
Portfolio: Communications

Reports To: PMINAC Board

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.

Position Overview

The VP Communications is responsible for the overall stewardship of the Chapter communications, external communications and special projects related to the portfolio. In addition, the VP Communications oversees the PMINAC website, all electronic communications vehicles, prepares position descriptions for all Communications Director roles and ensures development of Chapter policies and procedures relating to communications.

Details

Specific Duties:

- Oversee all web related activities for the Chapter
- Maintain the Chapter website
- Perform the editing function for all web content
- Perform the editing function for the Chapter quarterly newsletter
- Responsible for development, use and maintenance of the Chapter social media platform
- Oversee activities for usage of the Chapter Google Apps collaborative website
- Responsible for management and maintenance of the Chapter electronic event registration system
- Responsible for management and maintenance of the Chapter electronic member email distribution system
- Responsible for maintaining the budget for all communications portfolio related activities
- Assist with monthly, periodic, and annual reporting
- Provide assistance to incoming Officers during a reasonable transition period, including setup and training on the Chapter web based communications applications

Important Qualifications, Skills, Traits

- Computer skills relating to Internet applications
- Well developed writing and editing skills
- Graphic or web design knowledge
- Enthusiasm

Estimated Effort

20 - 25 Hours per Month

Document Change Control

Version No.	Update Date	Updated By	Approval Date	Approved By	Modifications
V - 1.0	New	Brian Draginda	2010 11 04	Board	Initial version
V - 1.1	Revised	Brian Draginda	2012 02 21	Board	Social media added