



President-Elect

Position: President-Elect	Expected Duration: 3 year term
Reporting to: PMICAC Board	Expected # PDUs: 24-192
# Positions Open: 1	Last Revised Date: 07/21/2020

Position Overview: The President-Elect shall represent the President. Being elected to this position carries a three-year commitment to the chapter.

Essential Job Functions: The President-Elect shall assist the President the first year of the President-Elect's term, be President the second year and serve as a Board Advisor during the 3rd year of his term. In the event of vacancy in the office of President for any reason, the President-Elect becomes President.

The President-Elect provides support for chapter volunteers by providing identification and coordination of volunteer opportunities, education and training for volunteer involvement and recognition of volunteer achievements. The President-Elect Chairs the Board of Directors Nominations Committee and is responsible for forming the Nominations Committee, soliciting and interviewing perspective candidates, building the candidate slate and coordinating the election with PMI Global Operations Center. The President-Elect is the PMI Central Alabama Region 14 Representative.

Other job functions as determined by the President-Elect and/or PMICAC Board.

Skill Requirements: Volunteer management

Other Skills/Abilities: Organizational skills.



Expected Time Requirements:

Responsibility	Monthly Time Commitment
Nominations Committee	13 hours/year
PMI Central Alabama Region 14 Representative	2 hours
Volunteers	3 hours
Supporting Activities for the President	4 hours
Prepare and maintain President-Elect budget	.5 hours
Attend Board and Chapter Meetings	2 hours

NOTE: This job 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.