

President-Elect – Steve Volz

1. What are the main points of your role (day-to-day)?

The president-elect serves as the backup for the president and performs duties assigned by the president as needed. The president-elect facilitates the nominations/elections process each year and is the representative for PMI Region 14 (geographical area consisting of chapters in Alabama, Florida, Georgia, South Carolina, Tennessee, and Jamaica). I also create the course code for the ALFISIG telephone meeting each month as requested by the ALFISIG Director of Administration. The president-elect also works with other board members to oversee the volunteer process.

2. What do you like about your position?

I like to work with the other board members and get to know the chapter members during meetings. The nominations/elections process allows me to work with a group of dedicated committee members to help obtain board members for the next year.

3. What challenges have you encountered in your position?

COVID-19 was a challenge for all of us. I had planned in the beginning of the year to work with the other board members in creating a manual that would aid new board members. This is still on my list of activities and I hope to complete it later this year. Having been a board member in the past with a few years in between, I met board members who I did not know previously and had to learn the changes in bylaws that had occurred. Another challenge is to find the various areas that house changes from PMI. I have seen changes in the PMP® exam, CAPM® exam, and the new *PMBOK® Guide* in various places such as in an email from PMI describing changes to the R.E.P. program, a PMI virtual conference, and the PMI website.

4. What type of resources are needed in each position, and how those are obtained?

The primary resources needed for the president-elect are found in the websites – PMI CAC and PMI Global. PMI CAC is structured where the pages are easier to find. Current bylaws, chapter information, and volunteer positions are found on the PMI CAC website. PMI Global's website is much more complicated, but a few resources used in this position includes the Education Provider Portal and the Volunteer Resource Center.

5. Share Lessons Learned

The primary lesson learned this year is to be ready to adapt to any situation. Most of us, if not all of us, have been affected by COVID-19 and have had to make changes in our lives such as working from home and becoming more virtual. My plan to create an online manual for board members was delayed and the process of nominations/elections was moved out in the year due to the complications related to COVID-19. I have learned to adapt and be more agile in my activities.

VP of Communication - Kimberly Bennett

1. What are the main points of your role (day-to-day)?

My day-to-day involves helping members, posting to the chapter website, scheduling communications (website and social media).

2. What do you like about your position?

I like that no day is the same. I have the ability to work on many different things including the website and social media accounts.

3. What challenges have you encountered in your position?

Some challenges are more technical when there are issues with the website or introduced to new technology. We have gone through a few iterations of the chapter website along with our email provider. When we have a website upgrade, you need to devote time to managing that in addition to your day-to-day.

4. What type of resources are needed in each position, and how those are obtained?

I just brought my curiosity to the role and that helped me figure out how to do things without asking our website provider/vendor for help. You will also need internet access and access to social media accounts (LinkedIn and Facebook). The chapter has its own Twitter account.

5. Share Lessons Learned

Try to maintain relationships with your volunteers and learn to delegate. Also, share your knowledge with the rest of the Board in order for them to become self-sufficient when navigating the Admin Portal. Maintain a relationship with the website provider in case of issues. Work with Marketing on social media campaigns and postings. Finally, try to document steps on how to do things. This will come in handy for anyone that needs to take a task in your absence or to assume the responsibility going forward.

VP of Education - Elizabeth Wright (205-566-7358)

1. What are the main points of your role (day-to-day)?

Thinking about education needs of the community. Identifying partners—business or other—to offer certification classes for ALL PMI certifications requiring specific educational hours. I also spend a good bit of time on PMI's website and on various calls staying current with changes that may impact PMI members and education needs.

Other than that the job is FUN! I do have to take the time to plan out a class, recruit instructors, find a facility, secure funding (through registration or corporate sponsors), and MARKET the class.

2. What do you like about your position?

I get to create a plan that hopefully helps our membership base. I also like to be creative on how to deliver courses—through partnerships, virtually, etc.

3. What challenges have you encountered in your position?

It is very difficult to stay current on PMI changes. I am pretty diligent about proactively monitoring sites, newsletters and even follow key blogs AND bloggers....yet I still miss a fair amount of updates that are in my opinion quietly made at PMI. Additionally, confirm key specifics of some PMI related items can be time consuming and involves direct contact with one or more contacts at PMI.

4. What type of resources are needed in each position, and how those are obtained?

No specific resources needed. Simply need contacts and ideas on how to educate members. You will leverage other board members for promotion and communication of the course(s).

5. Share Lessons Learned

Corporate sponsorship or educational offerings are the best way to host a class as participation and funding is guaranteed and they are likely to let you include any other members that wish to attend.

Working with PMOs has been very helpful but I still really haven't moved the needle there. I think this relationship needs to be maintained and enhanced more in the future. I followed up mass marketing campaigns with direct campaigns to PMOs and other individuals who expressed an interest in a particular class. This was effective to open communication but did not lead to an increase in participation from what I could tell.

