

Vice President (VP) Role Definition

The Vice President is a person elected by the Chapter membership for a three-year term to lead a specific functional area that exercises independent accountability and responsibility on matters of governance, strategic formulation and oversight in the best interest of the membership. The Vice Presidents are responsible for defining their organization and building a team to execute their operational plan. It is the VP's responsibility to ensure:

1. Their functional area is consistent with Chapter strategy
2. Their activities and decisions are in alignment with Chapter Bylaws
3. They and their teams align with the Chapter vision and mission statement by exercising fiduciary duties including "acting in good faith" and "proper purpose"

If a VP is unable or unwilling to complete their elected term, the Chair, with a simple majority approval of the Board of Directors, may appoint a qualified successor to fill the office for the unexpired portion of the term.

Each Vice President is a member of the Chapter Board of Directors. The VPs are listed as Board Officers with PMI. They are included on the Board distribution email list and on the Chapter Executive Leadership web page. Their service is eligible for PDUs, as per PMI's Continuing Certification Requirements.

The VPs have full access to all areas of the Board Document Repository and have "owner" responsibilities of their respective functional area of the Document Repository.

Meeting Attendance

Board meetings typically take place once a month, but additional meetings may be scheduled at the discretion of the Chair. If a VP is unable to attend a Board meeting, he/she must notify the Chair and Chair Elect via email at least two hours prior to the start of the meeting. The VP must designate an Assistant Vice President (AVP) or another VP to attend in their stead to report on their respective functional area activities and to vote on any operational issues that come before the Board. AVPs are not required to attend any Board meetings unless they are the designated proxy for a VP. It is the responsibility of the VP to ensure that their designated AVP is prepared for the meeting.

If the VP provides notification and designates a proxy, their absence will be considered excused. If a VP does not provide at least two hours' notice and/or designate a proxy, the absence will be considered unexcused. Greater than two unexcused absences and/or three excused absences in a calendar year may result in termination from the Board.