



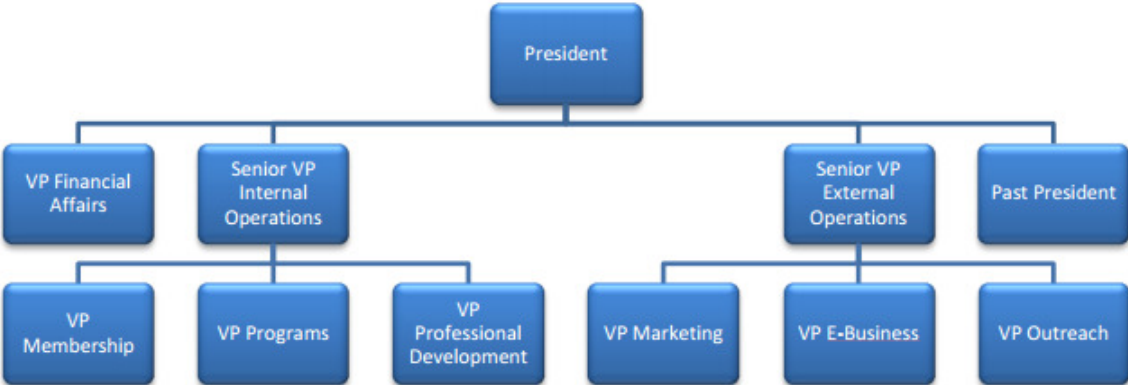
Building professionalism in project management™

Project Management Institute  
Houston Chapter, Inc.

## Chapter Structure Definition (R-14 - October 2013)

Version	Description	Author	Status	Date
1	Bi-Law Committee Updates	Robert Mills, Advisor	Board Approved	March 2011
2	Finance VP Update	Sharon Greiff, VP Finance	Board Approved	May 2011
3	Marketing VP Update	Karen Duncan, VP Marketing	Board Approved	June 2011
4	Combined approved changes, fixed footer, removed VP Communications duties regarding elections, added Director of Compliance duty, added VP Finance serve on Executive committee (SLT), added executive committee (SLT) note, corrections made to standing committees – removed blue color, comment about SLT formally being LRPC, named Executive Committee as SLT and added version history table	Kathy Ridley, Past President	Board Approved	Oct, 2011
5	Outreach VP , Director Corporate, Community, and Academic Outreach Added  Standing and Temporary Committees -Edited executive committee to read Senior Leadership Team. Revised structure of Nominating Committee	Robert Mills, Advisor RJ Masch, SVPEO	In Work	Aug, 2012
6	Updated all positions with details of responsibilities. Added conference chair and conference responsibilities to each board position.	Andy Stuart Past- President	Board Approved	April 2013
7	Updated VP of Outreach to includes roles and responsibilities of administering scholarships sponsored by the Houston Chapter, and interfacing with PMIEF Liaison. Consolidated standing and temp committees, and added PMI communities committee	Robert Mills, Advisor Chair of Governance Documents Review and Revision Committee	In Work	October 2013
8	Combined VP of Ebusiness and VP of Communications	Sharon Greiff = SVP Internal	In Work	June 2014

# Board of Directors



# President

The President shall be the Chief Executive Officer for the HOUSTON CHAPTER and Chairperson of the BOARD, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the BOARD. The President shall also serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.

## Responsibilities

- Overall responsibility for operation of the Chapter consistent with its established goals and objectives, and in alignment with the goals and objectives of the PMI Global Operations Center.
- Primary interface between PMI Houston and the Region 6 Mentor
- Provide budget input, income and expense, for the area of responsibility per the Finance and Accounting Controls and Policies.
- Administer budget, income and expense, for area of responsibility with the VP Financial Affairs.
- Manage all Chapter business through the respective Vice Presidents.
- Call BoD Meetings and preside over Chapter and BoD Meetings.
- Act as liaison with the PMI Global Operations Center.
- Report to Officers on any specific items of importance developed through correspondence and communication with the PMI Global Operations Center.
- Send out announcements for Nominations Committee
  
- Appoint members to fill vacant Chapter Officer positions with approval of the BoD.
- Appoint Advisors to the Advisory committee as needed.
- Prepare reports on membership, finance, programs, etc. to be submitted to the PMI Global Operations Center, as required.
- Perform the duties necessary for Charter Renewal with PMI GOC.
- Retain records of all correspondence and communication with the PMI Global Operations Center.
- Serve on the Senior Leadership Team (SLT).
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings

# The Senior Vice President – External Operations

The Senior Vice President of External Operations shall be responsible for the external offices of the Vice President Communications, Vice President E-Business, Vice President Marketing, and Vice President of Outreach. Additionally he shall also perform the duties and responsibilities as described below.

