

1 VICE PRESIDENT-ADMINISTRATION

The Vice President – Administration supports the Board and the Chapter by maintaining the records of the Chapter and liaising with Board members in dealing with external entities including PMI HQ. The Vice President – Administration is responsible for the administrative aspects of the Chapter, including the oversight of those assigned, where appointed.

1.1 KEY ACTIVITIES

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

- Coordinate preparation of Agendas for Board meetings, the Annual Membership Meeting and Special meetings
- Take all Minutes at Board meetings, the Annual Membership Meeting and Special meetings and distribute them to Board members in a timely basis
- Assure that all governmental filings are accomplished for seamless organizational continuity.
- Maintain a permanent file of all Board meeting Minutes
- Collect and disseminate or act on incoming and outgoing correspondence
- Prepare and arrange delivery of correspondence from the Chapter
- Collect mail from the Chapter's Post Office box (unless assigned to the Executive Officer)
- Administer the annual election of officers
- Ensure all Board Officers and Sub-committee members complete Conflict of Interest Questionnaire

1.2 ROLES AND RESPONSIBILITIES

The Vice President – Administration is also responsible for:

- Maintain the Chapter Library and records, including such things as Chapter Bylaws, formation documentation, correspondence, names of award winners, copies of programs and report, etc.
 - The documentation will be collected and compiled. As changes are made, corrective inserts will be applied.
 - Vice Presidents and Committee Leads will be responsible for providing required retainable documentation from activities within their respective areas.
- Develop an annual operating budget and forward to the Board for inclusion in the annual application for charter renewal.
 - Project expenses based upon historical activity and next year's anticipated expenses.
- Retention and archival of permanent records associated with the position.
 - In the absence of subordinate directors or sub-committee chairpersons, the Vice President – Administration is responsible for performing those respective roles and responsibilities.

1.3 TRANSITION PLAN

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

The former Vice President – Administration and the new Vice President – Administration will jointly ensure that the following tasks are completed in a timely manner:

- The minutes of the Annual Membership Meeting are completed and distributed
- PMI GOC is provided with a copy of the Annual Return

- PMI GOC is provided with a copy of any updated By-Laws
- Incoming Board Members are provided with instructions for obtaining their business cards

1.4 QUALIFICATIONS AND COMMITMENT

Time Commitment per month (average)

- Averages 5-20 hours per month with some variance depending on annual event scheduling and activities

Important Qualifications or Skills

- Any PMI Certification, preferred but not required
- Writing skills
- Listening skills
- Computer skills
- Organizational skills

1.5 POSITION SPECIFIC INFORMATION