
Portfolio: Membership

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

- Responsible for member support, recruitment and relationship management
- Champion Chapter’s guiding principles of community, sustainability, and value for membership
- Develop vision and lead implementation of strategies for membership expansion, diversification, and retention

Details

Specific Duties:

- Coordinate ongoing communications received through the Chapter contact e-mail address posted on the web site, i.e., info@pminac.com
- Recommend budget for program activities to Board for its consideration and approval
- Perform periodic DEP analysis and report results to Board
- Manage deployment, analysis and communication of results of annual Member Satisfaction Survey
- Develop and maintain relationships with potential member groups
- Support and attend recruitment events
- Prepare and submit reports and/or presentations at Board or President's request

Estimated Effort

Board Activities – 10 Hours per Month

Management of Programs and Activities – 10 Hours per Month

Communications and Administration – 10 Hours per Month

Document Change Control

| Version No. | Update Date | Updated By | Approval Date | Approved By | Modifications |
|-------------|-------------|----------------|---------------|-------------|---|
| V – 1.0 | New | Micaela Brown | 2010 11 04 | Board | Initial version |
| V – 1.1 | Revised | Judy Hardement | 2012 02 21 | Board | Volunteer responsibilities moved to VP Volunteers |
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