## Responsibilities

- Assist the President and Senior Vice President of Internal Operations as required and prepare for succession to the office of President.
- Establish and maintain close liaison with all active committees with External focus.
- Joint agreement on the various aspects of the external operations.
- Act as Sponsor and Chair for the PMI Houston Conference during their time of office.
- Reporting of the external activities to the President.
- Provide budget input, income and expense, for the area of responsibility per the Finance and Accounting Controls and Policies.
- Shall also keep the records of all business meetings of the HOUSTON CHAPTER and meetings of the BOARD.
- Is accountable for the collection of all COY information and documentation related to their function and submitting the application on time.
- Preside in the absence of the President.
- Succeed to the Office of President should that office become vacant or upon expiration of the term of the incumbent President. Chair quarterly meetings with Vice President Communications, Vice President E-business, Vice President Marketing and Vice President of Outreach to capture and mitigate tactical issues and check progress on strategic activities.
- Edit and review Newsletters with VP of Communication prior to distribution to members
- Provide guidance regarding communication and/or direction from GOC (i.e. PMI Branding)
- Be available for ad-hoc calls/meetings with external operations team.
- Liaison with association management company to address issues with External Operations.
- Serve on the Senior Leadership Team (SLT).
- Chair the SLT
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Conference Project Manager
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management

## Conference Project Manager

The Project Manager (PM) of the Conference plans, manages, and operates the annual conference and directs the conference committee chairs. The PM assigns all committee chairs and co-chairs while providing their job descriptions, roles and responsibilities. Support and sponsorship is provided by the Senior VP of Internal Operations.

## Responsibilities

- Educate attendees on Project Management through the standards of the PMBOK guide.
- Identify, maintain, and retain a strong volunteer base and help individuals grow and develop their project management skills while recognizing their accomplishments.
- Establish a concise Project Charter, Strategic Vision, Stakeholder Matrix, Organization Chart, Milestone Schedule, and Playbook for volunteers to reference in regards to the conference.
- Establish open communication with Board Sponsor, Stakeholders, and unofficial people of influence.

- Develop and maintain a succession plan which develops volunteers to take over key committee positions.
  - Develop and maintain a second in command that could take over in the absence of the PM.
  - Seek a mentor in an ex-board member for additional guidance.
  - Update the lessons learned document with volunteer input and survey findings.
  - Basic Duties
  - Maintain meetings or conference call on a weekly/bi-weekly/monthly basis to communicate the present status and advancement of all committees.
  - Maintain a monthly report issued to the sponsor and key stakeholders to be distributed further at their discretion.
  - Report on the development and progress of the conference to the Board of Directors.
  - Adhere to the development budget
  - Maintain all important documents on Sharepoint for volunteers and future leaders to review.
  - Maintain a list of goals and a project scoreboard for each committee to adhere to.
- Promote and market the advantages of the Conference to firms with Project Managers.

# Senior Vice President Internal Operations

The Senior Vice President Internal Operations shall be responsible for the internal offices of the Vice President Membership, Vice President Professional Development, and Vice President Programs. The Senior Vice President Internal Operations shall also perform the duties and responsibilities as described below.

## Responsibilities

- Assist the President and External Senior Vice President as required and prepare for succession to the office of External Senior Vice President.
- Establish and maintain close liaison with VP Programs, VP Professional Development and VP Membership, who along with the Senior Vice President Internal Operations form the Internal Operations Team.
- Joint agreement on the various aspects of the internal operations.
- Reporting of the internal activities to the President.
- Chair quarterly meetings with Vice President Programs, Vice President Professional Development, and Vice President Membership to capture and mitigate tactical issues and check progress on strategic activities.
- Provide budget input, income and expense, for the area of responsibility per the Finance and Accounting Controls and Policies.
- Act as a Co-Chair for the PMI Houston Conference during their time of office
- Is accountable for the collection of all COY information and documentation related to their function and submitting the application on time.
- Lead the Internal Operations Team.
- Preside in the absence of the President and External Senior Vice-President.
- Succeed to the Office of External Senior Vice-President should that office become vacant or upon expiration of the term of the incumbent External Senior Vice-President.
- Serve on the Senior Leadership Team (SLT).
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management

## **Immediate Past President - Advisor**

The Immediate Past President shall be the Chairperson of the Chapter Advisory Committee. The Past President shall also perform the duties and responsibilities as described below.

### **Responsibilities**

- Lead, coordinate, and compile the information for submittal of the Component of the Year application.
- Administer the application for Chapter of the Year Award
- Serve on the BoD for the year following his/her term as President.
- Advise the President and BoD, as requested, regarding past decisions and directions of the BoD.
- Serve on the Senior Leadership Team (SLT).
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Perform background checks (per the Financial policies) on all Board members at the start of the new year.
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management

# Vice President Membership

The Vice President Membership shall oversee the needs of the members of the HOUSTON CHAPTER and perform the duties and responsibilities as described below.

## Responsibilities

- Chair Membership Committee and select its members.
- Provide budget input, income and expense, for the area of responsibility per the Finance and Accounting Controls and Policies.
- Create and maintain the Membership Plan (in support of the Chapter of the Year).
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Manage all Membership activities through the following Volunteer positions:

## Director of Volunteerism

- **Basic Duties**
- Direct Volunteerism Committee and select its members.
- Manage all Volunteer activities by establishing a process for volunteer recruitment, orientation, assignment and recognition.
- Provide Chapter Committee Volunteer Staffing as requested.
- Provide Special Project Volunteer Staffing as requested.
- Develop and maintain a mentoring program for all members.

