

## 1 VICE PRESIDENT-COMMUNICATIONS

The Vice President - Communications is responsible for all internal and external publications and announcements distributed by the Chapter to members and the outside community, including the Chapter's Newsletter and the Chapter's web site.

The Vice President - Communications is responsible in particular for both the Newsletter and web site and may fill one or both of these roles in addition to his/her role as Vice President - Communications.

Communications crosses other Board portfolios such as Programs, Membership, Marketing and Professional Development. The Vice President - Communications will assist with publication and distribution activities by requesting Officers and/or Directors, in accordance with the documented communications policies.

### 1.1 KEY ACTIVITIES

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

- Solicit articles and other input from members for publishing
- Fill the role of Project Manager for the preparation, editing and distribution of bimonthly newsletters
- Develop and maintain the Chapter's web site
- Distribute the Chapter Meeting Announcements, Flyers, Annual Report and Financial Statement to Chapter Membership
- Routinely update the various email distribution list for accuracy.
- Additional roles and responsibilities as agreed to by the Board

### 1.2 ROLES AND RESPONSIBILITIES

The Vice President - Communications is also responsible for:

- Manage the chapters Communications Plan which includes the Chapter's publications, newsletters and press announcements.
- Be responsible for the appointment of newsletter editor and web master each year and provide ongoing accountability for their deliverables.
- Liaise with the Vice President - Membership to obtain contact information for PMI members for distribution of publications by email or post from the membership database
- Liaise with the Vice Presidents of Programs, Membership, Marketing and Professional Development in the promotion of PMI events and professional development opportunities.
- Review proposed publications or announcements prepared by these Vice Presidents to prepare them for publication or distribution to members and recommend appropriate distribution methods and procedures.
- With the co-operation of other Board members, assist in the distribution of routine announcements to members, including events, education and marketing.
- Solicit articles and other input from members for publishing.
- Consult with and provide copies of publications to the Chapter Webmaster to facilitate any required updates to the Chapter web site.
- 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.
- In the absence of subordinate directors or sub-committee chairpersons, the Vice President – Membership 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 – Communications assumes responsibility for the role the former Vice President – Communications will be required to review this section of the Handbook with the new Vice President – Communications as part of the formal hand over. All files, documentation, information, rubber stamps, passwords and PIN numbers will be passed to the new Vice President – Communications.

## 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

- PMP Certification (desired but not required)
- Excellent communication skills
- Excellent writing skills
- Project Management skills and good organizational abilities
- Good people skills
- Comfortable leading and facilitating events; public speaking