



PMI Northeast Indiana Chapter Leadership Team Handbook

November, 2007

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Introduction

Welcome to the Officers Handbook for the Northeast Indiana Chapter of the Project Management Institute. This document is a tool intended to help the Chapter efficiently conduct its business. The Handbook is an attempt to document, in one place, what the chapter does and how we do it. It contains information on processes and procedures and describes roles and responsibilities. It is intended to provide guidance in assistance to new and experienced chapter officers. New chapter officers – both elected and appointed – will receive a copy of the handbook at the annual Transition/Strategy session.

Officer Positions

There are three types of leadership positions within the Northeast Indiana Chapter: President, Vice President and Director. The President must have previously served in a Vice President role on the NEIC Board of directors for at least one full year and is elected to that position by a simple majority vote of the chapter membership. The President may vote on all board motions. Additionally, once the President's term of office is expired, they serve as the immediate past president (ex-officio) – also a voting member of the board.

The Vice Presidents are also elected to their office by the chapter membership and have the authority to vote at board meetings. The Vice President positions are crucial to the smooth operation of the chapter. These positions require experience and knowledge of executive-level operations of a non-profit organization.

The Director positions are appointed by the board and do not have the authority to vote on Board of Director's motions. The Director positions are intended to be a training ground for future Vice Presidents and Presidents. These positions are a non-voting member of the Board of directors and they provide an excellent opportunity to get acquainted with the PMI-NEIC leadership policies and procedures and the operation of a non-for-profit corporation

Members serving in any chapter leadership position are required to attend the chapter dinner meetings. Vice Presidents are required to attend all of the regularly scheduled Board of directors Meetings. Directors are invited to attend the Board meetings. From time to time their attendance may be requested. Project Management Professionals in any of the Vice President positions are eligible to receive 10 PDUs per full year in office (within the limits of category 5 volunteer service activities: maximum 20 PDUs per CCR cycle). Each Vice President, who is also a leader of a "group" consisting of one or more Directors shall be required to

certify the efforts put forth by the Directors in their group so that an accurate assessment of PDUs earned may be made.

Vice President Positions

Being a Chapter Vice-President requires

- A simple majority of votes during the chapter elections for that office
- Previous experience on the Board of directors
- Knowledge or willingness to learn about governing a non-profit organization
- Attendance at monthly Chapter dinner meetings and scheduled Board meetings
- Knowledge of PMI and NEIC policies, procedures, and products
- Leadership skills in leading volunteers
- Project and Program management
- Strategic thinking
- Enthusiasm
- Professionalism in representing the Chapter to members

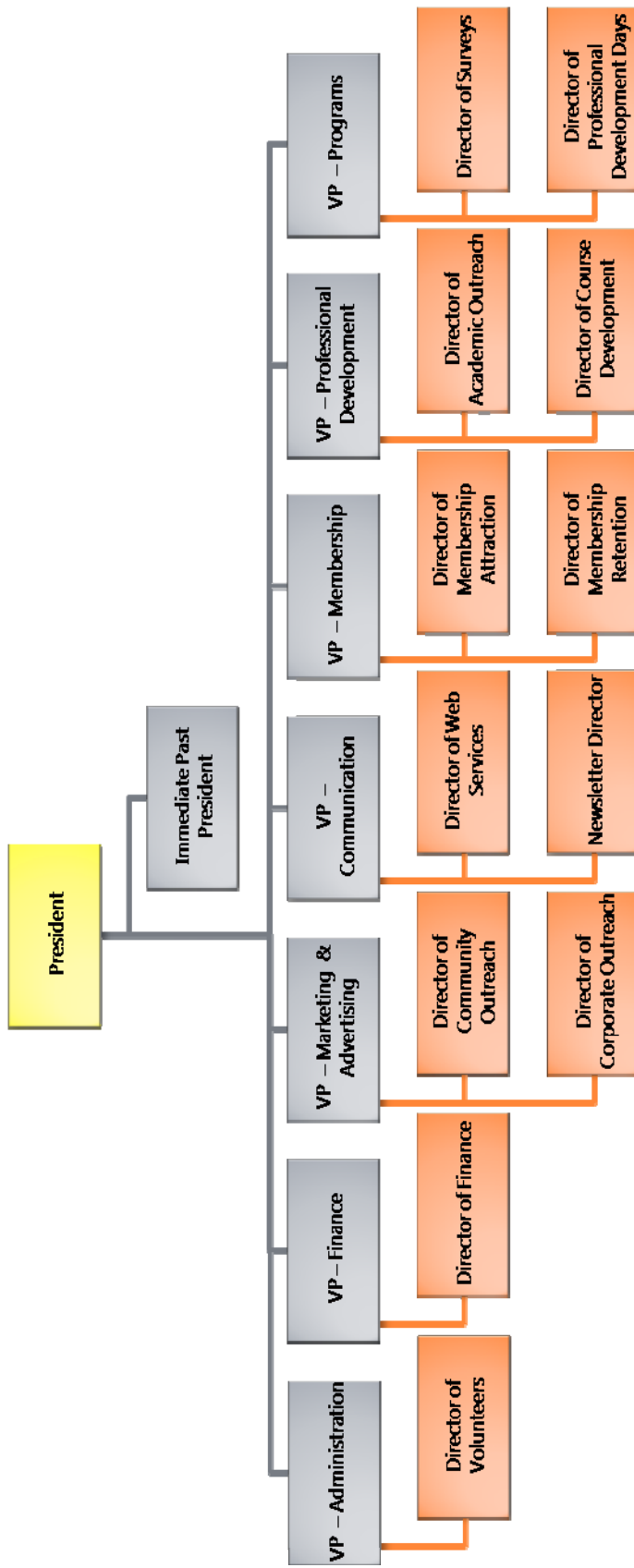
Benefits:

- PMI leadership development opportunities (opportunity to attend PMI leadership meetings to represent the Chapter at the regional or national level)
- Credibility and visibility within the project management community
- Personal growth
- Community involvement
- Enhanced leadership skills
- Enhanced project management skills
- Serve as mentor to others
- 10 PDUs per full year in office (within the limits of category 5 volunteer service activities: maximum 20 PDUs per CCR cycle)

Director Positions

Being a Director requires:

- Appointment to the position by the current Board of directors
- Willingness to learn PMI policies & procedures
- Attendance at monthly Chapter dinner meetings and scheduled Board meetings
- Volunteer leadership skills
- Being a team player
- Flexibility
- Enthusiasm
- Organizational and communication skills



PMI -Northeast Indiana Chapter Organization Chart

PMI -NEIC Chapter Leadership Positions

President

The President acts as the Chief Executive Officer of the chapter. They shall be responsible for the overall functioning of the Chapter, assuring that the Chapter Board works together as a team, dedicated to achieving the Chapter vision, mission and objectives as detailed in the Chapter Constitution. The President shall direct the activities of the other board members in accordance with the purposes of the chapter and its constitution and bylaws and subject to the approval of the majority of the chapter's board of directors.

The President shall:

- Serve as Chief Operating Officer of Chapter
- Act as chair of the board of directors
- Direct the activities of other officers toward Chapter goals and objectives
- Appoint Nominating Group members in a timely manner each year to conduct Chapter elections
- Appoint replacement Board members to vacant positions, subject to the Board's approval
- Appoint special Groups and Group chairpersons as required and subject to the Board's approval
- Prepare and submit an annual application for charter renewal by the designated due date, pursuant to the policies established by PMI
- Represent the Chapter or appoint an appropriate alternate to attend the bi-annual meetings of the Assembly of Chapter Presidents (ACP) and serve on any ACP subcommittees as appropriate.
- Forward any proposed changes in Chapter dues (indicated in U.S. funds) to PMI by the designated date
- Coordinate communication to the membership via the email distribution list. This shall include reminders of monthly chapter meetings and other events of relevance to the chapter members.
- Working with the VP-Communications, establish meeting locations / arrangements for monthly chapter meetings. Preside at all general meetings of Chapter & officer meetings
- Appoint volunteer positions from among recommendations of Board of directors
- Provide broad, general guidance of Chapter and its officers
- Assist the Treasurer in preparing the annual budget for Board approval at the first Board meeting each year.
- Serve as organizer and consensus builder for decisions of Chapter
- Serve as liaison with PMI Headquarters, and communicate with them regularly

- Ensure that Chapter has satisfied all requirements of Headquarters (Charter Renewal, tax, insurance, etc.)
- Maintain and deliver all permanent records to the position successor as required.

Immediate Past President (ex-officio officer of the Chapter)

The ex-officio officer of the chapter shall act to assist the President in liaison with PMI if and when required and chair the Nominating Group. There are no prohibitions against the Immediate Past President serving in either a VP or Director's position during the term of their ex-officio duties.

- Assist the President in liaison with PMI if and when required
- Mentor the president on any PMI related issues or chapter concerns
- Chair the Nominating Group responsible for preparing the slate of officers for the succeeding year and appoint Nominating Group members by the September Meeting so nominations are made at the October meeting, ballots are issued with the November Meeting announcement so that the elections are held at the December meeting of each year.

