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| Job Title: VP Communications | Reports To: President |
| Department: Communications | Officer: Yes |
| Number of Direct Reports [[1]](#footnote-1): 1+ | Work Hrs Per Month: 10-20 |
| Last Reviewed by: Izzy Nalley | Revision Date: October 2023 |

Position Overview

The Vice-President of Communications is responsible for the needs assessment, development, implementation and evaluation of an integrated communication plan that contributes to the achievement of the chapter’s short-term and long-term strategy and sustainability. This position is regarded as the Secretary for the chapter. This position reports to the Chapter President.

Essential Job Functions

* Overall stewardship of the Communications portfolio and its performance in support of the Annual Business Plan, in conjunction with the Chapter's strategic plan
* Communication products and services – ensure a consistent chapter “voice”
* Monthly, periodic, and annual reporting on relevant topics, including board meeting minutes, informational newsletters, events and other initiatives from the chapter.

Other Job Functions

* Provide input on behalf of the Communications board where required.
* Provide monthly updates on Communication portfolio objectives
* Review and approve all KIPMI communications content (website, emails, print)
* Distribute communications to members across multiple platforms:
  + Chapter newsletter email broadcasts
    - KIPMI Events
    - PMI Events e.g. International PM Day to celebrate the profession
  + Social media postings – Facebook, Twitter, Instagram, utilizing Hootsuite
  + Blog postings and recognition awards for member posts
* Manage communications and technology expenses to approved budget
  + Purchase of stock photos
  + Boosting fees for social media
* Manage Volunteer Directors
  + Help make decision on position
  + Organize media postings
* Information handoff and transition to the position successor

Important Skills/Abilities

* Proficiency with MS Office (Word, Excel, PowerPoint)
* Excellent writing and editing skills
* Proficiency using online collaboration tools and other web tools
* Understanding of good design principles for website content management

**All KIPMI Chapter Elected Board Members are responsible for:**

* Attending all board meetings
* Replying to motions via email within 3 business days for decisions between meetings
* Attending all possible chapter events such as dinner and lunch meetings as a visible member of the board
* Attending and contributing to all annual planning and strategy sessions
* When possible, and at the direction of the President, attend PMI Regional Meetings
* When possible, and at the direction of the President, attend PMI Leadership Meetings
* Collaborating with other board members with initiatives that cross over board portfolios
* Keeping up on duties and responsibilities of own portfolio
* Contributing to the overall board strategy and effective operations
* Promoting KIPMI and its initiatives and values at business and PM community events
* Building good relationships with members and volunteers
* Building positive and productive relationships between KIPMI and the business and education communities
* Contributing information for the KIPMI website and other communications

NOTE: The above statements are intended to describe the general nature and level of work required for the position. This job description is not intended to be all-inclusive. Other related duties may be required to meet the ongoing needs of the organization.

1. This number reflects the total number of current volunteers reporting into this position. All board positions are expected to mentor and assist the volunteers working under their guidance and leadership. Positions below VP such as Directors and committees are formed as needed and the number is not required to stay fixed. [↑](#footnote-ref-1)