

## **ELECTED VOLUNTEER JOB DESCRIPTION: President Elect**

**ROLE DESCRIPTION SUMMARY:** This position is an elected volunteer who assists the President throughout the year and prepares to be the next Chapter President. It is a 4-year commitment: 1 year as President Elect, 2 years as President and 1 year as Past President. This position is typically held by (but not limited to) a person that has had experience on the WMPMI Board as one of its Vice Presidents.

### **ROLES AND RESPONSIBILITIES:**

- Assist the President with being a custodian of the PMI Western Michigan Chapter Charter, bylaws and other key historical records
- Attend Chapter related business meetings, Chapter Board meetings and special meetings
- Assist the President with conflict resolution as necessary
- Assist the President with appointing vacant board member positions, subject to majority of Board approval
- Assist the President in preparation and submission, in conjunction with the cognizant vice presidents, any required periodic reports to the Institute
- Assist the President in soliciting nominations for the various awards programs
- Provide appropriate transition of all procedures and particulars of the Charter for the Chapter to the next elected President Elect
- Turn over all records to a successor
- Participate in an annual strategic planning session
- Review & recommend modifications, if required, to the Chapter's bylaws
- Act as a mentor to the other board members

**AVERAGE HOURS PER MONTH:** 15 Hours

### **LEADERSHIP SKILLS:**

- Public speaking/Presentation skills
- Active listening skills
- Team building skills
- Excellent writing skills
- Ability to delegate effectively
- Negotiation skills
- Conflict resolution skills