



Board of Directors Roles & Responsibilities

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Overview

- President
- Vice President Members
- Vice President Finance
- Vice President Programs
- Vice President Special Projects
- Vice President Communication



President

The President shall be the chief executive officer for the PMI Switzerland Chapter and of the Board, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The president shall also serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.

- Orient against by-laws
- Oversee agreed prioritization on strategic activities
- Lead board meetings, annual members meetings
- Participate in organization of chapter events
- Drive marketing and sponsoring
- Oversee tasks



Vice President Members

The VP Members shall keep the records of all members in good standing of the PMI Switzerland Chapter, and shall serve as the acting chief executive officer in case the office of President is vacant.

- Represent member point of view
- Maintain and keep members database
- Maintain prospects list
- Maintain mailing list(s)
- Be focal point for members inquiries
- Organize P&P exams (PMP certification)
- Deputize Chapter President
- Participate in organizing chapter events
- Contribute to chapter activities



Vice President Finance

The VP Finance shall oversee the management of funds for duly authorized purposes of the PMI Switzerland Chapter.

- Represent the financial point of view in the chapter
- Responsible for the cost and income status of the chapter
- Responsible for the chapter bank account
- Responsible for paying bills and issuing receipts for donations
- Prepares yearly financial report
- Additional: R.E.P. Contact
 - decide and inform about PDU's per event



Vice President Communication

The VP Communications shall keep the records of all business meetings of the PMI Switzerland Chapter and meetings of the Board.

- Is the key person for the chapter By-laws
- Maintains the visual identity for chapter documents and web page appearance
- Is responsible for the chapter document policy and the document standards to ensure visual identity (layout, templates, “SOPs”)
- Maintains archives
 - paper archive (and thus the originals of documents)
 - electronic archive (knows locations of electronic documents)
- Sends out invitations for BOD Meetings, Annual Members Meeting, and chapter events
- Writes and issues minutes of above meetings
- Sends out Newsletter and similar official chapter material

Vice President Programs

The VP Programs shall oversee and manage the regular and recurring events of the PMI Switzerland Chapter, including the Annual Meeting.

- Annual Program
 - Organize Annual Members Meeting
 - Spring Knowledge Event
 - Fall Social Event
 - Lunch Club Meetings
- Assist organization of Special Projects and Events
- Participation in Board Meetings / Chapter Events

Vice President Special Projects

The VP Special Projects shall oversee and coordinate the various task forces who may be chartered to for special events or activities.

- Coordinates and represents special projects within the PMI Switzerland Chapter
- Verifies that the project is in line with the chapters overall strategy
 - Controls project plans and status reports and reviews progress
 - Officially appoints Project Manager, Staff and other resources to the project
- Reports to SC on status (progress, cost, staffing, risk, quality,..)
- Special project PM's report to VP SP
- VP SP can terminate Projects or change PM
 - if the project is not managed to the standards of PMI or
 - is no longer in line with the chapters strategy