

VP of Professional Development

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:

- Responsible for all Certification training events
- Provide as part of monthly status report attendance statistics on Certification training events held since previous Board meeting
- In collaboration with the VP Marketing, ensure that certification events are broadly advertised, through multiple mediums
- Maintains partnership with ATP Organization(s) to offer PMP Exam Preparation courses and Disciplined Agile courses to our members
- Prepare the Professional Development budget
- Answer member questions about credentialing as well as credentialing preparation events
- Collaborate with training partners (organizations, instructors, past students) to create, offer, maintain or improve credentialing preparation courses, and to assist members in obtaining credentials

Qualifications:

- Be well-versed or able to ramp-up quickly, with respect to PMI Credentials and credentialing processes