## Director of Membership

- **Basic Duties**
- Establish a program of follow up on prior members who have failed to renew membership for the current year.
- Maintain a current list of PMI Global Operations Center members in the Greater Houston Area and solicitation of their affiliation with the Chapter.
- Provide up-to-date mailing list of current Chapter members to VP Communications for use in distributing notification of Chapter activities.
- Prepare reports related to membership activities at times and occasions specified by the BoD. e.g. Membership lists management (sorting and distribution) and surveys and results analysis (sorting and distribution).

## Director of Membership Services

- **Basic Duties**
- Establish a "New member Resource Package" to be issued to all new members.
- Establish and maintain a new Member Orientation Program.
- Develop opportunities for Chapter Networking or Career Events.



## **Director of New Member Programs**

- **Basic Duties**
- Establish and maintain a membership drive.
- Develop recruiting materials that include information about the PMI Global Operations Center and the Chapter goals and objectives.
- Advise President and BoD of new members/member statistics.
- Coordinate member program(s) from GOC

Direct Membership and Business and Industry Coordination.

# Vice President Programs

The Vice President Programs shall oversee the programs needs of the members of the HOUSTON CHAPTER and perform the duties and responsibilities as described below.

## Responsibilities

- Chair Programs Committee and select its members.
- Provide budget input, income and expense, for the area of responsibility per the Finance and Accounting Controls and Policies.
- Develop and maintain a Programs plan that details all scheduled activities for the year (in support of the Chapter of the Year).
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Planning, scheduling, and implementation of each Chapter meeting/program event, including the involvement of vendors.
- Maintaining a file on speakers and programs presented at Chapter Meetings.
- Recommend annual calendar of events for Chapter Meetings to the BoD
- Host the program leader(s) and present gift(s) at Chapter Meetings.
- Responsible for reviewing meeting facilities to ensure competitive value/pricing
- Prepare and submit reports related to program activities at times and occasions specified by the BoD.
- Coordinate with the VP of Communication, VP Marketing and VP of Outreach to leverage channels to promote events, as well as explore new channels.
- Manage all Programs activities through the following Volunteer positions:

## Venue Directors

- **Basic Duties**
- Coordinate the facility
- Coordinate the speakers with VP of Programs
- Coordinate and manage the meeting events
- Provide eBiz speaker/presentation materials for website
- Coordinate with assessing speaker/attendee satisfaction
  
- **Director of PD Opportunities**
- Assess and leverage training opportunities for high quality speakers (at the discretion of the PD)
- Act as PD Liaison

# Vice President Professional Development

The Vice President Professional Development shall oversee educational and development opportunities provided by the HOUSTON CHAPTER and perform the duties and responsibilities as described below.

## Responsibilities:

- Chair the Professional Development Committee and select its members.
- Provide budget input, income and expense, for the area of responsibility per the Finance and Accounting Controls and Policies.
- Develop and maintain a Professional Development plan that details all activities for the year
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Responding to membership questions related to PMI credentials, qualifications, resources, content, and PDU tracking and reporting
- Negotiate and control contracts with all training providers.
- Liaison with potential providers and Conference PM for PD/PDU opportunities.
- Update CCRS with all relevant PDU codes
- Report to the BoD on the progress of the professional development program
- Manage all Professional Development activities through the following volunteer positions:

## Director of Education - Curriculum

- **Basic duties:**
- Create and maintain a Professional Development curriculum with introductory, intermediate and advance level classes for project and personal performance.
- Establish and oversee a program that provides members with a path towards PMI certifications.
- Maintain up to date information on the current certification requirements as defined by PMI
- Establish and oversee programs that provide members with Project Management education beyond the various PMI certifications.
- Assure that Chapter program/event information is properly registered with PMI so that attendees may properly claim PDUs in accordance with the PMI's latest CCR processes, and that this is clearly communicated
- Ensuring any recent developments or changes to the PMBOK are reflected in facilitation content and the Chapter website
- Retention and archival of permanent records associated with the position
- Act as liaison to venue directors with the purpose of promote current/upcoming offerings

## Director of Education – Marketing

- **Basic duties:**
- Promoting professional development/PDU opportunities for Chapter members to increase personal development and maintain certifications
- Responsible for ensuring that all Professional Development Events are well publicized via the Chapter Newsletter, Direct Email and the Chapter Web Site.
- The event calendar on the Chapter Web site is also to be kept up to date with the latest schedule of events.
- Professional Development liaison into the following functions with the sole purpose of Marketing the educational and personal development opportunities :
  - Marketing – Work on a Professional Development Marketing campaign
  - Outreach – Support outreach training opportunities
  - Programs - Work with the Program team on potential class instructors.

# Vice President Communications

The Vice President Communications shall oversee all email communications for the HOUSTON CHAPTER AND perform the duties and responsibilities as described below.

