



Making project management indispensable for business results.®

The Winner of 2007 PMI® Component Award for Component of the Year (Chapter Category II) in the world

Roles and Responsibilities

1) President:

Responsibilities:

- Receive all correspondence from PMI HQ
- Distribute information, materials and/or fees received from the PMI HQ to appropriate officers in a timely manner.
- Acts as chairman of the Board of Directors
- Develop and reviews long-term plans and strategies
- Act as an advisor to the committee.
- Formulate a mission for the chapter and incorporate change and innovation.
- Be Visionary viz. Anticipate future trends and look out for opportunities.
- Be Decision-maker viz. Formulate the mission, policies and procedures for the smooth functioning of the chapter.
- Provide leadership and direction to the Chapter
- Preside at all chapter and board meetings
- With board approval, establish special committees as needed
- Ensure that PMI policies and procedures are upheld
- Ensure effective management of chapter activities
- With the board, ensure prudent disbursement of chapter funds
- Serve as liaison between the chapter, board of directors and PMI
- Represent the chapter at PMI leadership meetings and events
- Identify a recipient for the Data Exchange Program (DEP)

Responsibilities immediate past President:

- Ensure a smooth transition from one board to another
- Manage the annual election of officers including chairing the nominating committee, notifying chapter members of the election process, and notifying PMI of the official results
- As assigned by the sitting president, perform other duties such as chairing committees and managing special projects
- Assist the current president as assigned

2) Treasurer / Finance Director:

Responsibilities:

- Serve as liaison with PMI HQ in the following matters: any changes in chapter fees, copies of any tax filings (sent with Charter Renewal Survey),
- Review any contracts for the chapter
- Ensure the chapter has reviewed and reported required tax filings with the appropriate governments
- Ensure the chapter insurance is adequate and in force
- Ensure that the board creates and approves a budget at the start of the fiscal year
- Report on the state of finances at board meetings and chapter meetings
- Manage cash and expenditures following GAAP
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- Receive all invoices, confirm the necessary documentation and approval, and issue payments in a timely manner
- Collect registration fees for chapter meetings and events
- Maintain records of all financial transactions according to GAAP
- Assure necessary signature cards and other documentation required by the bank are maintained
- Maintains Employer Identification Number (EIN) or Tax Identification Number (TIN)
- Recommend improvements in the financial processes and institutions to the board
- Prepare an annual financial statement that will be part of the PMI Component Charter Annual Renewal Survey submitted to PMI on February 1 each year
- Provide timely information to the independent auditor as requested
- Should be able to get sponsors from various corporate / sectors

3) Secretary General:

Responsibilities:

- Organize the meetings of the BODs at regular intervals (at least once in a month) and maintain the records of the proceedings.
- Serve as liaison with PMI HQ in the following matters: newly elected officers, change of contact information, renewal of incorporation, PMI Component Charter Annual Renewal Survey
- Prepare chapter annual report for submission to PMI Headquarters
- Direct the preparation of annual report to the chapter members including the coordinating submissions from other board members for distribution at the annual business meeting
- Keep adequate records of all proceedings, actions and meetings of the chapter BOD and disseminate them in a timely manner
- Maintain chapter professional development library
- Maintain and manage an information display of PMI literature and publications at each chapter meeting
- Maintain custody of the Original constitution/by-laws and amendments thereto
- Maintain custody of chapter operating manual which includes officer position descriptions
- Maintain custody of chapter policies and procedures manuals

4) Corporate Relations Director:

Responsibilities:

- Promote professional development among various corporate / sectors
- Promote the value of PMP certification in various corporate / sectors
- Promote the value of PMI & Chapter Membership in various corporate / sectors
- Become interface between various corporate / sectors and chapter.
- Promote chapter events / seminars / workshops / projects in various corporate / sectors.
- Should be able to get sponsors from various corporate / sectors
- Should be able to get partners from various corporate / sectors

5) Programs Director:

Responsibilities:

- Provide high quality, professional programs that meet the PMI qualification criteria for Professional Development Units (PDUs)



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- Plan, coordinate, and communicate information about monthly chapter meetings facilities and programs, including the following:
- Provide meeting information to the Director / Leader of Communications at least 10 days prior to the scheduled meeting
- Arrange for suitable facilities, registration desk, speaker, special equipment, speaker handouts, speaker gratuity, evaluations, and other activities necessary for a successful meeting
- With the Director / Leader of Finance, ensure timely payment for meeting expenses

6) Development Director:

Responsibilities:

- Promote professional development among chapter members
- Promote the value of various PMI Certifications like Certified Associate in Project Management (CAPM®), Project Management Professional (PMP®), Program Management Professional (PgMP®), PMI Risk Management Professional (PMI-RMP™) & PMI Scheduling Professional (PMI-SP™) in the business community
- Develop plans for and coordinate the chapter's external educational activities which may include CAPM / PMP / PgMP study groups, seminars, workshops, courses, professional development days and other educational activities
- Oversee the re-certification program and its activities
- Developing and maintaining faculty pool for the preparatory workshops
- Managing Corporate preparatory workshops
- Managing foreign Webinar / wecast of PMI Exams preparatory workshops
- Promote the value of PMI & Chapter Membership

7) Academic Interface Director:

Responsibilities:

- Promote professional development among various colleges
- Promote the value of CAPM certification in various colleges
- Promote the value of PMI & Chapter Membership
- Become interface between various colleges / institute and chapter.
- Plan & Organize events / seminars / workshops / projects for students
- Managing OnCampus Newsletter for academics
- Getting sponsorship from colleges
- Getting maximum nos of student's attendance for chapter annual event and special events.

General Duties & Responsibilities for ALL:

- Adhere to PMI Code of Ethics
- Ensure the chapter bylaws and policies and procedures are upheld and enforced
- Ensure PMI policies and procedures are upheld as outlined in the "PMI Component Policies Manual"
- Properly utilize the PMI copyright and registration of PMI trademarks
- Ensure chapter programs and activities are properly identified as chapter activities and not an official activity of PMI
- Faithfully support and attend board and chapter functions
- Actively participate in board meetings
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- Create a plan for the year describing how the assigned duties will be accomplished. Include resources.
- Create the Chapter calendar of events at the beginning of office.
- Create a budget based on the plan
- Represent the chapter in community events
- Represent the chapter in PMI events as requested and/or approved by the Board
- When representing the chapter, act in a manner which reflects positively on the chapter
- Ensure that key information is relayed to the Director of Communications and others as appropriate in a timely manner
- Develop a candidate pool for officer positions by encouraging volunteers to assist in selected officer duties
- Seek to continuously improve the chapter's processes
- Support the chapter professional development day by procuring team members to handle the functions, which correspond to his/her duties and serve as mentor and board liaison to those members.
- Perform other duties as assigned by the Board of Directors