Administration Group

The Administration Group is responsible for assuring the smooth operation of the chapter's business including all chapter-level record keeping. The Administration group also acts to insure a graceful transition when the Board of Director's member's terms expire or start through the transmittal or retention of vital records. Additionally the Administration group has the critical role of coordinating all activities of non-Board member volunteers.

VP – Administration

The Vice President of Administration is the team leader of the Administration Group. The Vice President of Administration is charged with insuring all the chapter's correspondence and documentation are current, accessible and secure.

- Keep the records of the chapter, and oversee the administration of volunteers
- Notify the board of the location, date and time of directors' meetings not less than fourteen (7) days in advance
- Schedule, provide agendas and preside over all business and Chapter meetings
- Record, maintain and distribute the minutes of the board of directors' meetings. Additionally, make these minute available for the Communications group to post on the chapter web site assist the President in the operation of the Chapter. Assume the duties and responsibilities of President if the Chapter President cannot complete the current term of office.

- If the VP-Administration is unable or unwilling to assume the duties of the President, the board shall appoint one of the current Vice Presidents to that office.
- Assist in preparation and conduct of any special projects, seminars or meetings in support of other Chapter Board members, or in liaison with any project manager appointed for a specific project, which the Chapter decides to undertake
- Maintain a file of all Chapter correspondence (meeting minutes, mailings, letters to the Chapter membership.)
- Maintain and deliver all permanent records to the position successor as required.
- Appoint a group of members and chapter officers (excluding the Vice President of Finance) to participate in an annual review of the chapter's financial processes, procedures and accountings.

Director of Volunteers

The Director of Volunteers works with the VP - Administration to coordinate volunteer needs and efforts within the chapter. The Director of Volunteers is a non-voting member of the Board of directors.

Key roles are:

- Backup to VP - Administration
- Contacting potential volunteers and coordinating their activities
- Maintain a volunteer spreadsheet
- Provide volunteer status once a month for the Board of directors meeting
- Work with the VP of Administration to execute and possibly refine the Volunteer process within the chapter
- Communicate with the Director of Web Services to maintain volunteer opportunities on the website
- Coordinate with the Newsletter Director to insure members are aware of the needs and activities of chapter volunteers

Finance Group

The Finance Group shall be responsible for monitoring and tracking of all chapter finances including incomes, expenses and investments. Further, the finance group shall annually prepare the chapter's annual budget using inputs from each of the Vice Presidents and report upon that budget during the scheduled board meetings.

Vice President of Finance

The Vice President of Finance shall provide sound financial practices for the accounting of all chapter assets. The Vice President of Finance is the team leader of the Finance Group and shall be responsible for the tracking and control of the

Chapter's funds as well as insuring compliance with all federal, state and local accounting practices and standards for non-profit organizations.

The VP-Finance shall:

- Manage all chapter financial transactions including the deposit of all chapter dues from PMI, guest payments for chapter meetings or special events, payments for all chapter class participants (PDU and CAPM, PMP, PgMP exam preparation) and the payment of all chapter bills in accordance with chapter board directives
- Establish and maintain all required chapter bank accounts and/or similar financial transactions, arranging for officer signatures as required
- Deposit all monies in the name of the chapter in banks, trust companies or other depositories as determined by consensus of the board
- Arrange for an alternate signature (generally the president) on all chapter bank accounts and/or other financial transactions
- Prepare the annual budget for the chapter board of directors' approval, with the support of all vice-presidents and groups who have a requirement for funds or are a source of income for the coming year.
- Submit all required IRS tax related filings on a local, state, and federal level
- File annually with the State of Indiana for continuation of the chapter's not-for-profit incorporation status.
- Prepare monthly financial recap and present to the board at the board meetings
- Develop an annual financial statement on the activities of the chapter and provide to the board in accordance with the deadline set by the board each year
- Provide ad hoc financial reports or other standard reports per President's or Vice-President's request
- Provide receipts for all parties paying money to the chapter
- Assume responsibility for the chapter's checkbook and for maintaining such checking or banking accounts as approved by the chapter board of directors
- Insure proper collection of money at the door at chapter meetings and events
- Assist the chapter president with preparation of the annual and semiannual financial reports required for submission to PMI.
- Provide for an external review of the chapter's financial records as called for by the Board of directors.
- Participating with a chapter audit team, comprised of members and officers, to perform an audit of the chapter's financial documents.
- Maintain a permanent file of the financial business of the chapter and turn over all documentation to successors

Director of Finance

The director of finance position is considered to be an assistant to the current Vice President of Finance as well as a backup for that critical position if needed. Additionally, the director of finance shall be responsible for an independent annual review of the chapter's finances.