## Responsibilities

- Chair Communications Committee and select its members.
- Provide budget input, income and expense, for the area of responsibility per the Finance and Accounting Controls and Policies.
- Responsible to set the short and long term strategy for the Communications.
- Develop and maintain Communication Plan (in support of the Chapter of the Year).
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Direct the publishing and distribution of all Chapter publications.
- Prepare and submit reports related to Communication activities at times and occasions specified by the BoD.
- Maintain close communication with all Board of Director members including but not limited to VPs, Senior VPs, President, Past President and Advisors.
- Edit and review Newsletters with SVP of External Operations prior to distribution to members
- Publish Communication's Newsletters as required.
- Collaborate and publish Job opportunities for the benefits of the PMIH members.
- Manage all Professional Development activities through the following volunteer positions:

## Director of Communications (Email blast)

- **Basic Duties**
- Assist in implementation of Email and Survey Plan for PMI Houston.
- Work with VP Communications to establish processes and procedures.
- With the VP Communications, engage online services for email management and survey delivery.
- Attend Communications Committee meetings (as necessary).
- Be point of contact, if needed, between VPs, Directors and Email List and Survey Managers.
- Responsible to prepare email blasts to be sent to members and non-members, contents are diverse going from information about Professional Development, Chapter Meetings, PMIH Board Election to vendor communications and third party events.

## Director of Collaboration

- **Basic Duties**
- Responsible to write or find relevant articles linked to the Project Management discipline to recommend them to be published on the monthly newsletters. They assist the VP of communications for the PMI Houston monthly newsletter and collaborate with the lead and experts in PM profession across the globe for the benefit of our members.
- Assist in implementation of News Plan for PMI Houston.
- Work with VP Communications to establish processes and procedures.
- Work with Editors/Authors to develop Email Newsletter and Website News Guidelines.
- Work within the chapter to encourage more news items and articles for publications.

- Coordinate receipt of news items with appropriate news editors.
- Notify VP Communications when volunteers are needed to fill position.

## Vice President of E-Business

The Vice President of E-Business shall oversee all the Information Technology of the HOUSTON CHAPTER and perform the duties and responsibilities as described below.

### Responsibilities

- Chair E-Business Committee and select its members.
- Provide budget input, income and expense, for the area of responsibility per the Finance and Accounting Controls and Policies.
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Manage all Chapter IT related activities and issues to maintain business and administration excellence, including the use of IT communication.
- Maintain close communication with all other Vice Presidents.
- Is accountable for the collection of all COY information and documentation related to their function and submitting the application on time.
- Responsible to set the short and long term strategy for the Communications.
- Develop and maintain Communication Plan (in support of the Chapter of the Year).
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Direct the publishing and distribution of all Chapter publications.
- Prepare and submit reports related to Communication activities at times and occasions specified by the BoD.
- Edit and review Newsletters with SVP of External Operations prior to distribution to members
- Publish Communication's Newsletters as required.
- Collaborate and publish Job opportunities for the benefits of the PMIH members.

Manage all E-Business activities through the following volunteer positions

### Director of External E-Business and Technologies

- **Basic Duties**
- Manage the pmihouston.org web site
  - Create new web pages
  - Update existing web pages
  - Work with StarChapter on rolling out StarChapter's changes to the web site functionality
- Safeguard/Maintain PMI Houston online brand
- Communicate regularly with all chapter functions (to include, but not limited to communications, marketing, membership growth, professional development, mentorship, and outreach opportunities) to get content and post it on the pmihouston.org web site
- Attend E-Business Committee meetings
- Attend Board meetings as requested
- Coordinate with VP E-Business and other Directors and committees as requested.
- Solicit additional volunteer support through VP E-Business
- Chapter of the Year Application
  - Works with the VP of E-Business and E-Business committee members to develop the annual E-Business plan

- Collect documentation, accomplishments, and statistics from all web site activities on a monthly basis that will be used in the COY application

### **Director of Internal E-Business and Technologies**

- **Basic Duties**
- Manage the SharePoint web sites and SharePoint user accounts
  - Creating and inactivating SharePoint Accounts as needed
  - Assigning permissions
  - Producing security audit reports on a scheduled reports
  - Assisting users with SharePoint issues
- Manage the email system and its user accounts
  - Creating and inactivating email accounts as needed
  - Producing security audit reports on a scheduled reports
  - Assisting users with email issues
- Attend E-Business Committee meetings.
- Attend Board meetings as requested
- Coordinate with VP E-Business and other Directors and committees as requested.
- Solicit additional volunteer support through VP E-Business
- Chapter of the Year Application
- Works with the VP of E-Business and E-Business committee members to develop the annual E-Business plan
- Collect documentation, accomplishments, and statistics from all SharePoint and Email System activities on a monthly basis that will be used in the COY application

### **Director of E-Business for PMI Houston Conferences**

- **Basic Duties**
- Manage the SharePoint conference team site and SharePoint conference team user accounts
- Manage the conference speaker presentation download site
  - Set up the speaker presentation download site
  - Upload speaker presentations
- Manage the conference team email accounts
  - Create email accounts as needed
  - Help volunteers with login issues
  - Help volunteers set up Outlook to access their email accounts
- Manage the conference registration page and speaker schedule download file

- Create and update this pages as needed
- Attend and participate all conference committee meetings
- Attend the conference as a volunteer if needed.
- Attend E-Business Committee meetings
- Attend Board meetings as requested
- Coordinate with VP E-Business and other Directors and committees as requested.
- Solicit additional volunteer support through VP E-Business
- Chapter of the Year Application
- Works with the VP of E-Business and E-Business committee members to develop the annual E-Business plan
- Collect documentation, accomplishments, and statistics from all conference web site activities on a monthly basis that will be used in the COY application.

