



PMI NASHVILLE CHAPTER

Started in 1996, the Chapter is located in Nashville, TN, and is comprised of over 1500 members. Its mission is to advance project management in the Middle Tennessee area, helping members grow professionally with a variety of offerings.

Role Title: Vice President of Membership

Date: October 2024

Role Description: This role is responsible for addressing the needs of Chapter membership, including membership recruitment, retention, and value delivery.

VP of Membership Responsibilities:

- Develop and implement a Chapter Membership Plan.
- Answer general member/non-member information inquiries and other requests for assistance with membership and its benefits.
- Serve as the Chapter's membership SME regarding PMI Global membership programs and benefits.
- Oversee the membership welcome and orientation program including the promotion of PMI and Chapter membership value.
- Communicate member value through various delivery methods in alignment with the membership benefits package.
- Maintain the membership records of the Chapter. Be an engaged and active user of the Thoughtspot reporting system.
- Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc.).
- Provide communication list/member updates to officers as requested while safeguarding member data confidentiality.
- Administer the annual membership survey. Review survey satisfaction data to enhance membership benefits.
- Ensure continued growth through proactive recruiting, retention and member engagement, including the establishment of measurable goals and the monitoring of success metrics for appropriate action.
- Develop and administer lapsed (non-renewal) member strategies.
- Develop and implement a rewards and recognition program plan to recognize member milestones (such as anniversaries or awards).
- Research and develop a Military Outreach Plan.

All Board Member Responsibilities:

Governance:

- Uphold and comply with the principles and practices of PMI.
- Act in accordance with PMI Code of Ethics.
- Uphold and comply with current Chapter Bylaws.
- Support the Board of Directors and Chapter goals.
- Comply with the Chapter's requirements for non-disclosure.
- Exemplify ethical behavior and understand Chapter rules/regulations/agreements.

Collaboration

- Attend monthly Board meetings.
- Participate in annual strategic planning session(s).
- When possible, attend the monthly Birds of a Feather call for your area of responsibility.
- When possible, participate in Chapter events, including luncheons, Community of Practice meetings, the annual Symposium, and networking events.

Communication

- Check Chapter email regularly.

- Respond to member and non-member requests in a timely manner.

Strategic Management

- Monitor budgeting for your area of responsibility.
- Help establish and monitor strategic goals/metrics for the year (established before March Chapter renewal).
- Review metrics (membership, engagement, finance, etc.).
- Document processes & procedures for your area.
- Retain and organize relevant documentation on the Google Drive. Ensure documents are kept current.

Team Management

- Work with the Director of Volunteers to manage volunteers on your team.
 - Compose role descriptions.
 - Transition volunteers to your team as needed.
- Conduct director/volunteer meetings to ensure volunteers are engaged and informed.
- Develop and implement succession and transition plan documentation.

Skills/Qualifications:

- Data analysis & reporting
- Marketing skills
- Proficiency in using survey tools/market research/demographic research
- Proficiency to learn/use the Thoughtsopt data reporting system

Leadership Skills:

- Persuasion/motivation skills
- Public speaking/presentation skills
- Skilled in strategic planning and process execution

Requirements:

- Must be a member in good standing for the past year with the PMI Nashville Chapter.
- One year of PMI Board/Director experience is preferred.
- Time commitment is estimated at 25-35 hours per month.

E-mail address:

membership@pminashville.org

External URL:

www.pminashville.org



PMI NASHVILLE CHAPTER

Started in 1996, the Chapter is located in Nashville, TN, and comprises over 1500 members. Its mission is to advance project management in the Middle Tennessee area, helping members grow professionally with a variety of offerings.

Role Title: Vice President of Programs

Date: October 2024

Role Description: This role is responsible for organizing and implementing Chapter programs/events that are meaningful, engaging, and meet the needs of the Chapter.

VP of Programs Responsibilities:

- Work with the Board to further define and maintain the Chapter's strategy, policies, goals and objectives for Programs offerings.
- Own the Chapter events calendar to ensure the meaningful and timely scheduling of events.
- Work with the events team to organize and facilitate Programs events. This will include topic selection, speaker recruiting, venue acquisition, contracts where necessary, meals where necessary, and other logistics as appropriate for the size and the needs of the event.
- Lead the team to recruit speakers for Programs events. Interview and work with speakers who must be professional, reliable, understandable, and relevant.
- Provide leadership and support for non-Programs Chapter events. Serve as the Board SME regarding events topics including speakers, venues, and other logistics.
- Coordinate and negotiate the registration communication process with event attendees.
- Work with other Board members as needed to advertise and promote Programs offerings.
- Manage PDUs for all Chapter events as the primary user of the PDU Course portal.
- Manage and evaluate events surveys to research and understand member needs. Manage planning and implementing strategies to improve member engagement in Programs.
- Ensure events adhere to advertised schedules, logistics, and content.
- Ensure events are welcoming, engaging, professional, and inclusive and promote PMI values.
- Report Chapter news and upcoming initiatives during Programs events. Introduce and recognize other Board members (and Directors) who are in attendance.
- Serve as vendor liaison for any 3rd-party providers relating to Programs (such as Project Bites).

All Board Member Responsibilities:

Governance:

- Uphold and comply with the principles and practices of PMI.
- Act in accordance with PMI Code of Ethics.
- Uphold and comply with current Chapter Bylaws.
- Support the Board of Directors and Chapter goals.
- Comply with the Chapter's requirements for non-disclosure.
- Exemplify ethical behavior and understand Chapter rules/regulations/agreements.

