

VP of Programs

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 Programs Events: Breakfasts, Saturday Seminars, Dinner Meetings, Webinars
- Provide as part of monthly status report attendance figures for all events since the previous board meeting
- Include:
 - Planned attendance vs actual attendance
 - Feedback from event attendees
 - Prepare the Programs budget
 - To include all events, as well as registrar cost for events
- VP Programs may also be responsible for the Annual Symposium. The Programs status report is to include an update on the activities underway for the Symposium

Qualifications: