



President Elect

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

Position Overview: Successor to the president; elected volunteer who will assist the president with his or her duties of managing the chapter and assume the full role of the chapter president if the president is unable to perform duties for any reason.

Responsibilities:

1. Represent the president in their absence.
2. Assume the role of president, including all areas of responsibility, if the president is unable to perform duties for any reason such as unforeseen professional/personal circumstances or resignation.
3. Assist the president in liaising with PMI if/when required.
4. Assist the president in their duties including supporting the implementation of chapter's strategic projects.
5. Assist in the implementation of the succession and transition plan for the whole board - including their transition to the president role if applicable.

Business Acumen Skills:

- Budget management
- Annual planning management
- Financial planning
- PMI knowledge and experience
- Resource Management, such as volunteer, finance and other chapter resources

Power Skills:

- Team building



Expected Time Requirements:

Responsibility	Monthly Time Commitment
Supporting Activities for the President	1-3 hours
Attend Board and Chapter Meetings	2-3 hours
Chair Volunteer committee and collaborate with Director of Volunteers	4-6 hours

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