

Western Michigan Project Management Institute (WMPMI)

2024 Board Nominations Job Description

President Elect

ROLE DESCRIPTION: The President Elect shall assist the President throughout the year and prepare 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.

RESPONSIBILITIES:

- Assist the President with being a Custodian of the PMI Western Michigan Chapter Charter, By-Laws 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 a 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 By-Laws
- 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