

PMI-KC

Standing Rules

Standing Rules accompany the Component Bylaws. Standing Rules may be changed through a majority vote of the elected board members.

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Last Update: October 2013

Section I: Board Member Positions and Duties

Board Member Duties-General/All Areas

Transition

1. Attend BOD December transition event;
2. Attend January strategic planning session;
3. Keep accurate documented records of activities throughout the year;
4. Meet with outgoing/incoming officer (at transition event and ongoing as needed);
5. Turn over all records to a successor;
6. Post Board processes and documents on Board document repository.

Communications

1. Attend and report activities at Board meetings; provide backup if unable to personally attend;
2. Communicate and participate constructively at BOD meetings; such as, read proposals and documents for review BEFORE the meeting and be prepared to contribute positively to the discuss;
3. Submit new business proposals utilizing the “2012 Board Proposal Form” from Board Operations Manual; bring completed proposal for discussion at the BOD meeting;
4. Meet one-on-one with President as needed;
5. Submit chapter newsletter articles timely per schedule developed by Director Publications;
6. Update/edit web site content for your area (as needed); utilize the services of the Director of Web and....;
7. Communicate and collaborate programs and events among fellow board members; utilize the chapter’s event calendar on the website to avoid date conflicts with other member programs;
8. Follow communications to membership processes as outlined by the Director of Marketing and VP of Communications.

Leadership

1. Fulfill your VP area duties as outlined in the Chapter Bylaws and Standing Rules;
2. Engage assistance from other board members as needed; as well as, volunteer to assist other board members with their successful completion of programs and initiatives;
3. Appoint Directors as needed, following the process of a) create the role description for the Standing Rules; b) obtain BOD approval to add the position; and c) complete the job posting for Volunteers to post on the website;
4. Utilize VP Volunteers for assistance in filling open volunteer positions in your area; also pursue candidates yourself;
5. Attend at least one (recommended) Regional Leadership Event;
6. Encourage fellow chapter members to participate as volunteers;
7. Assist at annual Professional Development Days event per the direction of the VP of PDD.

Membership, Certifications & Recruitment

1. Maintain your membership in good standing;
2. Maintain any PMI-certifications earned in good standing;
3. Recruit new members and/or sponsors;
4. Assist with recruitment of nominees for BOD elections.

Financial

1. Assist Finance in creating the budget for income and expenses for your area of responsibility;
2. Monitor/review budget area through QuickBooks Online;
3. Complete expense reports with required receipts within 5 business days of incurring expense;
4. Follow financial processes as outlined by the VP of Finance.

Board Member Duties by Position

President

In addition to the duties outlined in the Chapter Bylaws, duties of the President include:

1. **Component Relationship**
 - a) Be the official custodian of the PMI-KC Corporate Charter;
 - b) Maintain relationship to PMI International;
 - c) Maintain inter-component relationship to other regional and student components.

2. **Staffing**
 - a) Assure all elected positions are filled by willing and capable personnel;
 - b) Continuously solicit volunteers for assistance to all board members;
 - c) Assist all board members to formulate coordinated goals by position;
 - d) Measure elected board members against agreed goals;
 - e) Appoint vacant Board members' positions, subject to approval by a majority of the Board of Directors;
 - f) Appoint members to serve on the Nominating Committee by July 1 of each year;
 - g) Maintain Officer Expectations as outlined in this document.

3. **Direction**
 - a) Serve as liaison to the PMI;
 - b) Facilitate the planning and understanding of the long term direction of PMI-KC;
 - c) Understand the long term direction of PMI;
 - d) Set continuation annual goals for PMI-KC;
 - e) Set challenging new business goals for elected board members;
 - f) Schedule and lead board meetings, at least bi-monthly.

4. **Facilitate**
 - a) Call and preside over all Component Board Meetings and Special Meetings;
 - b) Preside over all Component Business Meetings;
 - c) Ensure that the action item list resulting from board meetings is managed well by board members;
 - d) Submit timely recaps of meetings and activities to the Editor of Institute's PM Network magazine.