VP of PMI Education Foundation – Mindy Wyatt

1. What are the main points of your role (day-to-day)?

PMIef was a new board position for the 2018-2020 term. The role seeks to develop and manage programs that bring project management basic skills and outreach programs to schools and non-profit organizations. Responsibilities include attending PMIef liaison monthly calls, seeking and evaluating needs and opportunities in the community, developing programs that can meet those needs, recruiting volunteers when needed for programs, communicating programs to board and members, locating and/or creating teaching materials, and working with educators and non-profit leaders to execute programs.

2. What do you like about your position?

Spreading knowledge about project management to the next generation and those who give back to our communities.

3. What challenges have you encountered in your position?

This is a new program, so building programs from the ground-up is challenging. COVID-19 was a major disruption to not only the programs we were getting off the ground, but also to the way students will learn going forward. The time commitment required to put together programs is high at times.

4. What type of resources are needed in each position, and how those are obtained?

- a. **Skill Requirements:** Networking, needs assessment, designing & promoting programs, ability to develop and/or source training materials,
- b. **Other Skills/Abilities:** teaching, presentation skills, ability to connect to students

5. Share lessons learned

This is a new position and we are just getting started, so there aren't a lot of lessons learned yet. We completed one basic skills training course for United Way staff; the Reach and Teach program was interrupted by COVID, and they are pivoting to producing tv shows/videos this year instead of rock concerts. We will pivot with them and continue our work with them once they have a little time to settle into the school year. There may be some opportunity to develop webinars or offer virtual classes to educators now that so much has gone online.

VP of Marketing - Kelly O'Neil

1. What are the main points of your role (day-to-day)?

- a. **Essential Job Functions:** The VP of Marketing shall create and maintain PMICAC's marketing plan; work with the board and committees on the development of marketing materials and oversee marketing activities; and ensure compliance with government regulations related to marketing and advertising activities.

Work with VP of Communications, VP of Education, and VP of Special Programs to promote upcoming activities surrounding the chapter and community, educational courses and certifications being offered, as well as PMICAC events. Work with VP of Finance for annual budgeting and marketing material income and expenses. Update and manage chapter marketing plan.

- b. **Expanded Job Functions:** Provide support at Chapter meetings, chapter events, and PDD

2. What do you like about your position?

The ability to be creative and promote activities within the chapter.

3. What challenges have you encountered in your position?

One challenge was the re-brand, having to change all the marketing materials and the look/feel of all the designs (some of which still need to be done, due to COVID it was pushed back on the priority to remake the signage since we aren't meeting in person)

4. What type of resources are needed in each position, and how those are obtained?

- a. **Skill Requirements:** Some knowledge in Photoshop, Final Cut Pro, Illustrator or other marketing software/ knowledge with visual communication principles /familiarity with content management systems / strong verbal and written communication
- b. **Other Skills/Abilities: Basic PM skills**
- c. There are a lot of free online tools to make quick and easy marketing items.

5. Share lessons learned

The biggest lesson learned was that the survey strategy doesn't quite give the clarity we would hope from due to lack of response/equal answers. It also is important to be able to keep flexibility with everything possibly changing and having to adjust.

VP of Programs – Ray Crocker

1. What are the main points of your role (day-to-day)?

The main responsibility is putting on the Monthly Chapter Meeting. You recruit and prep the speakers.

What I mean by “prep” is that you attempt to find good speakers who can provide information for the three (3) areas of the PDU requirements to maintain your PMP. Thus, you try to find speakers who can provide an overall balance of leadership, technical and strategic topics. What you try to do is to provide a mechanism so that if an individual attends all of the Chapter meetings, including the Annual Professional Development Day(s), you have most if not all of your PDUs required to maintain your certification.

Part of your function is to coordinate meeting location and food for the luncheon. The Central Alabama Chapter has been meeting at Iz Place, as it seems to be the most “centrally” located. We have members that stretch from the Mississippi State line to the Georgia State line. Thus, Iz is not set in stone, it just seems to be the more convenient for those in the Central Alabama area. I also let them handle the food for the meetings. It’s just more convenient, they do a good job for us, and it seems to work well.

As the VP of Programs, you also monitor registrations to the event you plan. For example, we usually have 40-50 people attend the luncheons. There are a few people who attend each meeting, as a core group. However, there is also new faces each meeting, which tells us not all of the members can attend each meeting.

You have to remember to register the event with PMI for PDU purposes, so the members get the credit for attending. As such, you also need to be able to communicate with and assist members with any issues, whether is paying for the luncheon or getting credit for attending.

Meetings in the new COVID world has changed the way Chapter meetings are held. Therefore, you need to be able to manage the virtual Chapter meeting and prepare for anything that may come up with holding those meetings.

2. What do you like about your position?

Interacting with a wide section of our membership and the various speakers

3. What challenges have you encountered in your position?

Balancing the needs of having a variety of Leadership, Technical and Strategic topics with the recruitment of interesting and timely speakers.

4. What type of resources are needed in each position, and how those are obtained?

- a. Board email
- b. Administrative section of PMICAC site
- c. PMI education portal access

6. Share Lessons Learned

Members are in different stages of their career and PMI experience thus needing different educational opportunities. It is a balancing act to meet as many of these needs as possible.