

Vice President of Administration

POSITION DESCRIPTION:

Elected volunteer responsible for preparing, maintaining, recording, circulating all records, correspondence, minutes of meetings, addressing governance and policy issues, including ensuring the maintenance and enforcement of chapter policies and bylaws. *Required role by PMI and the State of New Hampshire.*

RESPONSIBILITIES:

- Ensure the policies are consistent and compliant with all applicable governmental jurisdiction and regulations (e.g., IRS, PMI Policy, State of New Hampshire)
- Review and update bylaws and ensure alignment with PMI Chapter Charter
- Ensure the chapter bylaws are upheld and enforced.
- Develop and maintain Chapter policies consistent with PMI and Chapter requirements.
- Responsible implementing Chapter document requirements, retention, and archiving policies and procedures
- Responsible for maintaining the Chapter document repository, including providing training to ensure proper storage.
- Perform annual review of document repository to purge all expired/no-longer needed documents, based on document retention period.
- Ensure all printed materials (logo items, business cards, etc.), comply with PMI branding guidelines.
- Ensure and oversee position descriptions.
- Address any breaches that may be brought up against a member and/or the chapter.
- Assist in resolving chapter conflicts.
- Provide ethics enforcement and guidance at the Board of Directors level, ensuring awareness of Ethics Review Process
- Coordinate, distribute, and archive Chapter artifacts.
- Maintain metrics on Chapter Membership meeting attendance records and other business metrics.
- Oversee general communication to all Chapter members, coordinating with board members on messaging and timing and in accordance with PMI brand and maintaining non-member lists.
- Address external requests for Chapter information.
- Demonstrate leadership within the chapter and to the community.
- Oversee activities of committees that fall under the VP of Administration, ensuring proper onboarding and orientation of all committee members.
- Ensure that volunteers are recognized for their achievements.
- Develop a succession and transition plan for committee members.
- Develop and oversee Chapter leadership succession planning and ensure smooth transition.

Business Acumen Skills:

- Ability to Record Minutes
- Knowledge of Chapter Bylaws and Policies
- Knowledge of Records Retention Requirements
- Experience with Developing Roles & Responsibilities
- Experience with Local Regulations & Laws
- Knowledge of PMI Ethical Code & Guidelines
- PMI Knowledge & Experience
- Policy Development Experience

Power Skills:

- Excellent writing
- Time management
- Facilitation
- Conflict resolution
- Executive leadership

Minimum Hours per Month: 6

Average Hours per Month: 8