

1 EXECUTIVE VICE PRESIDENT

The Executive Vice President of the Chapter is the president elect transitional role and shall assist the President in liaison with managing the Chapter Board and its actions when required.

1.1 KEY ACTIVITIES

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

- Work alongside the President to get a thorough understanding of the President's responsibilities
- Assist the President with preparation, coordination and presiding over the Annual Strategic Planning Meeting
- Assist the President with preparation of the Charter Renewal for submission the PMI Global Operations Centre
- Assist the President in liaison with managing the Chapter Board and its actions when required
- Assist the President with the preparation of the President's Report at the Annual Membership Meeting
- Represent the Chapter should the President be unable to attend calls, meetings or 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
- Be the backup to the President for 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 Vice 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 Vice President assumes responsibility for the role, the former Executive Vice President will be required to review this section of the Handbook with the new Executive Vice President as part of the formal hand over. All files, documentation and applicable information will be passed to the new Executive Vice President. When possible, the former Executive Vice President agrees to assist the new Executive Vice President for the first month of 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 (>10 years)
- 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 a number of 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.