



Vice President (VP) of Education

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

Position Overview: Ensures PMI Central Alabama Chapter (PMICAC) members have educational opportunities to include, but not limited to, the pursuit of PMI certifications.

Essential Job Functions: Supports PMICAC board with the following activities: identify and/or create courses for PMI certification test prep, stay current on PMI credential requirements and offerings and understand the educational needs of the members. Organizes host locations, secure volunteers and/or vendors and prepare/purchase all necessary course material. Secures course materials provided by vendors, when needed.

Works with VP of Communications and VP of Marketing to promote courses. Works with VP of Finance for annual budgeting, course income and expenses. Manages course budget including pricing, promotion and all necessary material.

Other job functions as determined by the VP of Education 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.

Non-essential Job Functions: Educational experience.

Skill Requirements: Volunteer management. Vendor management.

Other Skills/Abilities: Organizational skills.

Expected Time Requirements: 4 - 8 hours/month