Collaboration

- Attend monthly Board meetings.
- Participate in annual strategic planning session(s).
- When possible, attend the monthly Birds of a Feather call for your area of responsibility.
- When possible, participate in Chapter events, including luncheons, Community of Practice meetings, the annual Symposium, and networking events.

Communication

- Check Chapter email regularly.
- Respond to member and non-member requests in a timely manner.

Strategic Management

- Monitor budgeting for your area of responsibility.
- Help establish and monitor strategic goals/metrics for the year (established before March Chapter renewal).
- Review metrics (membership, engagement, finance, etc.).
- Document processes & procedures for your area.
- Retain and organize relevant documentation on the Google Drive. Ensure documents are kept current.

Team Management

- Work with the Director of Volunteers to manage volunteers on your team.
 - Compose role descriptions.
 - Transition volunteers to your team as needed.
- Conduct director/volunteer meetings to ensure volunteers are engaged and informed.
- Develop and implement succession and transition plan documentation.

Skills/Qualifications:

Strategic Management Skills

- Knowledge of fundraising techniques
- Proficiency with, or desire to learn, digital marketing tools, including email marketing platforms, social media platforms, web content management systems, research/surveys
- Understanding of marketing strategy, tactics, planning, and delivery
- Working knowledge of best practices in marketing

Leadership Skills

- Excellent language and communication skills
- Public speaking/presentation skills
- Persuasion/motivation skills
- Skilled in strategic planning & process execution

Requirements:

- Must be a member in good standing for the past year with the PMI Nashville Chapter.
- Prior Board or PMI Director experience is strongly recommended.
- Time commitment is estimated at 25-35 hours per month.

E-mail address:

programs@pminashville.org

External URL:

www.pminashville.org



PMI NASHVILLE CHAPTER

Started in 1996, the Chapter is located in Nashville, TN, and is comprised of over 1500 members. Its mission is to advance project management in the Middle Tennessee area, helping members grow professionally with a variety of offerings.

Role Title: President-Elect

Date: October, 2024

Role Description: This role is the successor to the president; elected volunteer who will assist the president with his/her duties of managing the Chapter and assume the role of the Chapter president if the president is unable to perform duties for any reason.

President-Elect Responsibilities:

- Represent the president in his/her absence (such as in leading monthly Board meetings).
- Assume the role of president if the president is unable to perform his/her duties for any reason.
- Assume the role of president the year following the successful completion of his/her term.
- Serve as member ex-officio with the right to vote on all committees (except for the elections committee).
- Lead and direct the planning and execution of the annual symposium, including the planning, logistics, budgeting, and organization of the event.
- Serve as the symposium chair.
- Assist and support the President to achieve the Chapter vision, mission and objectives as detailed by the Chapter board, PMI and Chapter bylaws and plans.
- Assist and support the activities of other officers toward Chapter goals and objectives where needed/assigned.
- Assist and support the President as assigned to achieve the Chapter's strategic goals.
- Grow in your learning and understanding of PMI policies, offerings, organization, and values.
- Be willing and able to make a long-term commitment to the Chapter; (a) 2-years as President-Elect (b) 2-years as President; and (c) 2-years as Past-President.

All Board Member Responsibilities:

Governance:

- Uphold and comply with the principles and practices of PMI.
- Act in accordance with PMI Code of Ethics.
- Uphold and comply with current Chapter Bylaws.
- Support the Board of Directors and Chapter goals.
- Comply with the Chapter's requirements for non-disclosure.
- Exemplify ethical behavior and understand Chapter rules/regulations/agreements.

Collaboration

- Attend monthly Board meetings.
- Participate in annual strategic planning session(s).
- When possible, attend the monthly Birds of a Feather call for your area of responsibility.
- When possible, participate in Chapter events, including luncheons, Community of Practice meetings, the annual Symposium, and networking events.

Communication

- Check Chapter email regularly.
- Respond to member and non-member requests in a timely manner.

Strategic Management

- Monitor budgeting for your area of responsibility.
- Help establish and monitor strategic goals/metrics for the year (established before March Chapter renewal).

- Review metrics (membership, engagement, finance, etc.).
- Document processes & procedures for your area.
- Retain and organize relevant documentation on the Google Drive. Ensure documents are kept current.

Team Management

- Work with the Director of Volunteers to manage volunteers on your team.
 - Compose role descriptions.
 - Transition volunteers to your team as needed.
- Conduct director/volunteer meetings to ensure volunteers are engaged and informed.
- Develop and implement succession and transition plan documentation.

Skills/Qualifications:

Strategic Management Skills

- PMI knowledge and experience
- Skilled in strategic planning and process execution
- Financial management
- Knowledge of PMI credentials and PDUs

Leadership Skills

- Ability to delegate effectively
- Excellent decision-making skills
- Public speaking and presentation skills
- Team building skills

Requirements:

- Must be a member in good standing for the past year with the PMI Nashville Chapter.
- Prior Board or PMI Director experience is required.
- Time commitment is estimated at 20-30 hours per month. Time commitment as President is estimated at 30-40 hours per month.
- Must be willing and able to serve (a) 2-years as President-Elect (b) 2-years as President; and (c) 2-years as Past-President.

E-mail address:

presidentelect@pminashville.org

External URL:

www.pminashville.org