



Vice President (VP) of Special Projects

Position: VP of Special Projects	Expected Duration: 2-year term
Reporting to: PMICAC Board	Expected # PDUs: 25 max. Per cycle
# Positions Open: 1	Last Revised Date: 06/11/2023

Position Overview: Elected or appointed volunteer responsible for the overall planning, promotion, and logistics of various chapter seminars, workshops, conferences and other possible in-person, virtual or hybrid events that aim ultimately to foster chapter membership growth and retention, nurture the volunteer experience through engagement and deliver value to the project management community. This may also include, but is not limited to, supporting event marketing strategy, venue searches, recruiting and leading talented speakers and volunteers, managing expenses, developing sustainable partnerships with companies and organizations, and solving budget issues.

Business Acumen Skills:

- Event organization
- Program development
- Planning and execution

Power Skills:

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



Expected Time Requirements:

Responsibility	Monthly Time Commitment
Work with the chapter's board and Chapter Partner to develop an overall strategy, objectives, schedule and roadmap for chapter events	2-4 hours
Partner with Marketing and Communication for event promotion purposes, aiming to drive expansion of attendance numbers at events.	2-4 hours
Manage special projects or appoint volunteers to support projects identified by the Board.	2-4 hours
Plan and coordinate the annual Professional Development Day (PDD) for the chapter.	3-5 hours
Plan and coordinate the annual PM Career Showcase event for the chapter.	3-5 hours
Manage financial budget for all special projects.	2-4 hours
Assist with post event admin tasks (i.e., follow-up email to attendees, attendee satisfaction survey, project closeout activities).	As needed

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