

Top 5 benefits to volunteering with the PMI-CIE:

1. Enhance your professional, leadership, business, and technical skills
2. Promote your experience on your resume, LinkedIn profile, college application, and more
3. Leverage new peer relationships and networking opportunities to grow your career
4. Earn as many as 25 PDUs each cycle towards a PMI certification and/or certification renewal
5. Receive a special “thank you” for your efforts each year at our Annual Volunteer Recognition Event

A recent survey showed:

- 73% of employers would recruit a candidate with volunteering experience over one without
- 94% of employers believed that volunteering can add to skills
- 94% of employees who volunteered to learn new skills had benefits either by getting their first job, improving their salary, or being promoted

President, VP, Directors and Other Volunteer Roles					
Title	Primary Role	Avg hrs /month	3-year PDU Cycle	Open / Filled 2020	Open / Filled 2021
President	<p>Elected volunteer responsible for overall oversight of the Chapter and the Board. The President shall direct the activities of the other Board members in accordance with the Chapter bylaws. The President shall be the Chief Executive Officer for the PMI-CIE Chapter and the Board, performing such duties as are customary for presiding officers.</p> <p>ROLE-SPECIFIC SKILLS:</p> <ul style="list-style-type: none"> ● PMI Knowledge and Experience ● Organization Management ● Management Skills ● Volunteer Recognition and Appreciation 	25	25	Filled	Filled
President Elect	<p>ROLE DESCRIPTION: As an elected volunteer, the President Elect will serve with the current President, and has the responsibility and obligation to focus on strategic objectives, learn the position, and successfully transition into the Presidential role.</p>	8	25	N/A	Open
VP of Finance	<p>ROLE DESCRIPTION: As an elected volunteer responsible for Finance, the VP of Finance will be responsible for maintaining and presenting all financial records required for Chapter operations in accordance with the Chapter and bylaws. The Vice President of Finance shall oversee the management of funds for duly authorized purposes of the PMI-CIE Chapter and ensure the Chapter has reviewed and reported required tax filings.</p> <p>ROLE SPECIFIC SKILLS:</p> <ul style="list-style-type: none"> ● Documentation Skills/Financial Record Keeping ● Analytical Thinking ● Knowledge of Financial Planning ● Legal Awareness ● Knowledge of Generally Accepted Accounting Principles (GAAP) Basic Knowledge of Economics ● Accounting Software/Tools (e.g., QuickBooks, Excel) 	12	25	Filled	Open

VP of Marketing & Communications	<p>ROLE DESCRIPTION: As an elected volunteer responsible for marketing and public relations, the VP of Marketing shall be responsible for developing marketing, corporate relations, and communication programs in accordance with Chapter bylaws and policies.</p> <p>ROLE SPECIFIC SKILLS:</p> <ul style="list-style-type: none"> ● Marketing Strategy and Development ● Marketing Plan Execution and Delivery ● Knowledge of PMI’s Brand Strategy (Marketing Portal) ● Market Research Skills/Proficient use of Survey Tools ● Proficient Usage of Online Collaboration/Tools (<i>e.g.</i>, Facebook, LinkedIn) Newsletter Tools ● Knowledge of Fundraising Techniques 	20	25	Filled	Open
VP of Membership	<p>ROLE DESCRIPTION: Elected volunteer responsible for addressing the needs of Chapter membership, including service delivery, recruiting, and retaining members in accordance with Chapter policies and bylaws. The Vice President of Membership shall be responsible for leading the membership acquisition and retention activities of the PMI-CIE Chapter, as well as update and manage the Master Membership Database.</p> <p>ROLE SPECIFIC SKILLS:</p> <ul style="list-style-type: none"> ● Proficiency in Data Analysis and Reporting ● Proficient in Email Communications (<i>e.g.</i>, MS Outlook, Google Mail) ● Knowledge of PMI Credentials ● Proficient use of Survey Tools/Market Research/Demographic Research ● Marketing Skills ● Proficient use of word processing, spreadsheet, and presentation tools (<i>e.g.</i>, Microsoft Office, Open Office) 	20	25	Open	Open
VP of Operations	<p>ROLE DESCRIPTION: Elected volunteer responsible for preparing, maintaining, recording, along with circulating all records, correspondence, minutes of meetings, and related affairs of the chapter. The Vice President of Operations shall keep the records of all business meetings of the PMI-CIE Chapter and meetings of the Board.</p> <p>ROLE SPECIFIC SKILLS:</p> <ul style="list-style-type: none"> ● Agenda and Meeting Coordination ● Ability to Scribe and Record Minutes ● Proficient use of word processing, spreadsheet, and presentation tools (<i>e.g.</i>, Microsoft Office, Open Office) ● Knowledge of Meeting procedures (<i>e.g.</i>, Roberts Rules) ● Knowledge of PMI Bylaws and Policies ● Knowledge of Records Retention requirements ● Proficient in Email Communications (<i>e.g.</i>, MS Outlook, Google Mail) ● Proficiency in Editing/Proofreading 	20	25	Filled	Filled