5. **Financial and Business**
 - a) Assign financial reporting responsibility;
 - b) Maintain copies of all Component contracts;
 - c) Regularly monitor financial health;
 - d) Prepare and submit, in conjunction with the cognizant Vice Presidents, any required periodic reports to PMI; headquarters, regarding Component Activities;
 - e) Maintain incorporated status by annual reporting to government agencies;
 - f) Maintain Bylaws
 - g) Maintain Standing Rules.
6. Solicit nominations for the awards program;
7. Notify Component membership thirty (30) days before annual elections;
8. Recommend the formulation of any special committees to the Board of Directors for approval and membership appointment;
9. Serve as Component representative on the PMI Assembly of Chapter Presidents or appoint a Component member to represent PMI-KC at Assembly;
10. Provide Recognition Gifts for Board members.

Past President

In addition to the duties outlined in the Chapter Bylaws, duties of the Past President include:

1. Assist the President as the official custodian of the PMI Component Charter;
2. Preside over all Component and Business Meetings if both the President and President Elect are absent;
3. Attend all Component Board Meetings and Special Meetings called by the President;
4. Serve as the chairman & member of the Nominating Committee organized by July 1 of each year; plan and execute the election process up to the hand off to PMI-Global, for the actual balloting and tally of results.
5. Assist the President in the appointment of vacant Board members' positions, subject to approval by the Board;

6. Assist the President in preparing, in conjunction with the cognizant President Elect or Vice Presidents, any required periodic reports to PMI regarding Component activities;
7. Represent the President on the PMI Assembly of Chapter Presidents or appoint a Component member to represent PMI-KC at the Assembly only if the sitting President is unable to represent PMI-KC;
8. Serve as an advisor for the President and ensure a smooth transition of terms.

President Elect

In addition to the duties outlined in the Chapter Bylaws, duties of the President Elect include:

1. President Elect must have the same qualifications as the President; they must be PMP certified, a member in good standing; and have served in a board position for a minimum of one term;
2. Be willing to serve a three-year term; the first as President Elect, the second term as President, and the third as Past President;
3. Have independent financial oversight of the chapter funds; but no authority to disperse funds for any reason;
4. Be a voting member of the Board;
5. Serve in lieu of the President on any committee to which the President is an ex-officio member.
6. Preside in the absence of the President, including conducting Board meetings in accordance with Robert's Rules of Order;
7. Fulfill duties as designated by the President;
8. Partner with the President in the year prior to their term to ensure the position is transitioned with full knowledge of the Chapter's status and goals upon election;
9. Provide transition materials for the succeeding President Elect;
10. Review Standing Rules and make appropriate updates for vote of the Board of Directors before Board election cycle begins following year.
11. Partner with the Past President to develop leadership and succession plans for the next year.

Vice President, Finance

In addition to the duties outlined in the Chapter Bylaws, duties of the Vice President, Finance include:

1. Be in charge of all Component monies and to pay all bills in accordance with PMI-KC Board's directive;
2. Arrange for the establishment of a Component bank account, which requires the signature of PMI-KC President and the Vice President, Finance;
3. Prepare the annual budget for PMI-KC Board of Directors' approval, with the support of all Officers and committees who have a requirement for funds, or are a source of income for the coming year;
4. Assume responsibility for the accounting records of PMI-KC and for maintaining such checking or banking accounts as approved by PMI-KC Board of Directors;
5. Oversee activities performed by Director of Disbursements to ensure that duly approved check requests are processed in a timely manner and chapter accounting software updated to reflect all payments via check or debit cards;
6. Oversee activities performed by Director of Deposits to ensure all monies are updated in the chapter accounting software including:
 - a. Credit card payments submitted thru Star Chapter
 - b. Direct deposits by PMI Global (i.e. membership)
 - c. Checks collected by Board members in support of their corresponding activities.
7. Distribute, control, and monitor all debit or credit cards made available to the Board members;
8. Prepare periodic Financial Statement for presentation to PMI-KC Board of Directors;
9. Assist PMI-KC President with preparation of the annual and quarterly financial reports required for submission to the Institute;
10. Engage CPA firm to provide support in the submission of the Chapter's annual 990 tax form to IRS;
11. Coordinate the registration for all component events where a fee is charged to attend;
12. Perform monthly reconciliation of chapter accounting records to chapter bank statements;

