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**Portfolio:** President Elect

**Reports To:** PMINAC Board and PMI HQ

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### Position Overview

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The purpose of the President Elect is to actively prepare for assuming the duties of President, to support the President as requested and to become President if the President cannot complete the term of office. In addition, the President Elect manages required chapter reporting and compliance and works with the VP Finance to provide regular financial reporting.

Primary responsibilities include:

- Support the President in the operation of the Chapter in accordance with the goals and objectives established by the Chapter and PMI
- Support Chapter Board Members in the fulfilment of their designated duties
- Support Chapter membership through (board) provision of services

As a member of the Board of Directors of the Project Management Institute (PMI) Northern Alberta Chapter (“the Chapter”) this position is also responsible to:

- Attend Board meetings in accordance with the Chapter Bylaws
- Attend the majority of other Chapter meetings, e.g., Dinner meetings
- Promote the objectives of the Chapter and membership in the Chapter
- Maintain and protect the Chapter’s assets and property
- Approve annual budget for the Chapter
- Develop and/or maintain policies or other documents for managing the Chapter
- Assist the transition of successors
- Sponsor each committee, team or person designated
- Set date, place and time of Annual General Meeting (AGM)
- Provide input as appropriate for Chapter and PMI publications

This position may also be requested from time-to-time to:

- Chair Board Meetings of the Chapter
- Chair business meetings of the Chapter
- Sign contracts
- Represent the Chapter at PMI events, e.g., regional, national and international conferences and private, public and institutional sector events that will promote the Chapter and the achievement of the Chapter vision, goals and strategic direction.

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### Specific Responsibilities

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Specific responsibilities of this position, include, but are not limited to, the following:

- Provide assistance to Board Members in the execution of strategic and tactical plans
- Manage required Chapter reporting and compliance
- Work with the VP Finance to provide regular financial reporting
- Coordinate development and submission of required reports and/or documents to PMI Headquarters.
- Remain one of four potential signatories on cheques, contracts and other legal documents issued or otherwise required for Chapter operations

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## Important Skills, Qualifications, or Traits

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- PMI Certification preferred
- PMI Knowledge and Experience
- Budget, Financial, and Resource Management skills
- Ability to delegate effectively
- Skilled in strategic planning and process execution
- Team building skills
- Previous PMI chapter board experience is an asset

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## Estimated Effort

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20 - 30 Hours per Month

### *Document Change Control*

| Version No. | Update Date | Updated By     | Approval Date | Approved By | Modifications  |
|-------------|-------------|----------------|---------------|-------------|--|
| V – 1.0     | New         | Harold Eggert  | 2010 11 04    | Board       | Initial version  |
| V – 1.1     | Revised     | Judy Hardement | 2012 02 21    | Board       | File Charter Renewal moved from President Elect to President                             |
| V – 2.0     | Revised     | Sumair Siddiqi | 2019 01 28    | Board       | Updated position description to align with PMINAC bylaws and PMI Chapter Leaders' Guide. |