



Board of Directors Positions Descriptions

Qualifications for all positions (additional qualifications per position are listed below):

The following are **required**:

- Project Management experience
- Proven leadership ability

The following are **desirable**:

- Prior PMI Board Experience
- PMP Certification
- Volunteer management experience
- Customer Service experience
- Non-profit management experience

President: provides overall leadership and direction to the Chapter and serves as the liaison between the Chapter and PMI. In addition to qualification above, the President must have prior PMI Board experience and must hold a PMP Certification. The President is the Chief Executive Officer of the Chapter and of the Board and is responsible for the following:

- Coordinate location, schedule, provide an agenda, and preside over Board meetings
- Conduct annual Chapter strategic planning meetings; Perform a monthly review of Chapter operations
- Manage Board vacancies; Appoint the Nominating Committee Chairman and Volunteer Coordinator
- Chapter Finances (prepare budget, authorize purchases)

Current President: Cheryl Archer, PMP president@pmiemeraldcoastfl.org

Vice President, President Elect: has prime responsibility for the ongoing operations of the Chapter. He/she shall assume presidential responsibilities if the elected President cannot fulfill the responsibilities for any reason. In addition to assisting with the duties outlined for the President, other duties of the Vice-President will include:

- Prepare monthly status reports for presentation at Chapter Board meetings.
- Execute or assign responsibility for execution of contracts, deeds, bills of exchange, and other instruments and documents on behalf of the Chapter with the approval of the Board of Directors.
- Direct preparation of Chapter Annual Survey for submission to the PMI Executive Office.
- Distribute Chapter Annual Report to Chapter Membership.

Current Vice President, VACANT, presidentelec@pmiemeraldcoastfl.org

Vice-President of Finance: oversees the management of funds for duly authorized purposes of the PMI Emerald Coast Chapter.

Duties associated with the management of funds will specifically include:

- Having charge and custody of all receipts, funds and financial records of the Chapter.
- Paying bills properly approved, preparing Financial Statements and Annual Budgets, preparing tax filings
- Managing all Chapter financial transactions

Current VP Finance: Caroline Pepa, PMP, vpfinance@pmiemeraldcoastfl.org

Vice-President of Communications: keeps the records of all Chapter business and board meetings, manages all communications to the Chapter membership, and acts as corporate secretary. In addition to the qualifications listed above, knowledge of Roberts Rules or equivalent is desirable.

- Manages Chapter bylaws, records, proceedings, policies, procedures, and official files
- Create and retain Board minutes
- Coordinate logo wear and business cards for Board members
- Documents and communicates Chapter history
- Notify membership of all meetings and upcoming elections
- Publish a monthly newsletter

Current VP Communications: Tracey McWhorter, PMP, vpcommunications@pmiemeraldcoastfl.org

Vice-President of Public Relations: facilitates Chapter communications to external sources (local newspapers, radio stations and organizations) and shares information with PMI and other PMI components.

- External (local) communications/Public Relations to local media, *PMNetwork* and *PMI Today* magazines
- Manage and direct public relations activities as needed
- Offer, implement and track sponsorship packages for Chapter events and for the web site
- Provide information about upcoming chapter events to regional, close-by PMI components
- Provide information to our membership about upcoming chapter events sponsored by regional PMI components
- Exchange newsletters with other PMI components; share them with the Chapter Board

Current VP Public Relations: Ivin Lett, PMP, vppublicrelations@pmiemeraldcoastfl.org

Vice-President of Programs: responsible for planning, scheduling, arranging and managing regularly scheduled Chapter meetings,



Board of Directors Positions Descriptions

Professional Development events, education programs

- Plan, coordinate, and implement all aspects of monthly meetings, ensuring the provide value to the members
- Initiate, plan, staff, support and execute Annual Project Management Conference and Professional Development Days
- Build strategic alliances with other chapters to enable sharing of speakers, meetings, and events
- Assist Chapter members during career changes; Identify and communicate project management career opportunities; Provide career search educational programs and networking opportunities

Current VP Programs: Thomas Hansen, vpprograms@pmiemeraldcoastfl.org

Vice-President of Professional Development: responsible for providing PMI Professional Certification and re-certification educational opportunities to the membership and the community at large, for educational outreach at the elementary, secondary and collegiate levels, the Chapter, and the Chapter mentoring program.

- Manage delivery of PMP certification exam prep workshop
- Provide 'PMP application' assistance to persons who meet PMP exam qualifications
- Provide PDU documentation to PMI and provide attendees proper documentation to enable them to report their PDU's
- Maintain a Chapter Library of project management reading material and professional publications
- Coordinate the Chapter mentoring program and scholarship program
- Offer project management educational opportunities to elementary, middle, high school and collegiate level students
- Assist Chapter members during career changes; Identify and communicate project management career opportunities; Provide career search educational programs and networking opportunities

Current VP Professional Development: Keith Yockey, PMP, vpprofdevelopment@pmiemeraldcoastfl.org

Vice-President of Membership: manages the PMI Emerald Coast Chapter membership database. He or she develops and implements strategies for membership growth and retention.

- Compile and maintain a current file of Chapter members and potential members; coordinate membership status with PMI
- Track Chapter event attendance; Review, project, and report Chapter growth/attrition
- Develop programs to retain existing members and recruit new members; Send out new member welcome messages
- Oversee membership continuous feedback survey process, design surveys, collect and present results

Current VP Membership: Noel Cumbia, PMP, vpmembership@pmiemeraldcoastfl.org

Vice President of Operations: responsible for fulfilling the information technology requirements of the Chapter, maintaining the Chapter knowledge management repository, and overseeing registration for chapter events and elections. He or she must also have a basic understanding of database management and web design

- Manage Chapter web site operations
- Coordinate the registration table, receipts and name badges for Chapter events
- Manage and conduct Chapter elections in accordance with the Chapter by-laws
- Oversee Chapter Logo ware sales; Solicit logo ware items to purchase and arrange for logo imprinting

Current VP Operations: Jennifer Nypert, vpoperations@pmiemeraldcoastfl.org

Director, Chapter Branch (one per branch: Pensacola, Panama City, Mobile)

- Ensure Chapter bylaws are upheld and enforced and branch activities support the Chapter vision, mission and objectives
- Perform a monthly review of Branch operations; prepare and submit an annual budget to the Vice President of Finance
- Facilitate communication among all Branch members and the community serviced by the Branch
- Act as the Branch liaison to the Chapter Current Director, Chapter Branch: Vacant. Branches will be set up soon.

This position will have a large part in setting up the branch and getting it running effectively in conjunction with the Chapter.

Current Director, Panama City Branch: John Dawson, PMP, directorpanamacitybranch@pmiemeraldcoastfl.org

Current Director, Mobile Branch: Carrie French, PMP, directormobilebranch@pmiemeraldcoastfl.org

Current Director, Pensacola Branch: Charlotte Peacock, PMP, directorpensacolabrand@pmiemeraldcoastfl.org

Director(s) at Large (2): assists other officers in fulfilling their responsibilities. The Director(s) at Large must be Chapter member(s) with previous service on the Board of Directors. The Director(s) at Large are non-voting members of the Board of Directors.

- In conjunction with the President, oversee chapter strategic planning and adherence to the plan
- Act as overseers of the Chapter and protectors of the integrity of the organization and as an advisor to the president
- Assist other officers, coach and mentor Board members when requested by the President
- Create and maintain a Chapter orientation manual
- Serve as Chapter ombudsman advocating individual member's concerns

Current Director(s) at Large: VACANT