13. Resubmit Missouri “not for profit” document annually;
14. Oversee registration table for monthly dinner meetings including:
 - a. Print check-in list from Star Chapter registrations—duty of Programs
 - b. Print PDU list from Star Chapter registrations—duty of Programs
 - c. Print and distribute name badge—duty of Programs to print badges
 - d. Confirm registration with attendees—workers at table
 - e. Raffle tickets and bowl for drawing—duty of Programs
 - i. Note; board members do not participate in prize drawings
 - f. Collect checks from “walk-in” and pre-registered attendees

Vice President, Programs

In addition to the duties outlined in the Chapter Bylaws, duties of the Vice President, Programs include:

1. Prepare an annual plan for Component Programs and submit that plan to PMI KC President and Board of Directors;
2. Coordinate the planning for bi-monthly chapter dinner meetings (odd months);
 - a. Procure venues
 - b. Procure meeting rooms
 - c. Procure speakers; plan the program
 - d. Procure audio/visual equipment
 - e. Coordinate content of PowerPoint deck with Communications team
 - f. Procure meals
 - g. Provide email blast to membership
 - h. Post meeting details on website on timely basis
3. Prepare and bring to registration desk for each chapter meeting:
 - a. Check-in list from Star Chapter
 - b. PDU List from Star Chapter
 - c. Name Badges
 - d. Raffle tickets and bowl for drawings
 - e. Participate in attendee check-in
4. Direct and assist in coordination of planning for off-month chapter

events; consider a variety of geographic locations within the membership;

- a. Procure venues
 - b. Procure meeting rooms, as needed
 - c. Procure speakers, as needed; plan the program
 - d. Procure audio/visual equipment, as needed
 - e. Procure meals, as needed
 - f. Provide email blast to membership
 - g. Post meeting details on website on timely basis
5. Assemble an annual events calendar each year; publish on the PMI-KC website;
 6. Prepare a report following each Component meeting, which summarizes financial and attendance results of the meeting, and survey results; submit that report to PMI-KC President;
 7. Establish committees and direct activities to cover;
 - a. Speakers
 - b. Audio/Visual Equipment
 - c. Meeting rooms
 - d. Meals
 6. Prepare and submit reports as specified by the President;
 7. Advise the Vice President, Finance of all financial commitments prior to actual expenditure;
 8. Coordinate Marketing approach for each program with VP Communications;

Vice President, Membership

In addition to the duties outlined in the Chapter Bylaws, duties of the Vice President, Membership include:

1. Receive and maintain a current Component membership list and database;
2. Review recommendations and suggestions on attendance improvements and retention from surveys and feedback and present proposals from this information to the PMI-KC President and the Board of Directors;
3. Nominate candidates and submit job descriptions to be maintained in the Standing Rules for board approved membership director positions;
4. Document and coordinate activities of any approved membership

director positions;

5. Act as university/college liaison/spokesperson to initiate increased membership opportunities and activities with local universities and organizations;
6. Provide appropriate information to potential members, new members and non-renewals that will promote new membership and membership retention. This includes membership packages, non-renewal reminder emails, and other applicable communications;
7. Prepare an annual recruitment plan for organizing, coordinating, and promoting memberships in both PMI and PMI-KC. Submit this plan to the President and Component Board of Directors;
8. Present membership status and trends/analysis from the monthly DEP report to the PMI-KC Board;
9. Advise the Vice President, Finance of all financial commitments associated with membership drives prior to actual expenditure;
10. Develop and implement outreach to the community, including corporations, academic institutions, non-profit organizations and/or other professional associations in the Greater Kansas City area;
11. Promote the value of PMI and chapter membership and ensure that members are aware of available services;
12. Develop and implement succession and transition plan.

Vice President, Administration

In addition to the duties outlined in the Chapter Bylaws, duties of the Vice President, Administration include:

Special Duties Include:

1. Prepare BOD business meeting agenda (with input from President) and distribute five (5) days prior to the scheduled meeting;
2. Record and issue Board meeting minutes to all local Board members within 72 Hours of last meeting, or corrections;
3. Record and issue annual General Business meeting minutes to all PMI-KC members within one week of meeting;
4. Maintain component files and chapter component yearbooks;
5. Act as Historian - collect all documents presented at meetings and issues brought before the Board; store physically or on board

document repository;

6. Distribute pins (PMPs only) to members that achieve the PMP certification;
7. In coordination with the VP Communications, set up an order system on the chapter's website so that Members can order replacement badges;
8. Track and manage the Board action item log through completion or deletion of actions. Managing includes monthly follow-up with owners and noting status of all outstanding action items prior to distributing at the next board meeting. The Action log and status are centrally stored for access when needed by all board members.

