



Vice President (VP) of Programs

Position: VP of Programs	Expected Duration: 2-year term
Reporting to: PMICAC Board	Expected # PDUs: 25 max. Per cycle
# Positions Open: 1	Last Revised Date: 6/18/2023

Position Overview: Elected or appointed volunteer responsible for the development and delivery of high-quality chapter meetings to provide members with excellent networking opportunities and learning experiences from subject matter experts and professional peers. Works closely with the president, marketing, finance and professional development/events to provide vision and oversight to smoothly execute all program initiatives, providing quality and relevant educational programming to members.

Responsibilities:

1. Actively seek out educational speakers and coordinates/collaborates with others to bring the best chapter meeting programming and speakers to the chapter membership.
2. Design chapter meeting agendas to provide networking opportunities.
3. Prepare status reports on activities and participate in board meetings.
4. Provide oversight and reconciliation assistance for all monthly meetings and submit final revenue for paid events and expenses to Finance with status reports as well as quality survey results.
5. Monitor and ensure all revenue and expenditures are in line with budgetary expectations and report any discrepancies or variations that would adversely affect the events and/or have a negative impact on the chapter.
6. Seek to promote and mentor chapter members that desire to volunteer to develop/strengthen their project management skills while still providing the best program to the members at large.
7. Participate in the chapter budgeting process which includes working with the board to plan and forecast information associated with quality programs and events, develops budget assumptions, and prepares the annual programs budget.
8. Provide supervision to ensure development/improvements to procedure and process documentation for individual programs, events and overall program portfolio activities.
9. In collaboration with Events, identify and vet potential speakers, and schedule successful speakers for monthly membership meetings.
10. Identify opportunities to invite local guest speakers and chapter members to speak on topics of interest to the membership.
11. Maintain chapter calendar in collaboration with other board members for professional development, membership, social and educational offerings.



12. In collaboration with Events, prepare program content, including presentation decks, learning materials, training outlines, and speaker biographies.
13. Ensure any required speaker forms are filled out and signed by speakers prior to the speaking engagement.
14. In collaboration with Events, identify, manage or support the sourcing and approval of agreements related to venue and catering for professional development and chapter offerings.
15. Recruit additional volunteers to support program committees as needed.
16. In collaboration with Events and Technology, manage overall programming coordination: registration, PDU submittals, and any virtual set up.
17. In collaboration with Events, collect and collate feedback from chapter events to inform and improve the development of future chapter events.
18. Manage payments and financial items related to speaker and venue fees.
19. Work closely with marketing to promote chapter programs and encourage participation.
20. Provide input regarding chapter professional development offerings for chapter newsletter as well as an annual report.
21. Provide program budget information and monitor throughout the year to confirm adherence.
22. Responsible for needs assessment, development, implementation and evaluation of programs that contribute to the chapter long-term strategy and sustainability.
23. Support president in planning and conducting annual membership meeting, if applicable.
24. Work closely with professional development and president to select program topics and speakers, budgetary alignment, etc.
25. Develop and implement succession and transition plan for the role.
26. Work with the speakers to set expectations for the day of the meeting and consolidate speaker and chapter slide decks for a smooth transition during hand-offs.

Business Acumen Skills:

- Experience in programs development
- Planning and execution

Power Skills:

- Ability to manage and execute change
- Innovative
- Collaborative leadership
- Detail driven
- Customer focused



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Expected Time Requirements:

Responsibility	Monthly Time Commitment
Actively seek out educational speakers and coordinates/collaborates with others to bring the best chapter meeting programming and speakers to the chapter membership	1-2 hours
Attend Board and Chapter meetings	1-2 hours
Prepare and manage approved Programs budget	2 hours
Develop and implement succession and transition plan for the role	2-3 hours
Day of program activities (set up signs, register attendees, coordinate needs of speaker, open program, introduce speaker, close program, etc.)	2-4 hours
Communicate with speakers, venue, catering and the Board	3-4 hours

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