



Chapter Board Responsibilities PMI Honolulu, Hawaii

Revised: 6/1/2015

Vision:

To have a Board of Directors whose primary focus is on making policy decision for the Chapter. The Board will be made up of volunteers who are committed to the success of the Chapter.

Execution of these decisions will be carried out by enthusiastic volunteers from the chapter who are organized into committees. Members of these committees who are dedicated, competent and visionary will be nominated to serve on the Board.

This document provides a brief list of most of the responsibilities of the Board which may not encompass all duties and may be subject to change.

President:

The President shall be the Chief Executive Officer for the Chapter, the Board of Directors and shall perform such duties as are customary for presiding officers.

Specific Responsibilities:

1. Presiding Officer Duties
 - a. Leads the development of the vision and strategic plan for the chapter.
 - b. Provide leadership and oversight for Chapter Management.
 - c. Ensure that the decisions and actions of the Chapter are in alignment with the bylaws and policies of the PMI Honolulu Chapter.
 - d. Serves as a coach and mentor to the other Board Members.
 - e. Provide growth opportunities for the Board to enhance their leadership and management skills.
 - f. Responsible for ensuring the success of the Chapter and the performance of the Board.
2. Chapter Representative
 - a. Liaison with PMI Global Operations Center and other Chapters, including representing the Chapter in the monthly Region 7 conference calls.
 - b. Serves as the first point of contact for outside inquiries.
3. Meetings
 - a. Organizes and facilitates the board meetings.
 - b. Opens and closes monthly membership meetings.
 - c. Welcoming address at the first class of the PMP Exam Preparation Course
4. Welcomes and networks with members at Chapter events.

Vice-President / President Elect:

Serve with the current President to learn the position and successfully transition into the President's role.

Specific Responsibilities:

1. Steps in for the President in the President's absence.
2. Manage projects at the request of the President.
3. Serves as a coach and mentor to the other Board Members
4. Updates the Strategic Alignment Scorecard
5. Updates the Chapter Bylaws (once every 3-4 years, or as required)
6. Attends monthly Board and Chapter meetings
7. Welcomes and networks with members at Chapter events
8. Facilitates Sister Chapter Relationships
9. Plan & Execute Pau Hana Networking Events

Communications Director:

Responsible for communications with the Chapter and storage of information.

Specific Responsibilities:

1. Manage the Website and provide the Directors with the knowledge and tools to post updates. Look for ways to provide updated functionality and investigate new applications.
 - a. Maintain / Update Board Committee contact list.
 - b. Coordinate with other Board Members to post program or educational opportunities.
2. Manage the Google Site (e-mail, calendar, documents and sites) and provide the Directors with the knowledge and tools to post updates.
3. Sends out e-mails to members (and non-members) regarding Chapter activities or announcements.
4. Take meeting minutes at all Board meetings. File minutes on website. If not present, responsible for finding replacement.
5. Attend Chapter monthly meetings.
6. Welcomes and networks with members at Chapter events

Finance Director:

Responsible for working with the Board to establish a financial strategy for the Chapter and maintaining the Chapter's finances.

Specific Responsibilities:

1. Prepare and maintain operating budget for the year. Includes budget estimates in October. Provide financial status report at each Board meeting to include actual spend to date, reconciliation report, and other pertinent reports as needed.
2. Closes the financial books annually and provides the president the dollar amounts for ending balance of the year for the chapter renewal in February
3. Manages and reconcile bank accounts. Work with the president to update ASB Bank Card Signature, ASB Letter of Transfer, and Old and New Chapter Officer Notification.

4. Prepare and submit tax related documents (Form 990).
5. Prepare and submit registrations (DCCA) for the Chapter.
6. Manage the check disbursement process.
7. Oversee financial audits, and PCI compliance renewal.
8. Responsible for the monthly close and maintenance of the accounting system (QuickBooks Online).
9. Maintains the online registration site for the various PMI Honolulu events (Regonline).
10. Maintain PO Box, and issue payment annually.
11. Maintains hard-copies of finances.
12. Attended and actively participate at monthly Board Meetings.
13. Work with President to confirm chapter insurance is paid yearly (currently November).
14. Welcomes and networks with members at Chapter events.

Membership Director:

Responsible for setting the strategic direction for increasing membership and providing value to existing members.

