

1 VICE PRESIDENT-MEMBERSHIP

The Vice President Membership will be responsible for the development and maintenance of Chapter membership.

1.1 KEY ACTIVITIES

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

- Establish and maintain an active membership drive to increase membership, including a documented plan, partnering with other Board members to identify membership opportunities, providing membership application forms and PMI information to potential members
- Develop and maintain the database of Chapter membership via the PMI provided DEP file (Data Exchange Program)
- Maintain an up-to-date copy of the mailing list for use in mailing Chapter event notices, newsletters and the annual report
- Maintain a permanent file of the membership and recruiting activities of the Chapter
- Compile and maintain a current file of PMI members and potential members in the Chapter area of operations and solicit their affiliation with the Chapter
- Contact non renewing members to assist in reducing the Chapters attrition rate
- Provide periodic current membership lists to all Board members, communicating with and requesting from PMI, all appropriate membership documentation
- Liaison with current and prospective members
- Field membership questions and concerns
- Identify and source opportunities for member benefits external to PMI, e.g. discounted seminars, special rates for event attendance etc.
- Development of a volunteer plan and opportunities for volunteers
- Plan and promote an annual volunteer appreciation program
- Additional roles and responsibilities as agreed to by the Board

1.2 ROLES AND RESPONSIBILITIES

The Vice President - Membership is also responsible for:

- Serve as the general public interface for membership information
- Promote the benefits of membership to individuals and corporations
- Provide general member instructions and data via the website and direct information as required (e.g. phone, email, post)
- Support the Vice President Marketing with promotion of PMI to prospective members.
- Work with the Vice President Membership, to maintain the membership database and Chapter mailing lists. This is also supported by the Newsletter Administrator who provides a list of emails which are returned
- Provide membership information and statistics to the Chapter Officers and general membership
- Serve as liaison to PMI HQ for database updates/information
- Extracting a master list of current chapter members, including the options provided in that database to request the inclusion and exclusion of members from third party users of the mailing list.
- Extract standard reports from the database and its supplementary database programs
- Identifies appropriate benefits that would be of value to PMI members
- Contacting relevant companies and negotiating discounts, allowances or special prices for items to be made available for PMI members identify any quid pro quo to support this, e.g. promotion at Chapter Meetings on the PMI website.
- Determining where, when and how these benefits should be made available to PMI members, eg: Special events, via Newsletter or website, separate e-mail
- Keeping the Chapter Webmaster informed of any matter that could lead to an update 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 committee expenses based upon historical activity and next years 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 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 – Membership assumes responsibility for the role the former Vice President – Membership will be required to review this section of the Handbook with the new Vice President – Membership 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 – Membership.

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)
- Communication
- Enthusiasm
- Dedication to participating on volunteer basis
- Knowledge of PMI, benefits, PMP exam process, PMP membership process