

# POSITION DESCRIPTION

## VP Professional Development

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**Portfolio:** Professional Development      **Reports To:** PMINAC Board

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### Position Overview

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The VP Professional Development provides activities related to education, professional development, local interest groups, programs, workshops and other events that serve to develop and educate the membership. In addition, the VP Professional Development establishes and manages Professional Development Units (PDUs).

Primary responsibilities include:

- Define strategies for improvement in professional development/training programs
- Establish and manage chapter professional development programs, live and online
- Develop and maintain relationships with potential member groups

As a member of the Board of Directors of the Project Management Institute (PMI) Northern Alberta Chapter (“the Chapter”) this position is also responsible to:

- Attend Board meetings in accordance with the Chapter Bylaws
- Attend the majority of other Chapter meetings, e.g., Dinner meetings
- Promote the objectives of the Chapter and membership in the Chapter
- Maintain and protect the Chapter’s assets and property
- Approve annual budget for the Chapter
- Develop and/or maintain policies or other documents for managing the Chapter
- Assist the transition of successors
- Sponsor each committee, team or person designated
- Set date, place and time of Annual General Meeting (AGM)
- Provide input as appropriate for Chapter and PMI publications

This position may also be requested from time-to-time to:

- Chair Board Meetings of the Chapter
- Chair business meetings of the Chapter
- Represent the Chapter at PMI events, e.g., regional, national and international conferences and private, public and institutional sector events that will promote the Chapter and the achievement of the Chapter vision, goals and strategic direction.

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## Specific Responsibilities

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Specific responsibilities of this position, include, but are not limited to, the following:

- Manage allocation of appropriate PDUs for Chapter events and program offerings
- Update the VP Communications regarding PDUs associated to chapter events for communications and website posting
- Coordinate with VP Programs in selecting events and seminars for creating learning and developmental opportunities
- Support and attend recruitment events
- Provide input as appropriate for Chapter and PMI publications
- Prepare and submit reports and/or presentations at Board or President's request

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## Important Skills, Qualifications, or Traits

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- PMI Certification preferred
- Knowledge of PMI Credentials and PDUs is an asset
- Program and event planning skills
- Ability to develop and manage program and event schedules
- Written skills
- Enthusiasm

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## Estimated Effort

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15 - 20 Hours per Month

### *Document Change Control*

Version No.	Update Date	Updated By	Approval Date	Approved By	Modifications
V – 1.0	New	Bhavin B Mehta	2010 11 04	Board	Initial version
V – 1.1	Revised	Judy Hardement	2012 02 21	Board	Minor revisions
V – 2.0	Revised	Sumair Siddiqi	2019 01 28	Board	Updated position description to align with PMINAC bylaws and PMI Chapter Leaders' Guide.