Vice President, Professional Development

In addition to the duties outlined in the Chapter Bylaws, duties of the Vice President, Professional Development include:

1. Provide strategic direction for the Professional Development team; this should be based upon the strategic direction of the chapter;
2. Prepare an annual plan for areas of responsibility (i.e., classes, workshops, and KnowledgeXchange meetings) and present the plan to the PMI-KC President and the Board of Directors;
3. Promote PMI certifications within the organization and provide guidance where necessary to other individuals for exam preparation;
4. Be aware of the PMI certification application and exam process;
5. Assign PMI certification Professional Development Units, (PDU's) to bi-monthly chapter dinner meetings and any other alternate membership events (as appropriate);
6. Coordinate activities of any approved professional development director positions;
7. Serve as the REP contact for the chapter.

Vice President, Communications

In addition to the duties outlined in the Chapter Bylaws, duties of the Vice President, Communications include:

Special Duties Include:

1. Prepare an annual Component Communications Plan, and submit that plan to the PMI-KC President and Board of Directors;
2. Publish the PMI-KC Newsletter;
 - Collecting newsworthy information for inclusion
 - Formatting
 - Editing
 - Publishing
 - Distributing
 - Include advertising and sponsor information
3. In coordination with Board members, create the PowerPoint deck that is shown at each chapter dinner meeting;
4. Prepare and submit reports as specified by the President;
5. Prepare and distribute other Component publications;
6. Appoint committee staff or directors for:
 - Marketing
 - Publications
 - Chapter Website
 - Social Media
 - Graphics Design
 - Human Resources/Career Center
7. Provide public relations support to other Component Officers as needed to adequately advertise and promote Component activities;
8. Report status of all public relations activities to the PMI-KC Board of Directors on a regular basis;
9. Maintain and manage the chapter Web site application and content.

Vice President, Professional Development Days

In addition to the duties outlined in the Chapter Bylaws, duties of the Vice President, Professional Development Days include:

1. Development of the PDD Work Breakdown Structure and initial schedule;
2. Recruit PDD Team Directors;
3. Conduct PDD planning meetings;
4. Work with VP Sponsorships to confirm sponsors and vendors;

5. Provide oversight for the Director PDD Marketing and Communications regarding the program brochure, poster and other marketing Items;
6. Help Director PDD Facilities negotiate and confirm PDD dates, food and facilities;
7. Work with Director PDD Registration to ensure smooth registration process;
8. Conduct Lessons Learned meeting and incorporate cumulative lessons learned into planning efforts for current year;
9. Assist Director PDD Finance to provide final report for PDD Budget vs. Actual Cost;
10. Present and maintain consensus with BOD for program level objectives, strategy, and budget based upon BOD objectives;
11. Present timely feedback to BOD, as agreed upon, regarding program status;
12. Solicit and maintain focus with BOD on BOD level program objectives (scope and budget);
13. Nominate candidates and submit job descriptions to be maintained in the Standing Rules for board approved professional development days director positions;
14. Document and coordinate activities of any approved professional development days director positions.

Vice President, Volunteers

In addition to the duties outlined in the Chapter Bylaws, duties of the Vice President, Volunteers include:

1. Store and manage volunteer list (active, open, and interested) in the online document repository for board members to view;
2. Maintain the Board organization chart;
3. Define and Manage the processes for members to volunteer with the chapter and with PMI headquarters;
4. Recruit fellow chapter members to participate as volunteers with the chapter;
5. Support fellow chapter members to participate as volunteers with PMI headquarters;

6. Engage other board members to create new opportunities and succession planning for volunteers;
7. Assist other board members in filling open volunteer positions in their areas;
8. Survey volunteers to gather data and match volunteers with appropriate volunteer opportunities;
9. Plan and implement volunteer recognition activities;
10. Plan and execute charity events for community outreach;
11. Provide compliance oversight for creating and filling new director positions; including a position description in the Standing Rules and approval of the Board.

