

VP of Membership

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:

- Address the needs of chapter membership, including membership recruitment, retention, and associated value delivery
- Provide as part of monthly status report a membership dashboard
- Review the membership dashboard at every Board meeting
- Assemble and manage a volunteer team to provide outreach out to the following groups of people:
 - New Members – to let them know what PMI OVOC has to offer
 - Newly Certified Members – to congratulate them on their certification
 - Members with certain chapter anniversaries (ie 1, 2, 5, 10, 15, 20, 25 year members) to congratulate them
 - Members with certification anniversaries to congratulate them
 - Members who did not renew their membership to ask why – this information should be provided to the Board on a monthly basis as part of the status report
- Responsible for New Member Events, and Networking Events
- Prepare the Membership budget

Qualifications:

- Enjoys and excels at making new connections