

VP of Programs Job Description

Overview

The Vice President for Programs shall be responsible for arranging and overseeing presentations at regular chapter meetings as well as locating, booking, and managing venue's these meetings will be held at.

Role and Responsibilities

- Seek new project management professional development programs and services through networking with other educational organizations and PMI chapters
- Coordinate and publicize/organize chapter social networks
- Promote the project management profession through the planning and coordination of special events, as identified by the chapter board, designed to enhance and expand the skills and knowledge of project managers.
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of programs
- Oversee events, presentations and training programs
- Invite key influencers from industry to participate in community events
- Plan and coordinate special events, as identified by the chapter's board, designed to enhance the project management professions and/or expand the skills and knowledge of project managers
- Manage arrangements with venues for catering and equipment
- Arrange for speakers to give presentations
- Arrange for speaker gift or stipend
- Ensure current program information on Web Site
- Complete documentation for PDU's awarded for Chapter events
- Work with VP Professional Development to ensure presentations meet requirements for PDU awards

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

- Program and Event Planning Skills
- Ability to Develop and Manage Program and Event Schedules
- Knowledge of PMI Credentials and PDU's
- Contract and Vendor Management
- Ability to Create and Analyze Program Survey's and Evaluations
- Basic Budget Management Skills

Other Leadership Skills

- Ability to Delegate Effectively
- Public Speaking/Presentation Skills
- Team Building Skills
- Facilitation Skills
- Time Management Skills
- Adaptability & Flexibility
- Familiarity with best practices in Meeting Management a plus