

Board Members noted with bold font are elected by the chapter membership.

Role	Brief Description
President	Serves as the chief executive officer for the chapter. Makes all required appointments with the approval of the Board. Responsible for the overall functioning of the chapter, assuring that the Board works together as a team, dedicated to achieving the vision, mission and objectives detailed in the chapter charter.
President-Elect	Fills an important role in continuity of operations and succession planning for the role of President. The President-Elect works with the President during his or her term to support the President with his or her duties in managing the Chapter. The President-Elect is the successor to the President.
Secretary	Prepares, maintains, records, circulates all records, correspondence, minutes of meetings, and related affairs of the Chapter. Works with the President during his or her term to support the President with his or her duties in managing the Chapter.
VP of Finance	Oversees the management of funds for duly authorized purposes of the chapter. Solicits input from individual Board members for development of financial goals and objectives for the Chapter. Provides counsel to the Board in regards to the management of the chapter's finances. Prepares an annual financial plan. Performs the collection and disbursement of all Chapter moneys. Maintains all incorporation, tax identification, insurance, and Internal Revenue Service documentation.
VP of Communications & Publicity	Establishes the calendar for the chapter Leadership Team, including monthly Board of Director's meetings and Leadership Team conference calls. Sets agendas for meetings, captures minutes and action items, and posts to the Chapter Web site. Develops chapter marketing plan annually. Creates branding guidelines for the chapter.
<ul style="list-style-type: none"> • Director of Marketing 	Works with the VP of Communications and Publicity to create marketing materials for chapter events, issue press releases to local media outlets as necessary, create chapter advertising materials as needed, and ensure compliance with PMI Global brand standards.
<ul style="list-style-type: none"> • Director of Newsletter 	Serves as the primary point of contact for the chapter in the creation of the monthly chapter newsletter. Solicits articles from the chapter Leadership Team.

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	Drafts articles into the newsletter template. Works with the VP of Communications & Publicity to edit final version of newsletter. Posts newsletter to chapter Web site and distributes e-mail notification to chapter members that newsletter has been posted.
<ul style="list-style-type: none"> • Director of Website & Technology 	Maintains the chapter's Web site and e-mail platform and serves as the main point of contact for the chapter with the platform host. Monitors e-mail from chapter members on the chapter Web site and responds to technical issues encountered by user. Advises the chapter leadership on issues with the Web site and e-mail platform.
VP of Education	Oversees all aspects of chapter programming. Secures speakers or vendors for the chapter Professional Development Day. Works with the Director of Programs to identify speakers for monthly chapter meetings.
<ul style="list-style-type: none"> • Director of Certifications 	Provides information and support to chapter members on maintaining the Project Management Professional (PMP) credential and other credentials endorsed by the Project Management Institute.
<ul style="list-style-type: none"> • Director of Professional Development 	Recommends, plans, and implements professional training and development opportunities for chapter members and guests. Maintains the Chapter Training policy. Identifies and maintains a list of preferred training partners including what courses they provide.
<ul style="list-style-type: none"> • Director of Programs 	Identifies and secures speakers for monthly chapter meetings. Works with the Director of Logistics to ensure that all meeting requirements are met.
VP of Operations	Provides strategic direction to the Logistics and Membership directors to forward the strategic goals of the chapter. Negotiates better locations and better costing for monthly meetings and chapter training events.
<ul style="list-style-type: none"> • Director of Logistics 	Works on all logistical issues associated with running any program on behalf of our chapter, including monthly chapter meetings. Works with the VP of Operations and interacts extensively with other leadership team members requiring logistical support. Collaborates with the Director of Programs to obtain logistical details and requirements (date and time of next meeting, expected number of attendees, desired location, food, technological

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	requirements, details of presenter, agenda, etc.). Manages registration for monthly chapter meetings and coordinates collection of feedback for meetings.
<ul style="list-style-type: none"> Director of Member Relations 	Maintains the chapter membership database, including receiving permission to access to PMI Global's Data Exchange Program (DEP), downloading the DEP real-time extract monthly and uploading it to the PMI EIC Web site, and managing the validation of membership for election eligibility, both for
VP of Outreach	Manages all outreach efforts to promote chapter membership. Works with local organizations and universities to identify sponsorship opportunities for chapter events and programming.
<ul style="list-style-type: none"> Director of Individual Outreach 	Works with the chapter to identify individuals who would benefit from gaining project management knowledge and skills. Invites targeted persons or individuals to a project management workshop. Establishes contacts with selected individuals to cultivate interest in attending a workshop or series of workshops on project management subjects.
<ul style="list-style-type: none"> Director of University Outreach 	Serves as a liaison between the chapter and targeted universities or colleges identified as having a project management curriculum. Works with board members and other chapter members to identify universities or colleges that teach project management courses as either a major or a minor. Identifies universities or colleges that would be good sites to hold project management workshops. Establishes contacts within selected universities or colleges in order to promote project management.
<ul style="list-style-type: none"> Director of Military Outreach 	Serves as a liaison to the military community, active and retired) in understanding and supporting the needs of military personnel and veterans. This is a new position for the chapter in 2016 and will evolve over time.