

PMIWDC - High Impact Community Leaders

Formed in 1978, The Project Management Institute, Washington DC Chapter, Inc. (PMIWDC) has events and activities that attract all levels of business and government managers, executives, and project management practitioners and provides a framework for professional networking and social interaction among its members. For more information, visit <https://www.pmi.org/chapters/WDC>.

VP Finance

Job Title: VP Finance
Role: Financial and Strategic Leadership
Term: 3 Years Work Hours Per Month: 30+

Position Overview:

Membership elected volunteer leader responsible for overseeing the chapter's finances and implementing appropriate financial management controls. The VP of Finance shall drive PMIWDC toward achieving its financial objectives by providing a forward-looking and proactive stance on managing chapter finances, and supporting sound business decisions

Qualifications(Prerequisites):

- Minimum of 2 years PMI® volunteer experience (1-year PMIWDC experience required).
- Minimum of **2 years volunteer** and/or professional leadership experience.
- Minimum of 5 years accounting, finance, or project control experience

Desired Skills:

- MBA or CPA
- Decision making
- Risk assessment and management
- Financial Management–Tools strategic planning and execution

Responsibilities:

- Managing chapter accounting, and financial services (i.e., bookkeeper, auditor, and AMC) includes Engaging with and alerting bookkeeper of major transactions, changes, or audit findings.
- Informed of any and all financial laws that affect chapter operations
- Submitting required tax filings to appropriate government authorities.
- Supporting an external audit firm in conducting annual audit
- Sharing audit results with the Chapter board and membership.
- Coordinating remediation of audit findings with the Board.
- Managing and reporting monthly on chapter **reserves** including annual reserves analysis.
- Managing **investments** as defined in the chapter's financial strategy

- Chairing the investment committee.
- Reporting state of investments and performance against budget baseline to the Board monthly.
- Assessing and managing **financial risk** for all operational activities.
- Maintaining financial records required for Chapter operations in accordance with the bylaws.
- Performing regulatory **reporting** obligations to the membership, IRS, State, and PMI® Reporting financial performance to the Board monthly and during Board meetings.
- Reporting the state of finances and Chapter activity to Chapter membership.
- Establishing policies and procedures to govern the management of Chapter finances.
- Maintaining the annual budget and preparing financial guidelines and procedures for the budget.
- Engaging with the Board to perform a mid-year re-baseline of the budget (Mid-year, approx. June timeframe).

VP Membership and Volunteer Administration

Job Title: VP Membership and Volunteer Administration
Role: Operational Leadership
Term: 3 Years Work Hours Per Month: 40+

Position Overview:

Membership elected volunteer leader responsible for addressing the needs of chapter membership and chapter volunteers, including member and volunteer recruitment, retention, and associated value delivery in accordance with chapter policies and bylaws.

Qualifications(Prerequisites)

- **Minimum of 2 years PMI® volunteer experience (1-year PMIWDC experience required).**
- **Minimum of 2 years volunteer and/or professional leadership experience.**
- **Prior Project and/or Program leadership experience leading large teams.**

Responsibilities:

- Educating members on chapter offerings.
- Developing strategies to attract and increase membership.
- Developing strategies to increase membership retention.
- Recognizing new members.
- Recognizing long term (repeat) members during the monthly events.
- Revising/maintaining new member orientation material.
- Scheduling and facilitating new member orientation.
- Reporting membership statistics.
- Measuring member satisfaction and reporting results.
- Create and coordinate events to influence and engage our Youth and Social impact.
- Create and coordinate events to influence and engage Military
- Plan and host the Annual Membership Meeting
- Develop and manage a volunteers management plan which includes recruitment, administration, development, retention, and recognition.
- Plan and host the Annual Volunteer Gala

VP Programs

Job Title: VP Programs
Role: Operational Leadership
Term: 3 Years Work Hours Per Month: 40+

Position Overview:

Membership elected volunteer leader responsible for designing, managing recurring in-person, virtual, or hybrid educational and networking events that provide value to PMIWDC members and the project management community in the Washington DC metropolitan area.

Qualifications (Prerequisites):

- **Minimum of 2 years PMI® volunteer experience (1-year PMIWDC experience required).**
- **Minimum of 2 years volunteer and/or professional leadership experience.**
- **Project and/or Program leadership experience leading large teams.**
- **Ability to develop and manage programs that are 1-2 PDUs and networking events**
- **Program and event planning skills.**

Responsibilities:

- Providing members with educational and networking opportunities in convenient locations (live and virtual).
- Surveying members and event attendees to better understand their needs and feedback regarding program satisfaction, topics and speakers of interest, meeting times, and location of venues.
- Incorporating feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter.
- Collaborating with chapter VPs to ensure successful monthly chapter events.
- Planning and hosting monthly chapter events to help attendees enhance project management knowledge and skills.
- Hosting networking events in interesting venues to provide a comfortable environment for members to connect with other project management professionals within the PMIWDC's footprint.
- Planning and managing PMIWDC Webinars to offer an alternate mode of learning.
- Planning and managing monthly lunch-and-learn events throughout PMIWDC's foot print.
- Planning new Book Club locations and ongoing management of existing Book Club events
- Managing PMIWDC's Speakers' Database.
- Identifying speakers who offer relevant and engaging project management topics
- Inviting key industry influencers to participate in chapter events.
- Identifying venues to host events convenient for members to attend in person.
- Working with Operations Services VP on Speaker and Venue contract negotiations.
- Recruiting and training volunteers to help manage events.

Chair-Elect

Job Title: Chair-Elect
Role: Governance and Oversight
Term: 1 Year Work Hours Per Month: 30+

Position Overview:

Successor to the Chair; Elected volunteer who will assist the Chair with managing the chapter and assume the role of the chapter Chair, if the Chair is unwilling or unable to perform duties for any reason.

Qualifications (Prerequisites):

- Must have been elected by the PMIWDC membership and served on the PMIWDC Board. Does not currently have to be an active board member

Responsibilities:

- Represent the Chair in his or her absence.
- Assume the role of Chair the year following successful completion of duties in this role.
- Assume the role of Chair if the Chair is unwilling or unable to perform duties for any reason.
- Engaging with Chair to ensure a seamless transition.
- Assist the Chair with his or her duties as requested.
- Oversee ongoing activities to ensure compliance with policies and bylaws.
- Reviewing Chapter Policies and recommending changes.
- Serve as member ex-officio with the right to vote on all committees except the nominating committee.
- Mentor board leaders for their next leadership role.
- In coordination with the Chair, assist in the development and implementation of a succession and transition plan