### **Director of Business Analysis**

- **Basic Duties**
- Manage the people side of changes to PMI Houston's Information Technology systems.
  - Creating the end user documentation and training material.
  - Conducting the end user training sessions either live or virtual.
  - Collecting and analyzing the project's business requirements and transferring the same knowledge to development team.
  - Communicating effectively with external clients and internal teams to deliver product's functional requirements like screen, interface, and GUI designs.
  - Communicating project status reports effectively with external clients and internal teams.
  - Documenting the acquired results of analysis and workflows as well as obtaining sign-off from the appropriate client.
- Manages the work queue for the E-Business committees.
  - Receives all work requests.
  - Collects status updates from members of other E-Business committees.
  - Updates the work request log.
  - Prioritizes work in the work request log.
- Evaluating the data collected through task analysis, business process, surveys and workshops, etc.
- Providing suggestions to the development team during the development stage of product to meet the client's business needs.



- Preparing accurate and detailed requirement specifications documents, user interface guides, and functional specification documents.
- Designing and executing the test scripts and test scenarios.
- Managing any change requests related to the working project plans daily to meet the agreed deadlines.
- Attend E-Business Committee meetings.
- Attend Board meetings as requested
- Coordinate with VP E-Business and other Directors and committees as requested.
- Solicit additional volunteer support through VP E-Business.
- Chapter of the Year Application
  - Works with the VP of E-Business and E-Business committee members to develop the annual E-Business plan
  - Needs to become an expert on the COY application document and COY application process.
  - Collect documentation and accomplishments from all E-Business Committees on a monthly basis that will be used in the COY application.
  - Work with the VP of E-Business to complete and submit the COY application on time.

#### **Director of Social Media**

- **Basic Duties:**
- Assist in the development of the Marketing Plan for PMI Houston.
- Manage and facilitate all social media content to include but not limited to LinkedIn.
- Moderate discussion and communication on the “discussion wall” by keeping consistent messaging and branding.
- Safeguard and promote PMI Houston online brand
- Convert social media visits to website visits.
- Support all Chapter functions (to include, but not limited to communications, marketing, membership, professional development and outreach)
- Attend E-Business Committee meetings.
- Coordinate with VP E-Business and other Directors and committees as requested.
- Attend Board meetings as requested
- Solicit additional volunteer support through VP E-Business.
- Chapter of the Year Application
  - Works with the VP of E-Business and E-Business committee members to develop the annual E-Business plan
  - Collect documentation, accomplishments, and statistics from all Social Media site activities on a monthly basis that will be used in the COY application

#### **Director of Communications (Email blast)**

- **Basic Duties**
- Assist in implementation of Email and Survey Plan for PMI Houston.
- Work with VP Communications to establish processes and procedures.
- With the VP Communications, engage online services for email management and survey

delivery.

- Attend Communications Committee meetings (as necessary).
- Be point of contact, if needed, between VPs, Directors and Email List and Survey Managers.
- Responsible to prepare email blasts to be sent to members and non-members, contents are diverse going from information about Professional Development, Chapter Meetings, PMIH Board Election to vendor communications and third party events.

### **Director of Collaboration**

- **Basic Duties**
- Responsible to write or find relevant articles linked to the Project Management discipline to recommend them to be published on the monthly newsletters. They assist the VP of communications for the PMI Houston monthly newsletter and collaborate with the lead and experts in PM profession across the globe for the benefit of our members.
- Assist in implementation of News Plan for PMI Houston.
- Work with VP Communications to establish processes and procedures.
- Work with Editors/Authors to develop Email Newsletter and Website News Guidelines.
- Work within the chapter to encourage more news items and articles for publications.
- Coordinate receipt of news items with appropriate news editors.
- Notify VP Communications when volunteers are needed to fill position.

## Vice President Financial Affairs

The Vice President Financial Affairs shall oversee the management of funds for duly authorized purposes of the HOUSTON CHAPTER and perform the duties and responsibilities as described below.

The VP of Financial Affairs shall be responsible for establishing the strategy for, setting the direction of, and overseeing, all of the management of funds for duly authorized purposes of the HOUSTON CHAPTER and the fiscal, financial investment, and fundraising policies of the Chapter. These duties include, but are not limited to, developing Chapter financial goals and objectives, preparing the annual financial plan and annual reports, collecting, disbursing, and record-keeping of all applicable Chapter reports. The VP of Finance shall also act as Chair of ad hoc committees or task groups relating to Chapter financial investment and spending policies and practices.

### Responsibilities

- Chair Finance Committee and select its members.
- Coordinate all budget input, income and expense, for all areas of the Chapter and its activities at the beginning of the fiscal year.
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Prepare and submit to PMI Global Operations Center financial information as required for re-charter of the PMI Houston Chapter, Inc
- Prepare 990 for IRS and send copy to Region 6 Chapter Administrator
- Review Expenses and Invoices – prepare checks and send to recipients
- Prepare monthly financial reports
- Arrange for up-to-date signature cards on all Chapter bank accounts.
- Prepare financial status reports covering income and expenses monthly
- Prepare an annual report on financial activities of the Chapter.
- Turn over records to his/her successor and prepare successor to be effective as VP of Financial Affairs.
- Maintaining Chapter financial instruments to assure most efficient use of Chapter funds.
- Perform Monthly bank account reconciliations
- Serve on the Senior Leadership Team (SLT)
- Review the PMI Houston Financial and Accounting Controls and Policy document on an annual basis and update to reflect the policies of the organization
- Enforce the terms and conditions within the PMI Houston Financial and Accounting Controls and Policy document
- Manage all Financial Affairs activities through the following volunteer positions:

## **Director of Accounting**

- **Basic Duties**
- Handling of all Chapter disbursement of funds to satisfy payables or any other expense approved by the Board of Directors.
- Entering of disbursement of funds into QuickBooks
- Tracking of Professional Development classes for payables
- Maintaining/ Modifying Expense Report
- Producing Profit and Loss reports for Professional Development and Programs
- Verification and Revenue reconciliation of weekly administrative counter deposits.
- Verification and Revenue reconciliation of Merchant Services Receipts and Star Chapter Invoices
- Tracking and Reporting on Vendor Sponsor Revenues
- Receiving of income from outside sources as directed by the BoD.

## **Director of Compliance and Special Projects**

- **Basic Duties**
- Review Monthly Reconciliation Reports
- Prepares Yearly PCI Compliance report
- Prepares Annual 1099
- Review all contracts in conjunction with the VP of Financial Affairs
- Responsible for assisting with special financial projects within chapter
- Responsible for annual review of Finance procedures and documentation
- Maintains all governance documents (By-laws, Policy Manual and Structure Document)
- Maintains all contracts for the chapter

## Vice President Marketing

The Vice President Marketing shall oversee promoting awareness of PMI Houston to the public with a goal of increasing the understanding of and goodwill towards the HOUSTON CHAPTER. The Vice President Marketing will also perform the duties and responsibilities as described below.

### Responsibilities

- Chair the Marketing Committee and select and grow its volunteers
- Contribute to and enable execution of BOD Strategy and Plans
- Develop Marketing Plan for PMI Houston with assistance from Board members and Directors
- Provide budget input, income and expense, for the area of responsibility per the Finance and Accounting Controls and Policies.
- Implement PMI Global Brand standards ensuring all collateral materials carry out desired message
- Develop all advertising campaigns working with appropriate Board members and Directors
- Oversee, provide leadership and ensure successful implementation of all Marketing-led initiatives
- Collaborate and consult to PMI-Houston annual conference and other major marketing campaigns for other areas
- Hold regular Marketing Committee meetings (virtual or face-to-face)
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Manage all Financial Affairs activities through the following volunteer positions:
- Prepare and submit Marketing Portion of the Chapter of the year award application

### Director, Public Relations

- **Basic Duties**
- Assist in the development of the Marketing Plan for PMI Houston
- Implement PMI Global Brand standards across all areas of PMI Houston
- Direct all publicity matters as they relate to promotional activities for the Chapter.
- Provide input for photography needs at special functions in conjunction with the Director of Communication
- Prepare Chapter publicity with local daily and technical press as well as the PMI Global Operations Center's "Project Management Journal" and "PM Network"
- Establish and maintain liaison with other professional societies in conjunction with the VP Marketing
- Attend Marketing Committee meetings (virtual or face-to-face).
- Coordinate with VP Marketing and other Directors and committees as requested.
- Attend Board meetings as requested
- Solicit additional volunteer support through VP Marketing (who will compile all volunteer needs for the Director of Volunteerism).
- Prepare and submit Public Relations Portion of the Chapter of the year award application
- Coordinate with photographers for all the PR activities.

### Executive Photographers

- **Basic Duties**

- Responsible to take professional pictures at the PMI chapter meeting venues, conferences and independent events where PMI Houston sponsors or participates.

