events	Ongoing

Program Goals

Increase the efficiency of internal chapter communication by documenting and operationalizing all processes and procedures associated with the position. This program objective is linked to the chapter strategic objective of Internal Communication: developing internal communication channels to promote vertical and horizontal communications while respecting member privacy.

Deliverables

- Provide regular updates to Board
- Prepare Annual reports to Members
- Maintain all Board procedures & documentation, board members list, org chart, etc.
- Prepare Board Meeting Agenda, Meeting Minutes
- Coordinate Teleconference Bridge for Board Meetings
- 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
- Keep a healthy pipeline of volunteers for this committee to provide continuous coverage at events
- Ability to coordinate various individuals in various areas to assure proper procedures are followed
- Coordinate with VP of Marketing & Communications to ascertain the necessary functionality in Cvent and proper security access as well as Google Docs and its proper access
- Define and maintain a Document Management System approved by the Board



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Average Hours per Month: 25-40 Hours