

Past President Job Description

Overview

The Past President shall be responsible for overall oversight of the chapter and the board in accordance with chapter policies and procedures

Role and Responsibilities

- Direct the Chapter Strategic Plan
- Maintain continuity in the chapter to help ensure smooth board transitions
- Assist the board of directors with strategic policies
- Proactively support and promote the work within the board
- Assume the role of mentor for the president
- Assist the president in liaison with PMI if and when required
- Assume the position of chair for the nominating committee
- Serve as the co chair of nominating committee with the Eastern Idaho Chapter
- Lead and direct the elections process
- Provide ethics enforcement and guidance at the board of directors level
- Support conflict resolution
- Outreach with past presidents
- Develop and implement a succession and transition plan

Qualifications and Education Requirements

- Must have held a board position with PMI Eastern Idaho Chapter previously
- Member in good standing of PMI and MEMBER IN GOOD STANDING OF PMI AND PMI Eastern Idaho Chapter
- Ultimate team player – as a leader and team member
- Must be willing to commit to attending board and membership meetings, responding to emails and participating in chapter operations as appropriate

Role Specific Skills

- PMI Knowledge and Experience
- Organization Management
- Parliamentary procedures
- Management Skills
- Volunteer Recognition and Appreciation

Other Leadership Skills

- Ability to Delegate Effectively
- Public Speaking & Presentation Skills
- Conflict Resolution Skills
- Team Building Skills
- Additional Notes
- Familiarity with best practices in leading a not-for-profit organization a plus