### **Director, Networking**

- **Basic Duties**
- Assist in the development of the Marketing Plan for PMI Houston.
- Develop and direct the PMI Houston chapter social networking events within the Houston area to allow our members and guests a casual environment to build professional relationships in diverse environments.
- Plan location, dates and times of events; negotiate space and food and beverage specials at event locations and create media notification for communication of events.
- Manage the networking team from a Program Level to ensure all Territory Leads are planning, executing and delivering successful networking events in their appointed areas.
- Work with Social Media team to ensure proper communication of networking events are sent out to all avenues for all planned events (i.e. Chapter Member email, PMI Houston chapter website, LinkedIn, etc).
- Gather and arrange networking event material (signs, name tags, notifications, door prizes, etc).
- Attend all networking events, as schedule allows.
- Attend Marketing Committee meetings (virtual or face-to-face).
- Coordinate with VP Marketing and other Directors and committees as requested.
- Attend Board meetings as requested.
- Solicit additional volunteer support through VP Marketing (who will compile all volunteer needs for the Director of Volunteerism).
- Prepare and submit Networking Portion of the Chapter of the year award application

### **Director, Sponsorships**

- **Basic Duties**
- Assist in the development of the Marketing Plan for PMI Houston.
- Develop and direct the Chapter Sponsorship Program, including policy, processes and collateral materials.
- Develop and manage sponsor relationships.
- Solicit sponsorships and promotions to meet revenue projections.
- Ensure promotions are in correct format.
- Work with e-Business committee for placement of promotions on website.
- Work with Admin Assistant to invoice sponsors as appropriate
- Produce monthly revenue report.
- Attend Marketing Committee meetings (virtual or face-to-face).
- Coordinate with VP Marketing and other Directors and committees as requested.
- Attend Board meetings as requested
- Solicit additional volunteer support through VP Marketing (who will compile all volunteer needs for the Director of Volunteerism).
- Prepare and submit Sponsorship Portion of the Chapter of the year award application

### **Director, Professional Awards**

- **Basic Duties**

- Assist in the development of the Marketing Plan for PMI Houston.
- Develop and direct the Chapter Professional Awards Program.  
Update the Professional Awards policy, processes and collateral materials as required.
- Promote the Professional Awards Program and solicit projects for nomination
- Chapter Project of the Quarter/Year Awards
- Evaluate official PMI GOC Professional Awards and recommend ones to be sought by PMI Houston. Examples of awards are:
  - Fellow Award
  - Eric Jenett PM Excellence Award
  - Community Advancement through PM Award
- Attend Marketing Committee meetings (virtual or face-to-face).
- Coordinate with VP Marketing and other Directors and committees as requested.
- Attend Board meetings as requested
- Solicit additional volunteer support through VP Marketing (who will compile all volunteer needs for the Director of Volunteerism).
- Prepare and submit Professional Awards Portion of the Chapter of the year award application

### **Director of Liaison**

- **Basic Duties**
- Assist in the development of the Marketing Plan for PMI Houston.
- Scout and recruit marketing managers to work with every functional VP of PMIH .
- Communicate overall marketing needs of PMIH through functional marketing managers who work as liaisons between marketing and the rest of board.
- Evaluate Marketing needs for each area by working with following managers
  - Programs Marketing Manager
  - Professional Development Marketing Manager
  - e-Business Marketing Manager
  - Outreach Marketing Manager
  - Communications Marketing Manager
- Attend Marketing Committee meetings (virtual or face-to-face).
- Attend other functional Committee meetings as required.
- Coordinate with VP Marketing and other Directors and committees as requested.
- Attend Board meetings as requested
- Solicit additional volunteer support through VP Marketing
- Prepare and submit Professional Awards Portion of the Chapter of the year award application

# Vice President Outreach

The Vice President Outreach shall oversee the activities to build bridges to PMI Houston Chapter through four outreach programs – Community, Academic, Corporate and Government. The Vice President Outreach shall also perform the duties and responsibilities as described below.

## Responsibilities

- Chair the Outreach Committee and select and grow its volunteers
- Develop the Outreach Plan for PMI Houston
- Contribute to and enable execution of BOD Strategy and Plans
- Provide budget input (income and expense) to VP Financial Affairs at the beginning of the fiscal year; report on and manage the budget
- Provide administration of PMI Houston Chapter sponsored scholarships
- Provide \$TBD budget to fund scholarships
- **Interface and share information about local educational activities with PMIEF Liaison**
- **Empower Academic Outreach Director to work with PMIEF Liaison in promoting Project Management in local Texas public Schools.**
- Oversee, provide leadership and ensure successful implementation of all Outreach-led initiatives
- Develop partnerships with non-profit organizations, academic institutions and corporations of value to PMI Houston
- Identify required and meaningful metrics and report to BOD on monthly basis
- Hold regular Outreach Committee meetings (virtual or face-to-face)
- Attend and participate in all Board meetings and Planning Sessions
- Attend monthly PMI-Houston Chapter meetings

## Director, Corporate Outreach

- **Basic Duties**
  - Development of the Corporate Outreach Program, including policy, processes and collateral materials.
  - Implement and direct the portfolio of projects in the Corporate Outreach Program
  - Promote Outreach opportunities and encourage participation of Chapter membership
  - Develop and maintain relationships with senior executives in corporations in the Houston area, promoting the benefits of PMI and PMI Houston
  - Exceed the requirements outlined for Corporate Outreach in support of BOD Strategy and Plans
  - Collaborate effectively with other PMI Houston functional leaders to achieve goals
  - Recruit volunteers to build a solid team with the right skills
  - Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
  - Attend Board meetings as requested
  - Attend monthly Outreach committee meeting

