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**Portfolio: Administration**

**Reports To: PMINAC Board**

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The Board Members of the Project Management Institute (PMI) Northern Alberta Chapter (“the Chapter”) are 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
- Promote membership in the Chapter
- Maintain and protect the Chapter’s assets and property
- Approve annual budget for the Chapter
- Ensure expenses are paid for operating and managing the Chapter
- Protect persons from debts of the Chapter
- Develop and maintain policies for managing the Chapter
- Provide updates and inputs to the Board Handbook
- Ensure contracts for the Chapter are appropriately approved
- Ensure all accounts and financial records of the Chapter are maintained
- 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
- Copy the President on all significant internal and external correspondence

and may also be requested from time-to-time to:

- Chair business meetings of the Chapter
- Sign contracts
- Chair Board meetings
- 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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## **Position Overview**

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The VP Administration is responsible for the overall stewardship of the Chapter’s governance documents and Chapter administration, coordinates Board meetings and assumes special projects. In addition, the VP Administration oversees the position descriptions for all Chapter Officer and Director roles and Chapter policies and procedures.

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## Details

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### Specific Duties:

- Oversee and support the Chapter's governance document program, including regular review and updating of Chapter bylaws, policies and procedures.
- Publish approved bylaws, policies and procedures to the PMINAC web site and Board document-sharing site, as applicable
- Oversee the recording of transactions, actions items, and decisions at Board and General Meetings
- Ensure that the format and level of detail of the minutes recorded by the Corporate Secretary reflects the wishes of the Board
- Maintain the Board Handbook
- Oversee position descriptions for Officers and Directors and publish approved, current position descriptions to the Board document-sharing site
- Maintain the Records Management program
- Maintain portfolio and Board records according to the Records Management policy
- Assist with monthly, periodic, and annual reporting
- Provide assistance to incoming Officers during a reasonable transition period, including transference of relevant files and records
- Respond to or forwards inquiries, as applicable

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## Important Qualifications, Skills, Traits

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- Experience in governance document development and writing, i.e., bylaws, policies and procedures
- Understanding of records management
- Proficient in e-mail communications (e.g., MS Outlook, Google Mail)
- Proficient usage of online collaboration tools
- Active listening skills
- Coaching and mentoring abilities
- Team building skills
- Ability to delegate effectively
- Conflict resolution skills
- Persuasion skills

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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	Judy Hardement	2010 02 24	Board	Initial version
V – 1.1	Revised	Judy Hardement	2012 02 21	Board	Minor revisions