

VP at Large

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:

- Support other portfolios by taking on special projects/tasks as assigned by the President, for example:
 - Elections
 - Mentoring
 - Networking events
 - Membership surveys
 - Prepare Business Cases for new/special projects
 - Provide as part of monthly status report updates/statistics for each project/task assigned/completed
 - Prepare the VP at Large budget

Qualifications: