
Portfolio: Professional Development 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
- Protect persons from debts of the Chapter
- Assist in the development and maintenance of policies for managing the Chapter
- Provide updates and inputs to the Board Handbook
- Ensure contracts for the Chapter are appropriately approved
- Assist the transition of successors
- Sponsor committees, teams or person, where designated
- Meet with registered education providers to discuss PDU eligible courses/sessions that may be relevant to members
- 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 Professional Development is responsible for the overall stewardship of the Chapter professional development events, seminars, annual conferences and assumes responsibility for learning and development needs. In addition, the VP Professional Development oversees the professional development unit (PDU) requirements and creates opportunities for all Board members, Chapter members and PMPs. Primary responsibilities include:

- Provide activities related to education, professional development, local interest groups, programs, workshops and other events that serve to develop and educate the membership
- Exercise appropriate oversight over annual conference on behalf of the Board
- Establish and manage PDUs

Details

- Manage allocation of appropriate PDUs for Chapter learning events and educational 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
- Develop and maintain relationships with potential member groups
- 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

Important Qualifications, Skills, Traits

- PMP required
- Computer skills
- Writing skills
- Organization skills
- Enthusiasm

Estimated Effort

25 - 30 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 – 1.2	Revised	Irene MacLean	2016 04 16		