

The following list of duties and skills are expected of all members of the PMI Washington, DC Board of Directors.

Management and Administrative Duties

- Review Chapter's mission, vision, values and 5-year strategic plan.
- Focus on continuous improvement within their functional area.
- Build a team to manage the functional area's activities and ensure that each team member receives orientation and training for their role.
- Collaborate with all functional areas and be aware of their needs.
- Ensure onboarding for all volunteers in their functional area.
- Act as a chapter ambassador and represent the chapter's mission, vision and values at every event attended.
- Provide volunteers with leadership development opportunities including Board progression, where appropriate.
- Develop or maintain a succession plan and training materials for their functional area.
- Document all functional areas process and procedures.
- Have the ability to use technology for collaboration and communication.
- Create tools as needed to manage their functional area effectively and share with other VPs.
- Attend Board meetings (usually one per month) and annual Board training.

Strategic and Business Management Skills

- Strategic Planning and Process Execution
- Organization Management
- PMI Knowledge and Experience
- Volunteer Engagement
- Stakeholder Management
- Vendor Management
- Change Management
- Financial and Risk Management
- Time & Resource Management
- Matrix Team Management
- Ability to Effectively Collaborate

Leadership Skills

- Ability to delegate effectively
- Willingness to accept and drive change
- Proven ability to lead under pressure and multi-task
- Coaching and mentoring
- Conflict resolution skills
- Team building skills
- Strong public speaking and facilitation skills