Assisting the VP of Finance, the Director of Accounting shall

- Working with the director of volunteers, lead a team of non-board-member volunteers, to provide an annual review of all chapter incomes, expenses, investments, and tax reporting.
- Help insure the adherence of the chapter to the Financial rules, regulations and policies as described in the chapter governing documents as well as applicable local, state and federal regulations
- Assist the Vice President of Finance in maintaining a permanent file of the financial business of the Chapter and turn over all documentation to successors
- Serve as a backup to the VP of Finance, and perhaps future nomination as the VP-Finance

Marketing and Advertising Group

Key to the continued growth of the Chapter is its ability to insure we adequately inform the local business community of our existence and purpose. The Marketing and Advertising group is charged with increasing awareness the chapter through events and promotional activities.

VP – Marketing and Advertising

The VP of Marketing and Advertising works to increase awareness of the PMI-NEIC activities, classes and programs at all levels of the local community including businesses and other professional organizations.

Key roles are:

- Communication with Board of directors members to provide marketing and promotional support
- Provide marketing and promotional needs of PMI-NEIC membership, programs, professional development, events, and Board of directors
- Work with graphics and printing vendors to develop PMI-NEIC brochures, business cards etc
- Order promotional materials for chapter events and programs
- Be proactive in developing marketing programs that support the PMI-NEIC Mission / Vision statement
- Participate in setting PMI-NEIC communication strategies

- Prepare promotional materials for special events and educational opportunities
- Publicize chapter events (monthly meetings, seminars, PMP course) in PMI HQ publications, local newspapers, organization newsletters, internet based calendars and other chapter newsletters.
- Create and maintain chapter brochures aimed at introducing non-members and new members to our chapter or chapter activities
- Provide a budget estimate for all marketing and advertising activities annually to the Treasury and Finance group.
- Maintain and deliver all permanent records to the position successor as required.

Director of Community Outreach

- Identify local non-profit organizations that want to learn more about project management.
- Jointly identify training, mentorship, coaching or other activities promoting project management that the Group can offer. Implement agreed activities and monitor progress.
- Develop / maintain relationships with community and other non-profit organizations to promote project management and PMI.
- Determine what additional services can be provided to community institutions from the chapter or Group

Director of Corporate Outreach

- Identify medium and large corporations in the area to contact on behalf of the chapter and PMI.
- Filter out companies that are:
 - Staffing / Consulting companies
 - Marketing companies
- Make contact and propose Needs Assessment meeting
- Determine appropriateness for participation in Corporate Roundtable meetings.
- Host periodic corporate roundtables
- Determine what additional services can be provided to local corporations from the chapter or Group.

Communications Group

The Communications Group Communication is responsible for the Chapter newsletter, the chapter website and other electronic communication and distribution of other information on Chapter activities

Vice President of Communications

The Vice-President of Communications is responsible for the timely dissemination of information both to and from the Chapter membership, using various tools to accomplish the objective. In addition, the position also includes publicity of the local Chapter and PMI to internal and external publications and through partnering with local businesses.

The Vice-President of Communications shall:

- Advise the Vice President of Finance/Treasurer of all financial commitments prior to actual expenditures
- Coordinate and manage the distribution of the following types of communication, as required:
 - Electronic communications
 - Print communications
 - Combined electronic/print communications
 - Direct/live communications
- Coordinate the notification of membership not less than forty-five (45) days before all chapter meetings and special meetings
- Working with the President, establish meeting locations / arrangements for monthly chapter meetings.
- Notify membership of all nominations forty-five (45) days before election
- Maintain a file of all Chapter correspondence (newsletters and other mailings to members)
- Coordinate the preparation and editing of the monthly chapter newsletter
- Coordinate the submission of local advertisements describing Chapter events
- Coordinate the submission of information about chapter events to PMI for publication in PMI publications.
- Provide direction to the Director of Web Services; monitor and oversee activities.
- Receive communications from members and external entities and forwarding to the responsible chapter representative
- Maintain and deliver all permanent records to the position successor as required

Director of Web Services

The Director of Web Services works with the Newsletter Director, Marketing and Promotion Director, and the Communications VP for the timely dissemination of information to both Chapter members and other external interested parties using available web services.

