



## Board Advisor

Position: Board Advisor	Expected Duration: 1-year term renewable
Reporting to: PMICAC Board	Expected # PDUs: 25 max. Per cycle
# Positions Open: 1	Last Revised Date: 6/20/2023

**Position Overview:** Informal role for the immediate former President or elected volunteer responsible for oversight of the chapter and the board. This role does not have any voting rights in the chapter board, and as this is an informal role, they can be involved in other PMI volunteer roles including the Advisory Committee

The Board Advisor serves as the liaison with the chapter Nominations and Elections Committee. In this capacity, the Board Advisor does not sit on the Nominations or the Elections Committees but provides feedback on the activities of the committees and brings updates and any issues to the Board of Directors. The liaison is the sole point of contact between the Nominations and Elections Committees and the PMI Central Alabama Board of Directors.

### Business Acumen Skills:

- Diplomacy
- Human resource management
- Parliamentary procedures (i.e., Robert's Rule of Order)

### Power Skills:

- Coaching and mentoring
- Leadership abilities
- Conflict resolution
- Persuasion/motivation
- Team building
- Negotiation
- Ability to remain neutral when necessary



**Expected Time Requirements:**

Responsibility	Monthly Time Commitment
Maintain continuity in the chapter to help to ensure smooth board transitions.	1-2 hours
Support work within the board where needed.	2-3 hours
Assume the role of mentor for the president and overall advisor for the board.	1-2 hours
Provide ethical guidance to the board when needed.	As needed
Support conflict resolution where needed.	As needed
Attend Advisory, Board and Chapter meetings.	2-4 hours
Liase between Board and Advisory Committee.	As needed
Collaborate with Advisory Committee with strategic efforts.	1-3 hours

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