

**Vice President of Programs**  
(Volunteer Level 5)

**Opportunity Description**

The Vice President of Programs (hereinafter referred to as “VP”) role is to ensure that the mission and vision of the PMI-SD Chapter are met through the performance obligations of the Programs team. The VP shall insure Chapter representation, program execution, and strategic guidance. The VP is primarily responsible for delivering monthly dinner and lunch programs, as well as multiple breakfast meetings that provide robust value for PMI-SD members. This position is open to any member willing to invest the 40 to 50 hours per month, on a flexible consistent basis, required of all Board level positions.

**General Objective**

Build, maintain, and optimize the various meetings that provide value to our members and support the activities of the PMI-SD Chapter. These meetings should increase the number of members and non-members attending, and the number of volunteers participating, as well as the community awareness of the value of PMI-SD.

Fulfillment of these duties shall be achieved by coaching and mentoring the Programs team.

**Specific Functions**

- Take ownership of PMI-SD’s programs and be a self-starter who initiates action.
- Produce robust and valuable meetings on a timely, consistent basis.
- Help define the annual Chapter calendar of events.
- Working through the Programs team, improve operational standards for the Chapter.
- Recognize and reward volunteers who plan, manage, and deliver value to the Chapter.
- Attend PMI-SD Board meetings and monthly Chapter dinner and/or lunch meetings.

**Responsibilities**

- Set aside regularly scheduled time (40 - 50 hours a month) to maintain relationships with volunteers and handle Chapter duties.
- Coordinate periodic meetings of the Programs team.
- Select, support, coach and mentor Assist. VPs and Directors for the Programs team.
- Model delegating that effectively optimizes the impact of volunteer hours invested.
- Facilitate communication and decision making.
- Review and approve detailed planning – WBS, Schedule, and Budget – for Chapter events.
- Oversee the creation and improvement of Chapter standards for event meetings, and explain and apply them to event planning documentation.
- Protect the Chapter from legal and financial liability by applying Chapter standards, best practices and the Volunteer Code of Conduct.