The PMI NEIC web page (www.pmi-neic.org) provides members timely information regarding upcoming chapter meetings, educational events, and contact information

for key personnel. The website is a valuable tool to reach nonmembers and thus the potential for added membership to the chapter.

Key roles are:

Duties include but are not restricted to:

- Continually improve the website through evaluating potential enhancements and implementing the approved changes to provide benefit to the members. Provide web services support through an approved server agreement
- Identify new changes for website to improve member experience
- Ensure website is up-to-date and providing information to members in orderly manner. This includes meeting information, chapter newsletter copies and Board meeting documents.
- Participate in setting PMI-NEIC communication strategies.
- Develop and maintain a PMI-NEIC Chapter Web Communications Plan and web publishing strategies.
- Lead PMI-NEIC's web services initiatives; develop relationships with other PMI chapter systems, and all other online channels.
- Management of web services in accordance with Chapter bylaws, to support business initiatives.
- Manage the information presented in the chapter web page. The webmaster provides regular updates (typically monthly) to:
 - Announce monthly chapter meetings
 - Announce educational events
 - Maintain web page calendar of events
 - Provide links to relevant project management information
 - Report to VP Communication on status of the web services division
 - Coordinate the operation of the chapters online reservation system with the Membership group

Director of Newsletter

The Newsletter Director works with the Marketing and Advertising VP, the Communications VP, and the Web Services Director to provide proper formatting and content of newsletter submissions.

Key roles are:

- Coordinate a timely release of all documents including the e-Newsletter, announcements and reminders.
- Edit all submissions for proper content and flow
- Format all communications to be read comfortably
- Update the format as determined by the Group
- Participate in setting PMI-NEIC communication strategies

Membership Group

Words about the membership Group

Vice President of Membership

This is an elected position.

The VP - Membership is responsible for maintaining the Chapter membership databases using information supplied by PMI. In addition using the information provided to grow the chapter.

Duties include but are not limited to the responsibility for the development and maintenance of Chapter membership retention and growth plans.

- Serve as the general public interface for membership information.
- Promote the benefits of membership to individuals.
- Responsible for the development and maintenance of a Chapter membership plan that: assures continued growth through aggressive recruiting, retention and partnering with major area employers and the development and implementation of a retention program
- Provide membership information and statistics to the chapter officers and general membership.
- Maintain a permanent file of the membership and recruiting activities of the Chapter and turn over all documentation to successors as required.
- On a monthly basis:
 - Ensure proper communication with members whose chapter membership has expired in the past month (i.e., Non –Renews) and send them an email note (perhaps with a survey addressing why they haven't renewed) encouraging them to renew.
 - Ensure proper communication with Prospective members (i.e. persons in our area who have requested info from HQ about PMI) and send email with info about the chapter, encouraging them to join both PMI and the chapter.
 - Ensure proper communication with new members of the chapter and send them an email welcoming them.
 - Ensure proper communication with New PMPs and send them an email congratulating them on behalf of the chapter.
- Responsible for tracking member attendance at each monthly meeting or Professional Development session. This includes:
 - Review each RSVP to ensure the attendee is or is not a member of NEIC, PMI or other PMI Chapter
 - Keep a roster of all meeting attendees
 - Provide meal selection / count to the vendor selected for each meeting

- Create name tags / badges for each meeting attendee. Bring to each meeting.
- Update name tags following each meeting with new information provided by the attendee.
 - Maintain meeting roster with any no-shows following each meeting.
- Maintain a yearly roster of each monthly meeting and Professional Development session. Director of Membership Attraction

Director of Membership Attraction

The Director of Membership Attraction works with the VP of Membership to increase the membership base. This position works with the chapter leaders to meet PMI-NEIC Chapter (NEIC) Membership participation and growth objectives. The Director of Membership Attraction is a non-voting member of the Board of directors. This position can involve additional experiences and skills while serving the PMI-NEIC and the Board of directors. Description of Position requirements and activities to be performed by Director of Membership Information:

- Must build, update, and maintain the membership statistics process so that it measures current and forecasted membership metrics approved by the chapter and PMI.
- Work with the VP of Membership to execute to establish and refine the statistics process so they align with Chapter objectives.
- Must transition all duties to the in-coming Director of Membership Attraction prior to leaving the position
- Identify and maintain all metrics captured and the purpose of each measurement. This position updates the retention and acquisition spreadsheet used in concert with the campaign events defined by the membership retention team. This position helps correlate membership renewal with a campaign event.
- Provide status of all actual membership results once a month for the Board of directors meeting
- Collaborate with the Director of Membership Retention and Membership Survey teams to build communications plans and surveys to support Retention and Member Acquisition objectives.
- Summary of Deliverables produced:
 - Monthly goals and objectives to increase chapter membership
 - Metrics to Objectives Correlation reports
- Understand PMI Career Assistance services and share info with chapter members as needed
- Serve as central point of contact for job openings provided to chapter.
- Forward any career opportunities the Director of Web Services for the posting of jobs and resumes

Director of Membership Retention

The Director of Membership Retention works with the VP of Membership to maintain and improve membership renewal of rates of existing members and to grow the membership. The Director of Member Retention is a non-voting member of the Board of directors. This position can involve additional experiences and skills while serving the PMI GLC and the Board of directors.

Description of Position requirements and activities to be performed by Director of Membership Retention:

- Must provide a backup team member or process when not available to perform duties
- Must build, update, and maintain the membership retention process so that it measures and provides value to the chapter so that membership levels remain high.
- Work with the VP of Membership to execute to establish and refine membership targets so they align with Chapter objectives.
- Must transition all duties to the in-coming Director of Retention prior to leaving the position
- Identify and maintain all existing retention and acquisition campaign events in a spreadsheet Inventory format which includes campaign result statistics.
- Provide status of all event retention process results once a month for the Board of directors meeting
- Collaborate with the Director of Membership Information and Membership Survey teams to build communications plans and surveys to support Retention and Member Acquisition objectives.
- Select, mentor, and direct volunteers to execute the retention process. Be accountable to the deliverables regardless of volunteer staff available to assist.
 - membership renewal reminders for member
 - welcome call for new members
 - new member campaign drives

Professional Development Group

The Vice President of Professional Development is responsible for developing and conducting chapter educational programs, activities and materials in accordance with the purposes of the chapter and its constitution and bylaws. Duties include but are not limited to assessing the ongoing educational needs of the chapter, coordinating and overseeing efforts of volunteers working to: develop and provide seminars, PMP training sessions, and acting as a liaison with PMI for certification information. The general objective of the Vice President of Professional Development is to develop training opportunities for members to obtain their CAPM, PMP or PgMP certification and/or obtain PDUs for re-certification.

Vice President of Professional Development

The Vice-President of Professional Development shall be responsible for promoting the project management profession through the development of educational publications, seminars, and workshops designed to enhance and expand the skills and knowledge of project managers.

The Vice-President of Professional Development shall:

- Coordinate with the Programs Group to insure at least one Professional Development Day annually, consistent with PMI standards for chapter members
- Establish and oversee a volunteer group charged with the task of developing and delivering a certification examination preparation course to be offered as frequently as determined appropriate by the Board of directors
- Assist the Treasurer in preparing the annual budget for Board approval at the first Board meeting each year
- Monitor expenditures in relationship to budget for the Professional Development Area
- Prepare status reports for presentation at Chapter Board meetings
- Forward information on courses and seminars as appropriate to the Communications Director to distribute via the newsletter, special mailings, local advertising, and the chapter's electronic distribution list
- Work with local educational institutions to enlist their support of Project Management Professionalism through PMI® and the local Chapter
- Coordinate and maintain certification preparation workshop modules to insure they reflect the types of changes being made to the PMI® certification test.
- Assist members with completing their PMP® application.
- Maintain awareness of the requirements for certification and re-certification from PMI Headquarters.
- Reply to emails and phone calls from people inquiring about PMP certification and re-certification in a timely manner.
- Provide content for the Chapter web site Certification page
- Maintain records of the names of members attending Chapter and other meetings where PDU's may be attained
- Maintain a permanent file of the education and certification activities of the Chapter
- Maintain and deliver all permanent records to the position successor as required

Director of Academic Outreach

To understand the needs of local educational institutions and to address how PMI can be utilized to expand awareness and educate students on project management.

The Director of Academic Outreach works with the VP of Professional Development to increase awareness among the local academic community of the NEIC scholarship, educational programs and opportunities for partnering. This position works with the chapter leaders to meet PMI-NEIC Chapter (NEIC) academic participation and growth objectives. The Director of Academic Outreach is a non-voting member of the Board of directors. This position can involve additional experiences and skills while serving the PMI-NEIC and the Board of directors.

Description of position requirements and activities to be performed by Director of Academic Outreach:

- Identify local colleges and universities that have a project management curriculum.
- Develop / maintain relationships in order to:
 - Make institution aware of PMI
 - Make institution aware of PMP and REP
 - Communicate the availability of the Chapter's scholarship program
 - Communicate the availability of the Chapter's Management Educational courses
 - Offer to review project management curriculum for conformance to PMI standards.
- Determine what additional services can be provided to academic institutions from the chapter or Group.

Director of Course Development

The Director of Course Development works with the VP of Professional Development to examine what new courses are most required and assist in the development of those courses. The courses may be either online or "brick and mortar."

Awareness among the local academic communities' needs as well as general market trends and PMI directions for certifications is essential. This position works with the chapter leaders to meet PMI-NEIC Chapter (NEIC) professional development offerings are satisfied. The Director of Course Development is a non-voting member of the Board of directors. This position can involve additional experiences and skills while serving the PMI-NEIC and the Board of directors.

- Backup to the VP – Professional Development
- Conduct benefit analysis of future potential course offerings
- Assist in the development of new, online class offerings
- Assist in the online class facilitations, as well as any "brick and mortar" classes

Program Group

Duties include but are not limited to managing all efforts related to the delivery of interesting and educational programs by competent speakers, and ensuring all necessary arrangement for the Chapter meetings.

Vice President of Programs

The Vice-President of Programs is responsible for the development and delivery of programs relating to project management for each scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board. The general objective of the Vice President of programs is to enhance the image of the chapter by providing high-quality programs.

The Vice-President of Programs shall:

- Advise the Vice President of Finance of all financial commitments prior to actual expenditures.
- Lead effort to obtain speakers for interesting and educational programs and establish meeting locations/arrangements for monthly chapter meetings
- Coordinate with the director of surveys to insure the preparation, analysis, and reporting on questionnaires and other evaluation devices
- Prepare monthly program schedules and agendas showing all planned chapter activities for the upcoming months, including speaker, vendor presentation, brief description of the presentation, etc. Provide to Vice President of Communications for distribution
- Obtain information on future guest speakers at least a 45 days in advance of meetings to provide adequate lead-time for the Vice-President of Communications to publicize such events
- Forward presentation materials as they are received for review prior to the meeting to the Vice-President of Communications for use in the preparation of communication materials to be distributed via the chapter's electronic distribution system
- Work with other board members to determine areas of interest of chapter members for use in program delivery
- Obtain feedback on meetings from members including quality of programs, facilities, etc.
- Obtain electronic copies of presentation materials (i.e. bio, abstract & presentation slides) when possible and forward to the webmaster for posting on the chapter web site
- Increase attendance at chapter meetings due to high quality of programs.
- Prepare status reports for presentation at board of directors meetings

- Maintain and deliver all permanent records to the position successor as required

Director of Surveys

The Director of Surveys works with the VP of Programs and the Programs team to prepare and deliver survey results for all PMI-NEIC Chapter (NEIC) events. The Director of Surveys Program is a non-voting member of the Board of directors. This position can provide additional experiences and skills while serving the PMI-NEIC and the Board of directors.

Description of requirements and activities to be performed by Director of Membership Survey Program:

- Must be PMI-NEIC Chapter Member in good standing
- Must provide a backup team member or process when not available to perform duties
- Must build, update, and maintain the survey process so that measures event participation and success metrics is measured through a survey process.
- Work with the VP of Programs to execute and refine the Survey Process
- Must transition all duties to the in-coming Director of Surveys prior to leaving the position
- Identify and Maintain all existing Event Surveys in the Process spreadsheet Inventory and participation statistics
- Provide status of all event surveys once a month for the Board of directors meeting
- Leverage Metrics and Measures from the Director of Membership Information

Summary of deliverables produced:

- Survey Inventory and Survey Process
 - Process results compared to estimated results
1. Annual Membership survey
 - a. Create, implement and analyze annual survey
 - b. Results available in November
 - c. Distribute results to the Executive Board
 2. Dinner meeting survey
 - a. Conduct monthly dinner meeting survey
 - i. Obtain list of dinner meeting attendees from Meeting Coordinators the day after the dinner meeting
 - ii. Survey via internet the meeting attendees (online polls, etc.)
 - b. Distribute results to Executive Board
 3. Symposium surveys
 - a. Develop symposium surveys with input from the Programs group
 - b. Conduct symposium survey

- c. Distribute results to Executive Board
- d. Distribute results to Program Group, so they can forward the information to the speakers
4. Additional surveys
 - a. Work with VP and Directors to determine any additional survey
5. General comments on surveys:
 - a. Use a 7 point scale for results
 - b. All questions should lead to decisions/action

Director of Professional Development Sessions

The Director of Professional Development Sessions (PDS) works with the VP of Programs to coordinate all professional development sessions for the membership of PMI-NEIC. The Director of professional development sessions is a non-voting member of the Board of directors. This is an excellent opportunity to receive additional experiences and skills while serving the PMI-NEIC and the Board of directors.