## Director, Community Outreach

- **Basic Duties**
  - Development of the Community Outreach Program, including policy, processes and collateral materials.
  - Implement and direct the portfolio of projects in the Community Outreach Program
  - Promote Outreach opportunities and encourage participation of Chapter membership
  - Develop and maintain relationships with Outreach partners in the Houston area, promoting the benefits of PMI and PMI Houston
  - Exceed the requirements outlined for Community Outreach in support of BOD Strategy and Plans



- Collaborate effectively with other PMI Houston functional leaders to achieve goals
- Recruit volunteers to build a solid team with the right skills
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Attend Board meetings as requested
- Attend monthly Outreach committee meeting

### **Director, Academic Outreach**

- **Basic Duties**
- Development of the Academic Outreach Program, including policy, processes and collateral materials.
- Implement and direct the portfolio of projects in the Academic Outreach Program
- Promote Outreach opportunities and encourage participation of Chapter membership
- Develop and maintain relationships with educational institutions in the Houston area, promoting the benefits of PMI and PMI Houston
- Exceed the requirements outlined for Academic Outreach in support of BOD Strategy and Plans
- Collaborate effectively with other PMI Houston functional leaders to achieve goals
- Recruit volunteers to build a solid team with the right skills
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Attend Board meetings as requested
- Attend monthly Outreach committee meeting

### **Director, Government Outreach**

- **Basic Duties**
- Development of the Government Outreach Program, including policy, processes and collateral materials.
- Implement and direct the portfolio of projects in the Government Outreach Program
- Promote Outreach opportunities and encourage participation of Chapter membership
- Develop and maintain relationships with senior executives in government organizations in the Houston area, promoting the benefits of PMI and PMI Houston
- Exceed the requirements outlined for Corporate Outreach in support of BOD Strategy and Plans
- Collaborate effectively with other PMI Houston functional leaders to achieve goals
- Recruit volunteers to build a solid team with the right skills
- Document projects and maintain them in PMI Houston SharePoint for seamless information sharing and management
- Attend Board meetings as requested
- Attend monthly Outreach committee meeting

# Consolidated Standing and Temporary Chapter Committees

**Section 1. The Senior Leadership Team (SLT)** shall consist of the Past President, President, Senior Vice President External Operations, Senior Vice President Internal Operation, the Vice President of Financial Affairs and the currently active past Presidents of the Chapter. The Senior Vice President External Operations shall be the chairperson for the SLT.

The SLT is to establish, organize, execute, and continuously improve the Houston Chapter's strategic planning process, and lead the Houston Chapter Board's participation in strategic planning and ensure alignment between strategic priorities, Houston Chapter programs and their annual budgets. The SLT shall be responsible for the HOUSTON CHAPTER'S 3+ year strategic goals and initiatives that cross Vice Presidential responsibility boundaries. The Team will be responsible for maintaining the integrity of the chapter's strategic planning processes.

The non-voting Board members (the past presidents) shall continue in their roles of as advising the current chapter leadership in best practices to retain the knowledge of past administrations. These members will also act as mentors for the PMI Houston board and all Board members.

**Section 2. The Chapter Advisory Committee** shall be responsible for advising the current chapter leadership in past practices to retain the knowledge of past administrations. The Chapter Advisory Committee shall consist of former Presidents of the HOUSTON CHAPTER and be chaired by the most recent Past President. The Chapter Advisory Committee will act as mentors for the PMI Houston board and all Board members must have an identified mentor and meet at least once a quarter with their mentor.

**Section 2. The Houston Chapter Nominating Committee** shall be made up of two (2) former Board members, two to three (2 to 3) regular members and optionally by a non-member. The committee shall be chaired by one of the former Board members. All appointed members of the Nominating Committee shall be members in good standing and have experience in board governance and non-profit organizations with specific background in association management and/or board governance.

Any Non-member volunteer on the committee shall be expected to agree and adhere to the Houston Chapter bylaws, code of ethics, professional conduct and other governing documents.

**Refer to the Houston Chapter's Nominating Committee Policy Manual with respect to the specifics of the structure of the Nominating Committee, the committee's responsibilities, and election activities.**

**Section 3. The Market Advisory Committee** shall be responsible for advising the current chapter leadership in the needs and desires of the Houston Metropolitan Statistical Area Market with respect to the practice of project management. The Market Advisory Committee shall consist of senior level management or practitioners within industry, academia, and government served by the HOUSTON CHAPTER and will be chaired by the President of PMI Houston and supported by the immediate Past-President

Section 4. The Committee for PMI Communities

The Committee for PMI Communities as defined in the Bylaws, Article III, Section 3.01, § B-3, a committee is established by the Houston Chapter and with cooperation with other PMI

Communities to advance the practice and profession of project management, its practices, objectives and ideals.

The Committee will help newer, smaller, less experienced PMI chapters by providing standards, guidelines, policies, processes, templates and tools to aid in developing potential, gain skills and confidence to governance.