

## VICE PRESIDENT

For qualifications and selection criteria, refer to the Chapter's Bylaws posted on the [Chapter website](#).

### Role Description

The Chapter's business and operations are controlled by the Chapter's Board of Directors and executed through the Leadership Team.

As a Board member, you will be required to:

- Make decisions objectively in the interest of the Chapter.
- Adhere to the Project Management Institute (PMI) Charter and PMI Code of Ethics
- Input into and execute the Chapter's strategy and policymaking to achieve and maintain high quality services in harmony with the values of PMI and the Chapter
- Actively contribute to and assist the Board, working through the Leadership Team, to advance the Chapter's mission, vision and execute its strategy
- Ensure that the Chapter's financial affairs are conducted on a responsible basis, in accordance with established policies
- Undertake any specific responsibilities or tasks requested by the Board as required
- Encourage effective communication, collaboration and productivity within the whole organisation, especially among and between Board members, Leadership Team members, Chapter members, PMI and other stakeholders
- Provide strategic guidance and assistance as needed to an assigned portfolio within the Leadership Team
- Participate in Board committees and task groups as needed.

### Expectations of Vice President

The Vice President is an elected volunteer who will assist the President with their duties of managing the Chapter and assume the role of the President if the President is unable to perform duties for any reason.

The Vice President's key role and responsibilities include:

- Assist the president in his or her duties
- Represent the President in his or her absence
- Assume the role of president if the president is unable to perform duties for any reason
- Together with the President, lead the Board's annual strategic planning activity
- Oversee the Chapter's operations and (through the CEO) the Leadership Team
- Comply with the Chapter's finance policy and procedures for reviewing and approving financial transactions

## Position description

- Exercise your powers and duties with reasonable care and diligence
- At all times, act for the benefit of the Chapter
- Avoid conflicts between your duties to the Chapter and your personal interests or duties to others
- Observe standards of good corporate governance
- Promote PMI principles
- Develop and implement succession and transition plan

## Estimated time commitment

Estimated volunteer hours: 20-30 hours per month\*

\* Average hours based on a PMI global survey of chapter presidents.