Specific Responsibilities:

1. Monitor Chapter membership.
 - a. Provide status report at each Board meeting.
 - b. Provide list of members and their categories at membership meetings.
2. Send monthly e-mails to the following groups:
 - a. New Members: Welcome to the chapter and explanation of benefits and how to get involved.
 - b. Renewing Members: Thank them for their continued patronage. Reminder of benefits and how to get involved.
 - c. Dropped Members: Thank them for their past support. Inquire why they have decided to drop their membership.
 - d. Prospective Members: Let them know we're here and provide an explanation of benefits and how to get involved.
3. Assist with planning and execution of Pau Hana networking events.
4. Look for ways to retain our members and get new members. Develop answer to "Why should I be a member of PMI Honolulu?"
5. Send out annual member satisfaction survey.
6. Attend and actively participate in monthly Board Meetings.
7. Welcomes and networks with members at Chapter events.

Professional Development Director:

Responsible for coordinating the efforts of the education and PM development programs of the Chapter and serving as a resource for PM Certification.

Specific Responsibilities:

1. Plan and execute at a minimum two PMP® Exam Preparation Courses, three if demand is sufficient.
2. Plan and execute other PMI-certification Preparation Courses when demand for such is sufficient.

3. Plan and execute Project Management Classes for Non-Profit Organizations.
4. Plan and execute the Project of the Year and Project Manager of the Year awards.
5. Plan for execution of the PM Mentoring Program, led by the College Relations Director
6. PDU Maintenance
 - a. Understand the requirements and what qualifies for PDUs.
 - b. Provide guidance to members on how to file their PDUs.
 - c. Register Chapter offerings that are three or more PDUs with PMI.
7. Manage requests for partnerships with other education vendors and Registered Education Providers (REPs). If partnerships are agreed upon by the Board, plan for and execute associated events/offerings.
8. Attend and actively participate in monthly Board meetings.
9. Welcome and network with members and other attendees at Chapter events.

Programs Director:

Responsible for establishing the strategy for, setting the direction of, and overseeing all of the program activities of the Chapter.

Specific Responsibilities:

1. Arrange for monthly luncheon meeting speakers.
2. Manage program and logistics for monthly membership meetings.
 - a. Secure venue.
 - b. Prepare and print registration sign-in form.
 - c. Prepare and print name badges.
 - d. File attendance sheet in the PMI HNL repository.
3. Manages the program and logistics for annual dinner meeting.
 - a. Prepares certificates for volunteers to be distributed at the annual dinner.
4. Manages the program and logistics for monthly breakfast meetings.
5. Attends and actively participates at Board meetings.
6. Welcomes and networks with members at Chapter events.

Publicity Director:

Responsible for establishing the strategy for and overseeing the execution of all marketing activities of the Chapter.

Specific Responsibilities:

1. Prepare and distribute Chapter Newsletters (one per quarter).
2. Provide support to other Board Members to publicize their events.
3. Take pictures at Chapter events.
4. Manage the Social Media (Facebook, Twitter) and provide the Directors with the knowledge and tools to post updates to include short e-mail / Twitter / Facebook blasts to Members.
5. Manage Chapter sponsorships.
6. Manage proclamation signings by the Mayor and/or Governor.

7. Attend and actively participate in monthly Board meetings.
8. Welcomes and networks with members at Chapter events.

Special Projects Director:

Responsible for the coordination of special projects of the Chapter.

Specific Responsibilities:

1. Plan for and execute the Professional Development Day (PDD) sometime in the fall.
2. If hosting, plan for and execute Region 7 Leadership Meeting.
3. Attend and actively participate in monthly Board Meetings.
4. Welcomes and networks with members at Chapter events.

College Relations Director:

Liaison between Chapter and universities.

Specific Responsibilities:

1. Look out for the interests and development of the Student Members.
2. Manage table at HPU's Business and Technology Career Fair to promote PMI and Project Management.
3. Liaison with the HPU Project Management Club.
4. Promote PMI and PMI Honolulu with other Universities and Colleges.
5. Maintain and manage scholarship program.
6. Attend and actively participate in monthly Board meetings.
7. Welcomes and networks with members at Chapter events.

Past President:

Specific Responsibilities:

1. Prepares the input for the annual Charter renewal for the year of term as President, provides to the President for submission.
2. Assists the Finance Director with the preparation of the annual filing of the income tax (Form 990-EZ) for the year of term as President, signs the tax return for the Chapter.
3. Chairs the Nominating Committee and runs the election for BOD members.
4. Officiates at the installation of the new BOD members.
5. Serves as a coach and mentor to the President and other Board Members.
6. Attend and actively participate as an advisor in monthly Board meetings, BOD orientation, strategic planning meetings, and other BOD meetings.
7. Welcomes and networks with members at Chapter events.