

Director at Large

POSITION DESCRIPTION:

Elected volunteer who will assist in executing the Chapter's Annual Plan by managing activities within an assigned portfolio area and projects in accordance with chapter policies and bylaws.

RESPONSIBILITIES:

- Develop and execute the delivery of the assigned portfolio and projects.
- Develop and manage the budget associated with the assigned portfolio and projects.
- Provide monthly updates to the Board on assigned portfolio and projects.
- Annually collaborate with the Board on the preparation and submission of the budget for their assigned portfolio area and projects.
- Annually collaborate with the Board on the preparation of the Annual Plan for the Chapter.
- Demonstrate leadership within the chapter and to the community.
- Identify committees needed to support plan and oversee activities of these committees, ensuring proper onboarding and orientation of all members
- Ensure that volunteers are recognized for their achievements.
- Develop a succession and transition plan for committee members.

Business Acumen Skills:

- Budget management
- Annual planning management
- PMI knowledge and experience
- Resource Management, such as volunteer, finance and other chapter resources

Power Skills:

- Coaching and Mentoring
- Process execution
- Team Building Skills

Minimum Hours per Month: 8

Average Hours per Month: