



PMI Educational Foundation (PMIEF) Liaison

Position: PMIEF Liaison	Expected Duration: 2 year term
Reporting to: PMICAC Board	Expected # PDUs: 24-192
# Positions Open: 1	Last Revised Date: 07/21/2020

Position Overview: The PMIEF Liaison shall be responsible for promoting PMIEF benefits among the PMI Chapter members and local community.

Essential Job Functions: The PMIEF Liaison will also represent the interests of PMIEF to the PMI Central Alabama Chapter, Board and members. Communicates to the PMICAC Board the wealth of PMIEF resources the board can utilize and different opportunities to partner with PMIEF

Provides ongoing education to the PMICAC Board and members about PMIEF. Advocates for the coordination and use of PMIEF resources by the PMICAC Chapter and/or its members.
Represents the interests of PMIEF to the PMICAC, its board, and members

Other job functions as determined by the PMIEF Liaison and/or PMICAC Board. This position description is not intended to be all-inclusive. Volunteer may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.

Expected Time Requirements:

Responsibility	Monthly Time Commitment
Attend PMIEF virtual trainings, webinars and monthly teleconferences	1 hour
Be knowledgeable about PMIEF programs, products and resources	1 hour
Educate PMICAC Board on PMIEF resources	.5 hour
Facilitate the sharing of ideas specific to the creation of new programs from the chapter to the PMIEF	.5 hour
Suggest new charitable programs and products for PMIEF consideration	.5 hour
Prepare and maintain PMIEF budget	.5 hour
Attend Board and Chapter meetings	2 hours