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| --- | --- |
| Job Title: President | Reports To:  |
| Department: Executive | Officer: Yes |
| Number of Direct Reports[[1]](#footnote-1): 6-7 VPs plus 1-3 Directors | Work Hrs. Per Month: 15 to as much as 35; averaging between 20 and 25  |
| Last Reviewed by: Charles Snyder | Revision Date: October 2023 |

Position Overview

The Chapter President is an elected officer position and serves as the chief executive Officer for the Kentuckiana PMI Chapter (KIPMI) and leads the KIPMI Board of Directors (Board).  He/She shall perform such duties as are customary for presiding Directors, including making all required appointments with the approval of the Board. The Chapter President will be accountable for establishing the strategic direction for the Chapter in concurrence with PMI’s goals, and for ensuring that the chapter representatives collectively contribute to the achievement of that strategy, as well as the Chapter’s sustainability. The President of the Chapter also serves as a liaison with other Region 5 presidents and other PMI chapters.

The Chapter President will serve as President Elect, President and Past President on the board.

Essential Job Functions

* Stewardship of the Chapter’s strategy (i.e. mission, vision, and strategic objectives)
* Performance of the Board and its individual Directors
* Board member succession, including appointments of replacement Board members to vacant positions
* Appointments of directors or event contributors for each election year, appointments of committees, committee chairpersons and representatives to task teams
* Implementation of effective and efficient chapter policies, procedures, roles and structures, as pertain to the vision of the chapter and strategic direction of the chapter as a whole
* Development of chapter board meeting and general meeting schedules and agendas and presiding over all chapter board meetings and general meetings
* Monthly, periodic, and annual reporting (as required) to the Chapter and the PMI Global Operations Center. An example may include the materials for the Chapter, which go toward the submission of the annual application for Charter renewal
* Liaison with the Chapter Board, PMI Global Operations Center and other PMI components and organizations
* Pursuing and developing alliances with other organizations, agencies, businesses, and individuals to further the Chapter's purpose and strategic objectives, as related to the Chapter's strategic direction
* Retention and archival of permanent records associated with the position
* Information handoff and transition to the position successor; actively ensuring succession planning is occurring for all board members
* Collaborate with other Chapter presidents to synergize events, annual training(s) and any other business that the Chapter coordinates
* Financial management and oversight
* Maintain process procedure documentation
* Transition responsibilities to incoming President

|  |  |
| --- | --- |
| Job Title: Immediate Past President | Reports To: President |
| Department: Executive | Officer: No |
| Number of Direct Reports[[2]](#footnote-2): 1-2 | Work Hrs. Per Month: 10-15  |

**Position Overview**

The Immediate Past President is responsible for oversight of the chapter and the board in accordance with chapter policies and bylaws.

**Essential Job Functions**

* Maintain continuity in the chapter to help ensure smooth board transitions
* Assist the board of directors with strategic policies
* Proactively support and promote the work within the board
* Assume the role of mentor for the president
* Assume the position of chair for the elections nominating committee
* Lead and direct the elections process
* Provide ethics enforcement and guidance at the board of directors level
* Outreach with past presidents

**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 crossover 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. Specific procedures and tasks required of this position have been documented separately and are available upon request.

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)
2. 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-2)