



Western Michigan Project Management Institute (WMPMI)

2018 Board Nominations – Function Goals and Role Summaries

VP of Education – VP of Programs – VP of Administration

Education Function Goals:

- Develop & maintain chapter-sponsored educational opportunities (both PDU and non-PDU) such that feedback is adequate to excellent
- Maintain instructor staff pool to deliver approximately three (3) PMP Training Sessions per year such that feedback is adequate to excellent
- Develop proposals for and implement additional educational programming that is reviewed and approved by the WMPMI Board of Directors

VP of Education – Qualifications and Role Summary:

- The person that fills this role must be a member in good standing of PMI as well as WMPMI
- Active participation in WMPMI chapter events and activities is a plus
- Manage the strategic direction of the education programs offered by WMPMI
- Meet and greet members at chapter meetings
- Display education materials at chapter meetings
- Stay informed about local educational opportunities
- Research and answer education questions presented by members
- Understand and be able to explain all testing criteria for PMP and CAPM
- Order and put out certification and re-certification handouts for PMP and CAPM
- Coordinate projects to develop courses offered by WMPMI to chapter members such as:
 - PMP certification prep course
 - 1-2 Day PMP review course
 - Project management – case study course
- Event registration duties with PMI for events valued at 3 or more PDU's
- Review and approve content for all Professional Development Day (PDD) presentations
- Responsible for qualifying WMPMI course instructors (with Board input)
- Maintain content on website for Education/Study Groups
- Fill in as instructor when approved instructors unexpectedly cancel
- Attend and participate at Board meetings as a voting member
- Provide oversight to Director(s) within the Education function
- Maintain and update all processes and sub-processes for Education function



Programs Function Goals:

- Manage, direct, and deliver a Professional Development Day (PDD)
- Responsible to plan, schedule, arrange and supervise the needs of chapter program activities.
- Responsible to deliver a Professional Development Day (PDD)
- Must have other leadership skills to include:
 - Public Speaking/Presentation
 - Excellent Writing Skills
 - Ability to Delegate Effectively
 - Negotiation Skills
 - Program and Event Planning
 - Ability to Develop and Manage Program and Event Schedules
 - Development Contract and Vendor Management
 - Basic Budget Management Skills

VP of Programs – Qualifications and Role Summary:

- Gather Board Input
- Recommend to the Board Program year themes
- Forecast Program functional area's
- Fill and keep filled Program Director Roles
- Assist with membership surveys
- Collaborate with other chapters regarding programs
- Follow systematic process that ensure program content and quality
- Maintain Program Matrix
- Maintain a Speaker cancellation backup plan
- Fill gaps in Board's desired topics with appropriate presentations/speakers.
- Provide Marketing information (Call for Presentations form) to Marketing two months prior to presentation
- Complete Call for Presentation Form on all potential speakers
- Monthly, provide Newsletter Director Article for *On Target*
- Provide Website director with program information at least two months in advance.
- Take the Lead for the venue location and facilities (Selection recommendation, contract, etc.)
- Take the Lead on Special Operations (Professional Development Days, etc.)



VP of Administration – Qualifications and Role Summary:

- The person that fills this role must be a member in good standing of PMI as well as WMPMI and must be a PMP
- Active participation in WMPMI chapter events and activities
- Perform strategic planning for Administrative function
- Represent WMPMI functional areas to outside organizations
- Provide oversight to Director(s) within the Administration function
- Meet and greet members at chapter meetings
- Coordinate administrative projects and direct administrative staff
- Forecast and manage authorized budget
- Support functional area processes as defined by the VPs
- Ensure chapter database is current and accurately maintained
- Provide meeting notices in a timely manner to members and prospective members
- Attend monthly Board meetings and participate as a voting member
- Prepare and distribute Board meeting minutes in a timely fashion
- Provide administration update report to newsletter as scheduled.
- Assist other Board members with special projects as needed