



PMI Central Alabama Non-Board Position Description Position:

Membership Advisor

Position: Membership Advisor	Expected Duration: 1 year term
Reporting to: PMICAC Advisors Committee	Expected # PDUs: 24-192
# Positions Open: 1	Last Revised Date: 04/13/2023

Position Overview: Provide Assistance to VP of Membership to grow the membership of the chapter and support all members

Essential Job Functions:

- Assist in Receiving and maintaining a current file of PMI membership in the Chapter area of operations and solicit their affiliation with the local Chapter.
- Support growth Chapter membership year through various initiatives
- Support Maintenance of a listing of Chapter volunteers and ensure they are paired up with Chapter projects.
- Assist Communication and support the maintenance of chapter membership information.
- Assist in Contributing to maintain current membership and growing new membership

Non-essential Job Functions: Manage additional volunteers if necessary.

Skill Requirements: Networking, event planning, public speaking

Other Skills/Abilities: Basic PM Qualities.

Expected Time Requirements: 2 - 5 hours/month

THIS IS A PMICAC NON-BOARD POSITION