

## 1 EXECUTIVE PRESIDENT

The Executive President of the Chapter is chief executive officer for the PMI SWMO Chapter and of the Board.

### 1.1 KEY ACTIVITIES

In addition to the currently approved version of the Chapter's Bylaws roles and responsibilities, the Executive President shall:

- Prepare, coordinate, and preside over the Annual Strategic Planning Meeting
- Prepare the Charter Renewal for submission the PMI Global Operations Centre
- Manage the Chapter Board and its actions when required
- Prepare the President's Report at the Annual Membership Meeting
- Represent the Chapter on calls, meetings, and special functions.
- Prepare and submit the Chapter Awards Application Package
- Additional roles and responsibilities as agreed to by the Board

### 1.2 ROLES AND RESPONSIBILITIES THE EXECUTIVE VICE PRESIDENT OF THE CHAPTER IS ALSO RESPONSIBLE FOR:

- Develop an annual operating budget and forward to the Board for inclusion in the annual application for Charter renewal
- Fully familiarize themselves with chapter bylaws, official chapter documentation and board members' deliverables/schedule
- Attend all board meetings, strategy sessions, and monthly meetings
- Attend the monthly Region 6 conference call
- Retention and archival of permanent records associated with the position

In addition to the specific tasks set out in the Bylaws, the Executive President will assist the Board in all matters, for the purposes of meeting the Chapters Objectives as set out in the Bylaws.

### 1.3 TRANSITION PLAN

At the end of the term or in the event that a new Executive President assumes responsibility for the role, the former Executive President will be required to review this section of the Handbook with the new Executive President as part of the formal hand over. All files, documentation and applicable information will be passed to the new Executive President. When possible, the former Executive President agrees to assist the board as the Past President for the year following their term.

### 1.4 QUALIFICATIONS AND COMMITMENT

Time Commitment per month (average)

- Averages 10-40 hours per month with some variance depending on annual event scheduling and activities

Important Qualifications or Skills

- Any PMI Certification, (preferred but not required)
- Project Management experience
- Excellent communication skills
- Excellent writing skills

- Project Management skills and good organizational abilities
- Good people skills
- Comfortable leading and facilitating events; public speaking

## 1.5 POSITION SPECIFIC INFORMATION

### 1.5.1 LEAD CHAPTER EVENTS

The Chapter undertakes several project management events in any given year. In the absence of the President, the Executive Vice President may conduct opening and closing presentations/speeches on behalf of the Chapter. The form, content and timing of such speeches shall be determined in consultation with the Board Sponsor and Project Manager of the Event.

The Executive Vice President should liaise at the appropriate level with the business partners of the Chapter on an as required basis determined in consultation with the Board Sponsor and Project Manager responsible for the Event.