

VP of Membership Job Description

Overview

Elected volunteer responsible for addressing the needs of chapter membership, including service delivery, recruiting and retaining members in accordance with chapter policies and bylaws.

Role and Responsibilities

- Develop and maintain a chapter membership plan that assures continued growth through proactive recruiting and partnering with major area employers
- Promote the value of PMI and chapter membership
- Liaison with potential PMI members and encourage them to be members of the chapter
- Develop and implement a plan to recognize member milestones (such as anniversaries or awards)
- Develop and implement a member retention program
- Revise membership benefits and value on a regular basis
- Develop and implement membership welcome and support plan
- Answer general membership inquiries; respond to member/non-member information inquiries and other requests for assistance
- Maintain the membership records of the chapter (DEP)
- Provide communication list/member updates to officers
- Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc.)
- Develop and administer membership satisfaction survey/exit survey
- Ensure that members are aware of available services
- Work with marketing to develop a plan to implement outreach to the community including commercial, not-for-profit and other professional associations about membership
- Support and attend annual general meeting
- Develop and implement succession and transition plan

Qualifications and Education Requirements

- 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.
- Willingness to learn email marketing program and technical aspects of the Web Site
- Willingness to respond to Web Support questions any day of the week at any time of the day

Role Specific Skills

- Data Analysis and Reporting
- Proficient in Email Communications (e.g., MS Outlook, Google Mail)
- Knowledge of PMI Credentials
- Proficient use of Survey Tools/Market Research/Demographic Research
- Marketing Skills
- Proficient use of word processing, spreadsheet and presentation tools (e.g., Microsoft Office, Open Office)

Other Leadership Skills

- Public Speaking/Presentation Skills
- Active Listening skills
- Team Building skills
- Persuasion skills

President Elect Job Description

Overview

Successor to the president; elected volunteer who will assist the president with his or her duties of managing the chapter and assume the role of the chapter president if the president is unable to perform duties for any reason.

Role and Responsibilities

- Represent the president in his or her absence
- Assume the role of the president the year following successful completion of his or her duties in this role
- Assume the role of president if the president is unable to perform duties for any reason
- Assist the president in his or her duties
- Oversee the operations committee
- Serve as member ex-officio with the right to vote on all committee except the nominating committee
- Develop and implement succession and transition plan

Qualifications and Education Requirements

- 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
- Resource Management
- Conflict Management
- Budget Management
- Financial Planning

Other Leadership Skills

- Ability to Delegate Effectively
- Public Speaking & Presentation Skills
- Active Listening Skills
- Team Building Skills

Additional Notes

- Familiarity with best practices in leading a not-for-profit organization a plus



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