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| Job Title: VP Programs | Reports To: President  |
| Department: Programs  | Officer: Yes |
| Number of Direct Reports [[1]](#footnote-1): 2 or more | Work Hrs. Per Month: 20-30  |
| Last Reviewed by: Tamara Guibert | Revision Date: September 2023 |

Position Overview

The Vice-President of Programs is an elected officer position and is responsible for the development and delivery of programs relating to Project Management for Chapter meetings (8-10 per year), Professional Development Days (PDD)/Symposiums (1-2 per year), networking events (varies) and the annual holiday event. Serve as an Executive Sponsor for PDDs. Speakers and Presentation are to be consistent and in accordance with the objectives of KIPMI Chapter and with approval of the Chapter Board.

Essential Job Functions

* Overall stewardship of the Programs portfolio and its performance in support of the Annual Business Plan
* Development of the annual program plan including:
	+ Monthly meetings
	+ PDDs/Symposium
	+ Holiday event
* Manage Speaker Line-Up
	+ Identify and schedule speakers.
	+ Ensure speaker commitments for the next 4 months.
	+ Identify back up speakers, as a contingency toward last minute cancellations
* Coordinate activities related to month chapter meetings, including but not limited to:
	+ Provide VPs of Communications, Technology, and Membership with upcoming chapter meeting information.
	+ Meet with speakers prior to events to collaborate on presentation content and event logistics.
	+ Update intro slides before the meeting.
	+ Arrange for gifts for monthly speakers.
	+ Provide Speaker Presentations to VP of Technology prior to meeting.
	+ Work with Chapter President to introduce speakers, organize meetings, etc.
	+ Compile and communicate results of event surveys.
* Transition responsibilities to incoming VP of Programs

**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 board positions
* 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)