Description of Activities to be performed by Director of PDS:

- Must be a PMI-NEIC Chapter Member
- Perform as a backup to VP of Programs.
- Schedule at least two Professional Development Sessions per year.
- Review any contracts that may have been required between PMI-NEIC, the Professional Development Session presenter or vendors used.
- Obtain course content for advertising purposes and coordinate with PMI-NEIC Director of Web Services for posting on the chapter website.
- Forward materials to the Newsletter Director for preparation of event announcements emailing to the membership.
- If PMI-NEIC is responsible for attendee registration, coordinate with Director of Web Services on the development of registration page.
- Attend the day of event and assist with check-in. If unable to attend, then Director of PDS is responsible for finding a replacement. Options are VP Programs, other members of the board.

Very Rough draft from here on. Not ready for release yet.

Processes and Procedures

Nominations & Transition

- A Nominating Group is created during the summer each year
- The Nominating Group collects the names of persons interested in running for open Board positions. Volunteers are actively solicited via the newsletter, website, chapter meetings, etc
- The Nominating Group chair presents the slate of officers at the Chapter meeting in October and requests additional nominees.
- The final list of nominees is published in the next newsletter (prior to the end of October).
- The election takes place at the November business meeting / Chapter meeting.
- The new officers take responsibility beginning January 1 of the following year.
- The outgoing officers meet with the incoming officers to do a transfer of information and responsibilities at the annual Strategy Session. During this meeting, each officer receives a Chapter Handbook with critical information about PMI and the chapter.
- The meeting agenda includes:
 - Status of the Chapter
 - Information on Chapter processes
 - Review of the responsibilities of each officer
 - Review of strategic plan for previous year
 - Creation of goals for the coming year.

Nominating Group

The Nominating Group shall be comprised of the Immediate Past-President as Chairperson and two other members of the Chapter in good standing appointed by the current President. If the position of Immediate Past-President is vacant or declined, a member in good standing may be appointed by the President and must be approved by the Chapter Board of directors.

No member of the Nominating Group shall be included in the slate of nominees prepared by this Group.

The Nominating Group shall set criteria for selection of nominees, which shall include the following:

1. Willingness and ability to devote time and effort
2. Experience
3. Personal attributes.

The Nominating Group shall present its recommendation at the Chapter meeting that precedes the Annual Business Meeting and prepare an election ballot for use at the Annual Business Meeting. The Nominating Group shall also be responsible for overseeing administration of the election process and reporting on the results to the existing Board of directors for implementation and turnover of responsibilities.

Absentee Voting

A Chapter member in good standing may elect to vote for officers by proxy if unavailable to attend the annual business meeting in person. The return of a ballot directed to the Immediate Past-President who is the Chairperson of the nominating Group, authorizing and directing the Vice President of Communications to vote the ballot as marked shall be deemed a valid proxy. The member wishing to vote in this manner is responsible for securing a ballot and delivering it in time for the annual meeting as described herein.

Membership

Area Members

These are PMI members who live in the geographical area assigned to PMI NEIC, but are not members of the chapter. These persons are our best prospect for marketing efforts. The VP of Membership quarterly pulls a list of these members and sends an email or US mail to them, introducing the Chapter and inviting them to join.

New Members

New members are sent a welcome letter from the chapter letter (via email, if possible, otherwise via U.S. mail) that welcomes them to the chapter. Email addresses and mail addresses are pulled from the DEP we receive each month.

- Extract the directory from the ****current month**** DEP (database file) to excel
- Email to all with email addresses and send letters via US Mail to those without email addresses or for whom you get bad email address messages
- See New Member Letter (Attachment?).

Non-renewing Members

These are former chapter members who have not renewed their chapter membership. Non-renewing members are sent a welcome letter from the chapter letter that reminds them that their membership has lapsed and ask them to rejoin the chapter. Addresses are pulled from the DEP received each month.

- See Non-renewing Member Letter (Attachment H).

Prospective Members

Interested prospective members are

Membership Information

- The Chapter does not publish a membership directory with information on individual members.
- A summary of the makeup of our membership may be provided on the web site and include the following categories:
 - Total number of members
 - Number of PMPs
 - Number of members by Industry/Occupation
 - Number of members by Company Name
 - Number of members by SIG.