VP of Professional Development	<p>ROLE DESCRIPTION: Elected volunteer responsible for professional development, education, and Chapter events in accordance with Chapter policies and bylaws. The Vice President of Professional Development shall be responsible for the management and implementation of PMI-CIE Chapter professional and educational events.</p> <p>ROLE SPECIFIC SKILLS:</p> <ul style="list-style-type: none"> ● Program and Event Planning Skills ● Ability to Develop and Manage Program and Event Schedules ● Knowledge of PMI Credentials and PDUs ● Content and Curriculum Development ● Contract and Vendor Management ● Ability to Create and Analyze Program Surveys and Evaluations ● Basic Budget Management Skills 	18	25	Open	Open
VP of Programs	<p>ROLE DESCRIPTION: Elected volunteer responsible for the Chapter monthly dinner and virtual meetings and special events in accordance with Chapter policies and bylaws and retention. The Vice President of Programs shall be responsible for the management and implementation of both unique and recurring PMI-CIE Chapter functions, including monthly dinner meetings.</p> <p>ROLE SPECIFIC SKILLS:</p> <ul style="list-style-type: none"> ● Program and Event Planning Skills ● Ability to Develop and Manage Program and Event Schedules ● Knowledge of PMI Credentials and PDUs ● Content and Curriculum Development ● Contract and Vendor Management ● Ability to Create and Analyze Program Surveys and Evaluations ● Basic Budget Management Skills 	18	25	Open	Open
Finance Director	Assist the VP of Finance with maintaining and presenting all financial records required for Chapter operations in accordance with Chapter and bylaws.	8	25	Filled	Open
Registration Desk	Work the Registration table at the monthly Dinner Meetings and the Annual Chapter Anniversary Event.	4-5	25	Open	Open
Marketing Director	Assist the VP of Marketing in developing marketing, outreach, and communication programs in accordance with Chapter bylaws and policies.	10	25	Filled	Filled
Communications Director	Manage and develop the PMI-CIE chapter communications program.	4-5	25	Filled	Filled
Website Director	Make design changes to our Chapter website and update content as required.	4-5	25	Filled	Filled
Social Media Director	Promote PMI-CIE through social media sites, such as Facebook, Twitter, and LinkedIn.	2-3	25	Filled	Filled
Corporate Outreach Director	Collaborate with local corporations and businesses to publicize the Chapter and PMI.	5-10	25	Open	Open

Community Outreach Director	Collaborate with the local community and businesses to publicize the Chapter and PMI.	4-5	25	Open	Open
Academia Outreach Director (Universities & Colleges)	Conduct PMI-CIE outreach efforts to local colleges and universities.	4-5	25	Filled	Filled
Membership Director	Address the needs of Chapter membership, including recruiting and retention	10	25	Filled	Filled
Membership Coordinator	Work the Membership table at the monthly Dinner Meetings and the Annual Chapter Anniversary Event.	4-5	25	Open	Open
Operations Director	Assists the VP of Operations in preparing, maintaining, recording, and circulating all records, correspondence, minutes of meetings, and related affairs of the Chapter. Assists in the operations of the Volunteer Service program, which addresses the needs of the volunteers, including recruitment, retention, recognition, and leadership development training and associated record keeping.	10	25	Open	Open
Volunteer Service Program Director	Assists in the operations of the Volunteer Service program, which addresses the needs of the volunteers, including recruitment, retention, recognition, leadership development training, and associated record keeping.	10	25	Open	Open
Professional Development Director	Responsible for professional development, education, and Chapter events in accordance with Chapter policies and bylaws and retention.	10	25	Open	Open
Class Coordinator (PMP Exam Prep, CSM, ACP)	Coordinate all aspects of the respective professional development classes according to the schedule of activities.	5	25	Open (3)	Open (3)
VP of Programs	Elected volunteer responsible for the Chapter monthly dinner meetings and special events in accordance with Chapter policies, bylaws, and retention.	18	25	Open	Open
Programs Director	Responsible for the Chapter monthly dinner meetings and special events in accordance with Chapter policies, bylaws, and retention.	10	25	Open (2)	Open (2)
Dinner & Virtual Meeting Manger	Responsible for one of the Chapter monthly dinner meetings and special events in accordance with Chapter policies, bylaws, and retention.	8	25	Open (2)	Open (2)
Special Events Coordinator	Plan and coordinate special events, including the annual Chapter Professional Development Day.	4-5	25	Open	Open
Speaker Coordinator	Obtain and confirm speakers for all monthly dinner and virtual meetings and special events, including the annual Chapter Professional Development Day.	4-5	25	Open	Open

Note: Full position descriptions for the President and Vice President roles are available in the Chapter repository.

Table update as of: 9/18/2020