

President Job Description

Overview

The President shall be the chief executive officer for the PMI Eastern Idaho Chapter and of the Board, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees.

Role and Responsibilities

- Direct the Chapter Strategic Plan
- Strive to achieve the Chapters Vision, Mission, and Objectives
- Direct the activities of other officers toward Chapter goals and objectives
- Assure that the Chapter Board works together as a team
- Represent the Chapter at public events
- Ensure strategic alliance, planning and annual reporting
- Ultimately accountable for all board operations and chapter activities
- Act as a liaison between the chapter and PMI
- Ensure that the charter renewal is updated and in compliance as specified by PMI
- Preside over the board of directors meetings and the annual general membership meeting
- Ensure that all chapter business is being done legally and ethically
- Assume responsibility for the overall functioning of the chapter
- Legally represent the organization
- Ensure statutory and regulatory compliance in consultation with the vice president of finance
- With the board, ensure prudent disbursement of chapters funds
- Drive implementation of revision and amendments of PMI policies and guidelines to chapter processes
- Manage periodic policy audits
- Promote leadership development opportunity for board development
- 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
- 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