

Western Michigan Project Management Institute (WMPMI)

2024 Board Nominations Job Description

VICE PRESIDENT OF PROFESSIONAL DEVELOPMENT

ROLE DESCRIPTION: The Vice President of Professional Development (VP of Professional Development) shall lead a team to perform the duties of Professional Development for the chapter. This includes, but is not limited to planning, supervising, and scheduling chapter professional development program activities, providing leadership to directors, and any other duties assigned by the President.

RESPONSIBILITIES:

- The person that fills this role must be a member in good standing of PMI as well as WMPMI.
- Ensure that the speaker queue filled at least 3 months in advance for breakfast, lunch, and dinner meetings.
- Fill and keep filled Program Director Roles – PDD Director, Workshop director, Monthly Events Director.
- Support the directors that are responsible for WMPMI events.
- Host WMPMI events or delegate hosting duties to one of the Programs directors.
- Recommend to the Board Program year themes.
- Provide Website director with program information at least two months in advance.
- Assist with membership surveys.
- Collaborate with other chapters regarding programs.
- Follow systematic process that ensures program content and quality.
- Maintain a program Matrix and a speaker cancellation backup plan.
- Fill gaps in the Board's desired topics with appropriate presentations/speakers.
- Provide marketing information (from the Call for Presentations form) to Marketing six weeks prior to a presentation.
- Complete Call for Presentation Form on all potential speakers.
- Take the lead on Special Operations (Professional Development Days, etc.).

AVERAGE HOURS PER MONTH: 20 HOURS

DESIRED SKILLS:

- Strong communication skills – especially in the areas of sales, negotiation, public speaking, and interpersonal communication.
- A strong network from which to sign speakers for events.
- The ability to build a team, keep them motivated, and allow for a smooth transition when it is time to move on from the role.
- Ability to handle rejection well enough to continue booking speakers.