

Roles & Responsibilities

Vice President – Education & Certification

The **Vice President – Education & Certification** will be responsible for promoting all Training programs related to:

- CAPM, PMP, PgMP Certifications
 - Other PMI Certifications
 - Certificate courses in Project Management
 - Soft skills development trainings.
 - Training on areas such as Six Sigma, ITIL, MS-Project, etc.
1. Establish and oversee a volunteer group charged with the task of developing and delivering periodical training workshops on the above areas.
 2. Establish and maintain a chapter library of project management reading material and professional publications.
 3. Co-ordinate and maintain certification preparation work shop modules to insure they reflect the types of changes being made to the PMI certification test.
 4. Identify and procure certification tools such as test software for use by prospective certification candidates.
 5. Identify and procure any required training aids as decided by the Board.
 6. Establish appropriate honorarium and other reimbursement to faculty / instructors / mentors and get approval from the Board of Directors.
 7. Ensure that appropriate instructors / facilitators / faculty / mentors are available for all Education and training events and that they are properly briefed on the expected course outcomes. On completion of a course, work with the VP – Finance & Treasury to ensure disbursal of honorarium and other expenses as approved by the committee.
 8. Develop a Faculty Development, Review and Deployment process, and run the process effectively.
 9. For any training program jointly with other organizations, prepare and submit Memorandums of Understanding (MOUs) for all operational and financial matter to the Board of Directors.
 10. Prepare and submit annual budget to the Board of Directors for annual planning purposes.
 11. Prior to the last quarter of the term expiry, prepare and hand over documentation and all related files and information for successor's transitioning and take over On Expiry of the term; Attend the immediate first committee meeting for the hand over process; Continue to be guide the successor for at least one immediate quarter.
 12. Protect the Chapter from legal and financial liability by applying Chapter standards, best practices and the Volunteer Code of Conduct
 13. Work in conjunction with the VP-Programs & Public Relations to come up with topics for knowledge sharing sessions.
 14. Facilitate information sharing [books & articles] among members – can use the website as a platform
 15. Provide information to members about public webcasts.

Roles & Responsibilities Vice President – Membership & Outreach

The **Vice President – Membership & Outreach** will be responsible for the following:

Membership Responsibilities:

1. Review the monthly DEP (PMI chapter membership data) Communicate with unpaid members for collection and retention purposes.
2. Work with the members who did not renew membership and understand the reason for not renewing – suggest corrective measures based on findings.
3. Serve as the Chapter's liaison with PMI HQ for database updates/information.
4. Provide membership status and statistics to the Board of Directors, and in particular, the Vice president Communication & Coordination for public announcements in periodicals on a regular basis.
5. Compile and maintain a current file of PMI members in the Chapter area of operations and solicit their affiliation with the local Chapter. Month on Month membership data needs to be maintained.
6. Work with PMI in solving any membership related issues such as non-receipt of email, etc.
7. Design & Develop a Member Relationship Program and implement it effectively.
8. Design & Develop Membership Feedback Programs and implement them effectively. Periodically feed back to the Board of Directors for improving member relationships.
9. Guide and oversee volunteers for Membership Relationship improvement, delegate and monitor feedback program execution.
10. Design, Develop and effectively implement Membership Marketing programs in association the President and PMI staff. Describe, Design and circulate details of PMI Member Benefits, and those offered by the Chapter.
11. Work with the Board of Directors to help with Team India activities associated with membership.
12. Prepare and submit Annual Budgets to the Board of Directors for annual planning purposes.
13. Prior to the last quarter of the term expiry, prepare and hand over documentation and all related files and information for successor's transitioning and take over On Expiry of the term; Attend the immediate first committee meeting for the hand over process; Continue to be guide the successor for at least one immediate quarter.
14. Protect the Chapter from legal and financial liability by applying Chapter standards, best practices and the Volunteer Code of Conduct.

Outreach Responsibilities:

15. Promote PMI within the local community to those corporations who embrace the practice of project management. Seek out target organizations; engage the organization and present interest and benefits of the partnership.
16. Carry out social outreach by propagating the impact of Project Management practices.
17. Work with the VP – Education & Certification on courses that can be effectively deployed to local organizations, including corporates.
18. Design, Develop and deploy a plan to market the Chapter's Training programs to organizations, including corporates.
19. Design, Develop and deploy a plan to solicit sponsorships from organizations for various events conducted by the Chapter.
20. Carry out Local Government outreach in relation to government policies and practices for the government projects.
21. Help build PM knowledge in academics to local Academic and training institutions.
22. Work to build and disseminate PM knowledge through partnerships with local professional bodies such as MMA, MCC, CSI, Institutes of Chartered Accountants, Medical associations, and other such other organizations.
23. Invite key influencers from industry to participate in component events.
24. Solicit donations via advertisements in chapter newsletter or other medium such as chapter event and programs.
25. Prepare and submit annual budget to the Board of Directors for annual planning purposes.

Roles & Responsibilities Vice President – Volunteer Development

The **Vice President – Volunteer Development** will be responsible for the following:

1. Understand the volunteer needs of various portfolios by interacting with VPs of other portfolios and estimate the skills and numbers of volunteers required.
2. Advertise the volunteer needs of the Chapter: Advertise needs through media such as websites, emails, Knowledge Sharing & Networking Sessions, the Chapter newsletter, etc.
3. Identify volunteers: Meet volunteers. Get their list of aspirations and expectations. Explain the type of work involved in various activities of various portfolios. Create volunteer groups based on skills and interests.
4. Assign volunteers to portfolios and ensure they are continually assigned to a portfolio and their services being utilized.
5. Maintain a list of volunteers.
6. Motivate volunteers by identifying mechanism to keep volunteers motivated when they are least loaded or not working on any interested activities of their choice or of least importance. Set aside regularly scheduled time (10 – 15 hours per month) to maintain relationships with volunteers and elaborate planning for special events.
7. Apprise volunteers of performance / non-performance. In the event of volunteers not performing as promised, then work with the VP of the corresponding portfolio to take corrective measures.
8. Conduct Board – Volunteer meetings to ensure smooth functioning as team.
9. Prepare volunteer training material with the help of VPs of various portfolios.
10. Identify training and grooming needs of volunteer and then assign them to portfolio
11. Train volunteers on Roles and Responsibilities.
12. Learn Chapter standards for budgets and financial controls from the VP of Finance & Treasury, and explain and apply them to event planning documentation.
13. Model delegating that effectively optimizes the impact of volunteer hours invested.
14. Protect the Chapter from legal and financial liability by applying Chapter standards, best practices and the Volunteer Code of Conduct.
15. Recognize and reward volunteers for their contributions to the Chapter..
16. Development of volunteers to next level (career plan as a volunteer).
17. Prepare and submit annual budget to the Board of Directors for annual planning purposes.
18. Prior to last quarter of the term expiry, prepare hand over documentation and all related files and information for successor's transitioning and take over. On expiry of the term, duly attend the immediate first Board meeting for the hand over process. Continue to guide the successor for at least one immediate quarter.