

President

RESPONSIBILITIES & QUALIFICATIONS

General Expectations:

- Attend Monthly Board Meetings (2nd Wednesday of the month)
- Time – 1800–2100 hrs
- Submit meeting materials (including Monthly Status Report)
- Review materials from other portfolios
- Update PMI OVOC Calendar with portfolio activities
- Review portfolio budget
- Respond to emails within a typical business timeframe

Key Responsibilities:

- Oversight of Chapter and Board, and mentoring of Board members
- Direct activities in accordance of Chapter By-Laws
- Strategic Direction of the Chapter
- Attend Monthly R3 Chapter Leaders Conference Calls
- Attend bi-weekly Ontario Chapter Leader's calls
- Liaison with R3 and PMI GHQ as required
- Attend R3, LIM as Chapter representative, along with other Board members as available and approved to attend
- Prepare for and conduct Annual Business Meeting
- Monitor work of VP at Large, and assign work as required
- Complete Annual Chapter Charter Renewal and Catalog of Core Services and Annual Plan Template and submit to GHQ
- Responsible for the PMI OVOC PMI EF Volunteer Team
- Cheque signatory
- Prepare the President budget
- LIM, R3, Elections, ABM, Business Development, Strategic Planning
- In conjunction with the Secretary, prepare meeting agenda
- Responsible for keeping PMI Component System up to date

Qualifications:

- Minimum 1 year served on the board of Directors, preferably more

Anticipated Time Commitment:

- 40 hours per month