

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 taskgroups as needed.

Expectations of President

The President is an elected volunteer responsible for oversight of the Chapter and the Board.

The President directs the activities of the other Board members in accordance with the Chapter's Rules and Bylaws.

- Lead the Board's annual strategic planning activity
- Achieve the Chapter vision, mission and objectives as detailed by the Board, PMI and Chapter business plans
- Direct the activities of the other officers toward Chapter goals and objectives
- Ensure that the Board works together as a team
- Represent the Chapter at public events
- Represent the Chapter within the Australian Chapters Presidents forum and Region 10 (Australia and New Zealand) collaboration
- Ensure strategic alliance, planning and annual reporting
- Be ultimately accountable for all Board operations and Chapter activities
- Act as a liaison between the Chapter and PMI
- Ensure that the charter renewal is updated and that the Chapter is in compliance as specified by PMI
- Preside over the Board meetings and the annual general membership meeting
- Ensure that all Chapter business is being done legally and ethically
- Assume responsibility for the overall functioning of the Chapter
- Legally represent the Chapter (this role can be co-dependent with the Treasurer or

Position Description

Secretary)

- Ensure statutory and regulatory compliance in consultation with the Treasurer
- With the board, ensure prudent disbursement of Chapter funds
- Comply with the Chapter's finance policy and procedures for reviewing and approving financial transactions
- Drive implementation of PMI policies and guidelines and ensure that they are reflected in Chapter processes
- Manage periodic policy audits
- Promote leadership development opportunities for Board development
- Subject to the Chapter's Rules and Bylaws, serve as member ex-officio with the right to vote on committees
- Develop and implement a succession and transition plan
- 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: 30-40 hours per month*

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