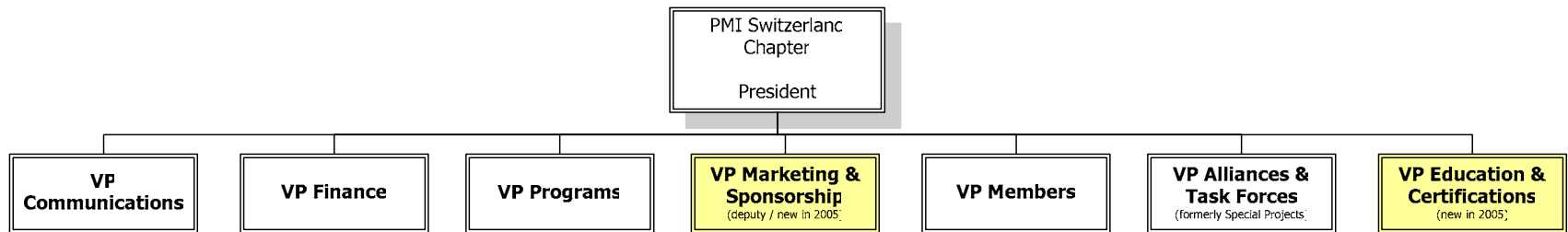




Board of Directors Roles & Responsibilities

Version 2004.10.24

Overview



- President
- Vice President Members
- Vice President Finance
- Vice President Communications
- Vice President Programs
- Vice President Alliances & Task Forces (former Special Projects)
- Vice President Education & Certification (new in 2005)
- Vice President Marketing & Sponsorships (new in 2005)

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.

- Orients against by-laws
- Initiates and maintains annual strategic planning
- Oversees agreed prioritization on strategic activities
- Leads board meetings and annual members meetings
- Participates in organization of chapter events
- Represents chapter at PMI leadership meetings or other PMI business meetings
- Maintains relationship with PMI HQ staff
- Supports VP's in their role and oversees tasks
- Contributes to chapter activities

Vice President Members

The VP Members shall keep the records of all members in good standing of the PMI Switzerland Chapter.

- Follows up on membership feedback and represents member point of view at the board
- Is focal point of contact for members inquiries and support
- Maintains and keeps member database incl. prospects
- Promotes new membership, renewals and assures member retention activities
- Promotes and manages projects which improve member benefits
- Conducts annual member survey
- Liaises with the VP Programs and VP Education & Certification to organize chapter events
- Contributes to chapter activities

Vice President Finance

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

- Represents the financial point of view in the chapter
- Prepares the functional annual budget with the participation of the other board members
- Manages the cost and income status of the chapter
- Cooperates with PMI and VP Members with regard to chapter fees
- Manages for the chapter bank account
- Manages paying bills and issuing receipts for donations, for participation at events, at business lunches
- Manages (approve/deny) the chapter's reimbursement requests
- Prepares and justify yearly financial report
- Contributes to chapter activities

Vice President Communications

The VP Communications shall keep the records of all business meetings of the PMI Switzerland Chapter and meetings of the Board and is responsible for an effective communication to all chapter stakeholders.

- Is the key person for the chapter By-laws and Documents
 - Maintains the chapter Operations Manual
 - Maintains the chapter Flyer
 - Archives chapter documents, including minutes, action-items and presentations from all chapter meetings and events
 - paper archive (and thus the originals of documents)
 - electronic archive (knows locations of electronic documents)
- Is responsible for the chapter document policy and the document standards to ensure visual identity (layout, templates, “SOPs”)
 - Maintains the visual identity for chapter documents and web page appearance
- Responsible for the maintenance and content of the chapter website
- Ensures effective communication to all chapter stakeholders, such as:
 - Invitations for BoD Meetings, Annual Members Meeting, and Chapter Events
 - Distribution of Chapter Newsletters and similar official chapter communications
- Contributes to chapter activities

Vice President Programs

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

- Responsible for programs which are repeated every year:
 - Annual Members Meeting
 - Summer Conference
 - Fall Seminar or Workshop
 - Autumn Conference
 - Lunch Club and Pizza & Project Meetings
- Assist organization of Regular and Special Events
 - Identify, assess and keep contact with potential speakers
 - Manage a list of potential topics for events
 - Manage speakers so their presentations are appropriate for the events
 - Support other board members in the organization events, mainly with regard to speakers
- Liaises with the VP Education & Certification on the organization of workshops/seminars and other chapter events
- Liaises with the VP Finance to assure financial balance of chapter events
- Contributes to chapter activities

Vice President

Alliances & Task Forces

The VP Alliances & Task Forces shall oversee and coordinate the various task forces who may be chartered for special events or activities.

- Promotes, coordinates and represents special projects within the PMI Switzerland Chapter
- Acts as a liaison between the Board of Directors and the Task Force Leader
- Verifies that the Task Forces are in-line with the chapter's overall strategy
 - Controls project plans and status reports and reviews progress
- Appoints Task Leaders, Staff and other resources
- Coordinates and fosters all established alliances with *Academia, Associations* and *Organizations*
- Represents the alliance partners interests to the BoD and members
- Contributes to chapter activities

Vice President Education & Certification

The VP Education & Certification shall provide training and learning experiences to the membership in order to advance the profession.

- Proposes, maintains and improves professional development programs
- Is responsible for the content of the project management workshops/seminars
- Promotes CAPM and PMP certification and recertification
- Organizes P&P exams (PMP certification, on sufficient request only)
- Initiates and supports the formation of study groups
- Proofreads presentations of chapter events
- Is the R.E.P. and PDU representative of the chapter
- Liaises with the VP Programs to organize workshops/seminars and other chapter events
- Contributes to chapter activities

Vice President

Marketing & Sponsorships

The VP Marketing & Sponsorships shall be responsible for Chapter Marketing and Fund Raising activities. The VP Marketing & Sponsorships shall serve as the acting chief executive officer in case the office of President is vacant.

- Conducts presentations on the Project Management Profession and the role of Project Managers and key stakeholders at selected companies, non-profit organizations, and placement agencies - looking for highest impact externally
- Participates at PMI meetings, seminars, expositions actively to promote the Switzerland Chapter internally
- Represent the President and Board of Directors whenever required
- Coordinates and fosters relationships with chapter sponsors (subject to approval by the Board)
- Jointly with other VPs, assures the integration of all Alliances, Task Force initiatives, Events and their compliance and alignment with the chapter strategy
- Liaises with VP Finance to assure financial balance
- Liaises with VP Communication to assure chapter publications are created and distributed as planned (Fact Sheets, Newsletter, Chapter Presentation, etc)
- Contributes to chapter activities