

3.1 Director Roles and Accountabilities

3.3.1 President

The President shall be the chief executive Director for the Chapter and the Board and shall perform such duties as are customary for presiding Directors, including making all required appointments with the approval of the Board.

The President will be accountable for working with the other directors to establish the strategic direction for the Chapter and for ensuring that the Board collectively contributes to the achievement of that strategy, as well as the Chapter's financial sustainability.

Specific accountabilities include, but are not limited to:

- a. Stewardship of the Chapter's strategy, i.e., mission, vision and strategic objectives, including maintenance of the PMI-AK Long-Term Strategy document
- b. Performance of the Board and its individual Directors;
- c. Board member succession, including appointments of replacement Board members to vacant positions;
- d. Appointments of Nominating Committee members for each election year, appointments of committees, committee chairpersons and representatives to task teams with Board approval;
- e. Implementation of effective and efficient Board policies, procedures, roles and structures;
- f. Development of Board meeting and General Meeting schedules and agendas and presiding over all Board meetings and General Meetings;
- g. Monthly, periodic, and annual reporting to PMI Global Operations Center, including the submission of the annual application for Charter renewal;
- h. Liaison with PMI Global Operations Center and other PMI components and organizations;
- i. Pursuing and developing alliances with other organizations, agencies, businesses and individuals in order to further the Chapter's purpose and strategic objectives;
- j. Retention and archival of permanent records associated with the position; and
- k. Information handoff and transition to the position successor.

3.3.2 President-Elect

The President-Elect shall be accountable for the development, implementation, and evaluation of an integrated annual business plan that contributes to the achievement of the Chapter's long-term strategy and sustainability.

Specific accountabilities include, but are not limited to:

- a. Overall stewardship of the Chapter's integrated, Annual Business Plan, including creation/update and implementation;
- b. Overall stewardship of the Operations portfolio and its performance in support of the Annual Business Plan;
- c. Creation, implementation and maintenance of integrated and effective processes for the Board and Chapter, including maintenance of the PMI-AK Policies and Procedures document;
- d. Effective structure and roles for the Board as a whole;
- e. Oversight and resourcing for special projects identified in the Annual Business Plan;
- f. Chairing Board meetings and General Meetings in the President's absence and has authority commensurate with the President in his or her absence;
- g. Monthly, periodic, and annual reporting, including the Chapter's annual report and Chapter Renewal submission;

PMI-AK Positional Roles

- h. Portfolio succession management;
- i. Retention and archival of permanent records associated with the position; and
- j. Information handoff and transition to the position successor.

3.3.3 VP – Finance

The VP-Finance shall be accountable for the development, implementation and evaluation of a financial management system that contributes to the achievement of the Chapter's long-term strategy and sustainability.

Specific accountabilities include, but are not limited to:

- a. Overall stewardship of the Finance portfolio and its performance in support of the Annual Business Plan;
- b. Preparation of the annual operating and capital budgets;
- c. Oversight of the management of funds for duly authorized purposes of the Chapter, including accounts receivable, accounts payable, management of the Chapter's bank accounts and required Officer signatures;
- d. Monthly, periodic, and annual reporting including financial statements and information in support of the annual charter renewal application;
- e. Financial audits;
- f. Preparation of Tax information as well submission to PMI and IRS;
- g. Portfolio succession management;
- g. Retention and archival of permanent records associated with the position; and
- h. Information handoff and transition to the position successor.

3.3.4 Secretary

The Secretary shall be accountable for the development, implementation and evaluation of a records management system that contributes to the achievement of the Chapter's long-term strategy and sustainability.

Specific accountabilities include, but are not limited to:

- a. Overall stewardship of the Administration portfolio and its performance in support of the Annual Business Plan;
- b. Development of the Records Management plan;
- c. Monthly, periodic, and annual reporting including minutes of the Board meetings and General Meetings;
- d. Retention and archival of permanent Chapter records;
- e. Information handoff and transition to the position successor; and
- f. Provision of the Chapter's stationary and printed materials.

3.3.5 VP – Communications

The VP-Communications shall be accountable for the needs assessment, development, implementation and evaluation of an integrated communication plan that contributes to the achievement of the Chapter's long-term strategy and sustainability.

Specific accountabilities include, but are not limited to:

- a. Overall stewardship of the Communications portfolio and its performance in support of the Annual Business Plan;
- b. Development of the Communication plan;
- c. Communication products and services;
- d. Liaison with web advertisers;
- e. Information Technology (IT) representative for the Chapter;
- f. Monitoring, maintenance and updating of Chapter website and electronic mailing system;
- g. Coordination of telecommunication requirements for all Chapter meetings as required;
- h. Monthly, periodic, and annual reporting on relevant topics;
- i. Portfolio succession management;
- g. Retention and archival of permanent records associated with the position; and
- h. Information handoff and transition to the position successor.

3.3.6 VP – Programs

The VP-Programs shall be accountable for the needs assessment, development, implementation and evaluation of programs relating to project management, that contribute to the achievement of the Chapter's long-term strategy and sustainability.

Specific accountabilities include, but are not limited to:

- a. Overall stewardship of the Programs portfolio and its performance in support of the Annual Business Plan;
- b. Development of the Program plan;
- c. Program and Chapter event schedules, speakers, logistical arrangements, publication, registration and related record-keeping;
- d. Liaison with professional associations and program guest speakers;
- e. Monthly, periodic, and annual reporting on relevant topics;
- f. Portfolio succession management;
- g. Retention and archival of permanent records associated with the position; and
- h. Information handoff and transition to the position successor.

3.3.7 VP - Membership

The VP – Membership shall be accountable for the needs assessment, development, implementation and evaluation of a Chapter membership plan that contributes to the achievement of the Chapter’s long-term strategy and sustainability.

Specific accountabilities include, but are not limited to:

- a. Overall stewardship of the Membership portfolio and its performance in support of the Annual Business Plan;
- b. Development of the Membership plan;
- c. Liaison with current and prospective members;
- d. Products and services that are not already provided to members via Education or Program portfolios – coordination of these communications, products, services as they relate to members;
- e. Monthly, periodic, and annual membership reporting on relevant topics;
- f. Portfolio succession management;
- g. Retention and archival of permanent records associated with the position; and
- h. Information handoff and transition to the position successor.

3.3.8 VP – Education

The VP-Education shall be accountable for the needs assessment, development, implementation and evaluation of Education products and services that contribute to the achievement of the Chapter’s long-term strategy and sustainability. The VP – Education should have a valid and current PMP designation.

Specific accountabilities include, but are not limited to:

- a. Overall stewardship of the Education portfolio and its performance in support of the Annual Business Plan;
- b. Development of an Education plan;
- c. Planning and implementation of professional workshops and seminars that develop members;
- d. Certification examination preparation workshops that reflect PMI certification testing;
- e. Educational program schedules, resources, logistical arrangements and publication;
- f. Monthly, periodic, and annual reporting on relevant topics;
- g. Portfolio succession management;
- h. Retention and archival of permanent records associated with the position; and
- i. Information handoff and transition to the position successor.

3.3.9 VP – Publicity

The VP-Publicity shall be accountable for the needs assessment, development, implementation and evaluation of an integrated marketing plan that contributes to the achievement of the Chapter’s long-term strategy and sustainability.

Specific accountabilities include, but are not limited to:

- a. Overall stewardship of the Marketing portfolio and its performance in support of the Annual Business Plan;
- b. Development of the Marketing plan;
- c. Marketing products and services;
- d. Liaison with corporate sponsors and businesses;
- e. Publication of Chapter newsletter;

PMI-AK Positional Roles

- f. Stewardship of the Chapter's annual awards program, encompassing corporate, team, and individual awards and educational scholarships;
- g. Monthly, periodic, and annual reporting on relevant topics;
- h. Portfolio succession management;
- i. Retention and archival of permanent records associated with the position; and
- j. Information handoff and transition to the position successor.

3.3.10 VP – Volunteers

The VP-Volunteers shall be accountable for the needs assessment, development, implementation and evaluation of a volunteer support plan that contributes to the achievement of the Chapter's long-term strategy and sustainability.

Specific accountabilities include, but are not limited to:

- a. Overall stewardship of all volunteers and performance in support of the Business Plan;
- b. Development of the volunteer committees plan;
- c. Marketing for volunteers and committees;
- d. Liaison with all board members, standing committees and volunteers;
- e. Stewardship of the Chapter's volunteer appreciation event;
- f. Monthly, periodic, and annual reporting on relevant topics;
- g. Portfolio succession management;
- h. Retention and archival of permanent records associated with the position; and
- i. Information handoff and transition to the position successor.