

PMI-CTT Volunteer Role Definition

Version 2020-11-28

Role	Vice President of Membership
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Reports to	Board of Directors
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Description

The VP of Membership is a member of the PMI-CTT Chapter's leadership team. The VP of Membership reports directly to the Chapter Board of Directors, and is responsible for the management of the membership of the chapter, acting as a liaison with members, providing reports, meeting recruitment and retention targets for members.

Responsibilities/Special Duties Include:

- Provide input to the Strategic Plan by developing the annual Business Plan for the Membership portfolio of projects/activities.
 - Lead membership volunteers to execute and deliver results to meet the business plan.
 - Ensure continued growth through proactive recruiting, retention and member engagement, including the establishment of measurable goals and the monitoring of success metrics for appropriate action
 - Answer general member/non-member information inquiries and other requests for assistance with membership and its benefits
 - Liaise with potential PMI members and encourage them to become chapter members.
 - Conduct membership surveys, such as satisfaction surveys, exit surveys, etc., and coordinate the communication of results and action planning based on them.
 - Develop and implement membership welcome and support plan including the promotion of PMI and chapter membership value
 - Develop and implement plans to recognize member milestones (such as professional achievements, anniversaries, and awards).
 - Revise membership benefits and value on a regular basis.
 - Develop and implement membership welcome and support plans.
 - Oversee the membership directory (DEP – Data Exchange Program) updates to support website registrations, member communications, and keep member records current.
 - Coordinate regular production and distribution of membership reports for Board use (E.g.: monthly membership reports providing demographics of city, age, industry, etc.).
 - Develop and implement succession and transition plans, for this position, as required.
 - Attend monthly Leadership meetings.
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Skills and Experience

- Data Analysis & Reporting
 - Marketing Skills
 - Proficiency in using Survey Tools/Market Research/Demographic Research
 - Persuasion/Motivation Skills
 - Public Speaking/Presentation Skills
 - Skilled in Strategic Planning and Process Execution
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Time Commitment

- 2-year period
 - Approximately 15 -20 hours per month
 - Attend monthly Chapter Leadership Team meeting
 - Attend Portfolio team meetings as appropriate
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Requirements

- Must currently be a member in good standing in the PMI-CTT Chapter.
 - PMI certification holder is preferred
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Where the Role may lead

- Other Leadership roles in the Chapter
 - Board of Directors role
 - Officer of the Organization
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Benefits

- As a membership-driven organization, each of us can offer a contribution to make the most out of the Chapter and our membership.
 - Through volunteering, you can meet project management professionals, gain experience, and have fun!
 - Giving Back/Volunteering PDU's
 - Have input into Chapter priorities and operations
 - Gain experience within a desired area of expertise
 - Opportunity to attend PMI Leadership conferences
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