

# PRESIDENT/CEO

## DESCRIPTION:

Elected volunteer responsible for oversight of the chapter and the board. This volunteer directs, has an overview of, and coordinates the activities of the other board members in accordance with the chapter bylaws.

For chapters with a structure that has a separate President and CEO, the responsibilities listed here may be divided or co-owned by both volunteers.

## RESPONSIBILITIES:

### 1. Mission, policy, and strategic planning

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- Define the chapter's strategic goals, chapter values, vision, and mission with input and approval from the board.
- Direct the achievement of the agreed upon goals by the chapter board.
- Help the board evaluate value to the membership.
- Keep the board fully informed of internal and external factors influencing the chapter such as key updates to PMI's strategy, changes to government guidelines etc.
- Keep the board and PMI apprised of the progress of the chapter's strategic plan, objectives and key performance indicators.
- Foster establishment of strategic alliances with other entities/chapters in support of achievement of chapter goals and objectives.
- Ensure chapter functions in alignment to PMI policies and guidelines.
- Ensure chapter bylaws and policies are regularly reviewed and updated.

### 2. Management and administration

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- Assume responsibility for the overall functioning of the chapter.
- Lead the chapter board in achieving the vision, mission and objectives as detailed in chapter business plans.
- Preside over the board of directors' meetings (or board meeting).

- Ensure fair practices in all chapter board decision making process.
- Ensure that the charter renewal is completed on or before the deadline set by PMI and that the chapter complies as specified by PMI.
- Legally represent the organization (can be co-dependent with another VP as determined by the board or as mentioned in the Chapter bylaws).
- Be ultimately accountable for all board operations and chapter activities.
- Ensure that chapter business is conducted legally and ethically.
- Ensure statutory and regulatory compliance in consultation with the VP/Director of Governance or Chapter Secretary.
- Act as a general point of contact between the chapter and PMI; other members of the board would still reach out to PMI on their specific topics.

### 3. Members, organizations, and partners

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- Prioritize membership value in all chapter activities.
- Ensure that services to members meet or exceed the targets specified in the annual plan and objectives as agreed by the chapter board.
- Engage and maintain relationships with all related parties and partners of the chapter, guiding the chapter along the journey towards its vision.
- Ensure a continual membership "pulse check" to understand member satisfaction, challenges, and remediation in collaboration with VP or Director of Membership.
- Represent the chapter at events or delegate it to the relevant proxy.
- Preside over the annual general meeting or equivalent.

#### 4. Leadership, Staff and Volunteers

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- Demonstrate leadership within the chapter and to the community.
- Ensure that the chapter board works together as a team to achieve chapter goals, mission, and vision.
- Ensure that volunteers are recognized for their achievements.
- Ensure that chapter staff are compensated as per their employment terms.
- Provide guidance to and encourage other chapter leaders to develop their leadership capabilities.
- Develop and implement a succession and transition plan for the chapter board.

#### 5. Financing

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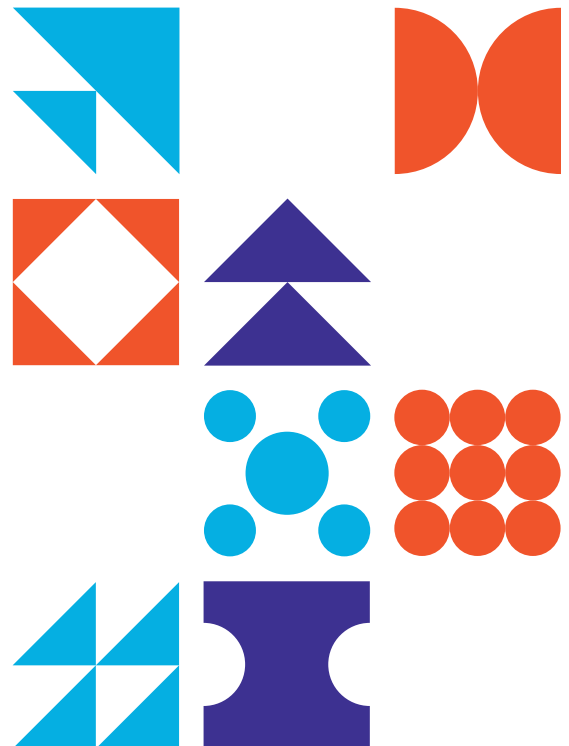
- Ensure that the operation of the organization and any projects run by the chapter are financially sound and will deliver appropriate value to members.
- Work with the board and finance portfolio to ensure adequate financing is allocated to meet the needs of the short- and long-term strategy.
- Work with the finance portfolio to ensure tax compliance of the chapter.
- With the board, ensure prudent use and disbursement of chapter funds.

#### BUSINESS ACUMEN SKILLS:

- Organizational management
- PMI knowledge and experience
- Volunteer recognition and appreciation
- Forecasting/trend analysis — membership statistics, financial stability, etc.

#### POWER SKILLS:

- Coaching and mentoring
- Conflict resolution
- Process execution
- Team building



*\*Required role that all chapters must have per PMI chapter bylaws*