Vice President, Sponsorships

In addition to the duties outlined in the Chapter Bylaws, duties of the Vice President, Sponsorships include:

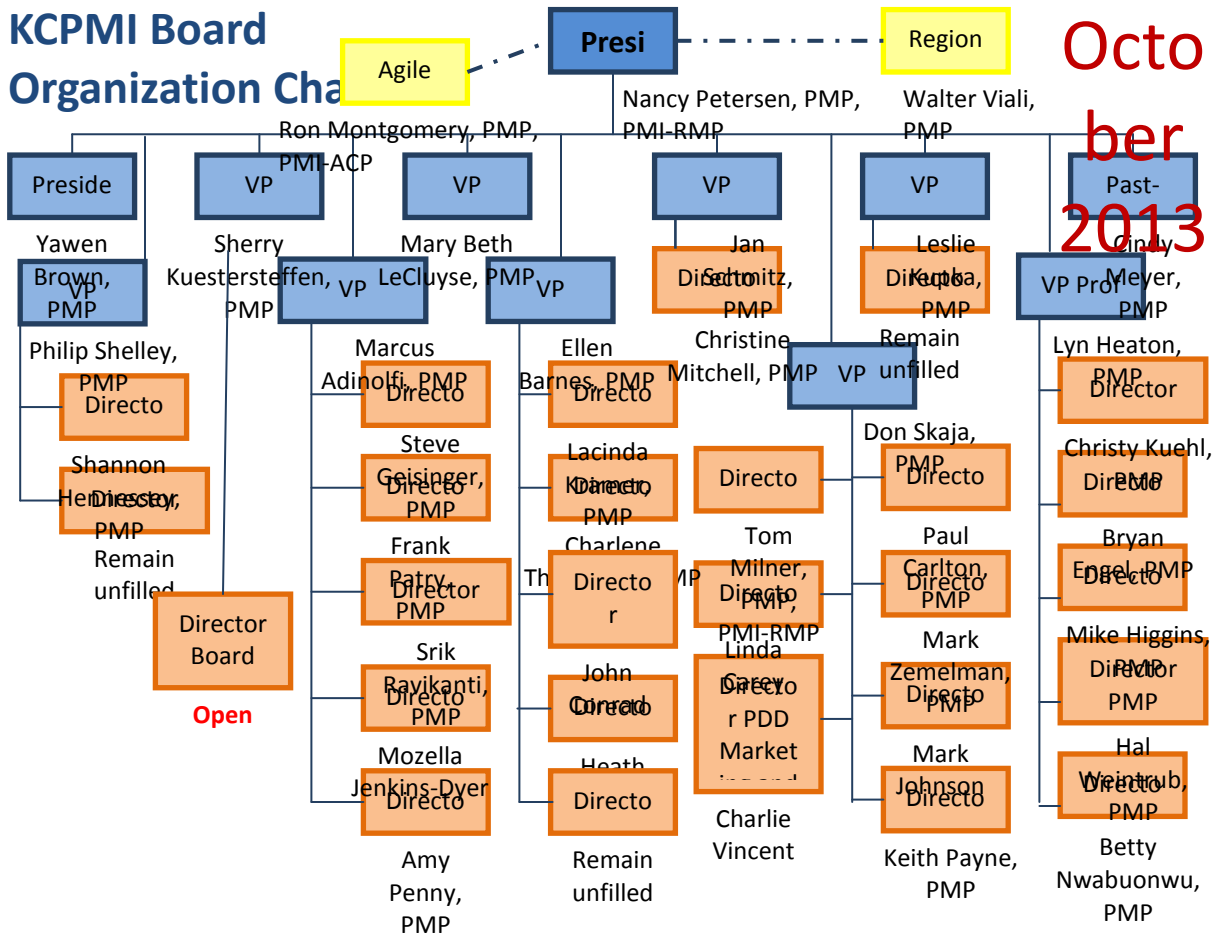
1. Identify potential sponsors from all sources available;
2. Work with companies to identify partnership opportunities;
3. Reach out to community to obtain sponsors;
4. Work with Sponsor to receive a completed Sponsorship agreement;
5. Ensure that chapter meets sponsor requirements as laid out in the Sponsorship agreement;
6. Maintain the Sponsorship Process Flow document;
7. Ensure that sales volunteers are trained on the Sponsorship Process Flow;
8. Create and maintain a sponsorship brochure representing all Chapter sponsorship opportunities;
9. Responsible for developing and maintaining a sponsor database;
10. Track sponsor invoicing;
11. Work with VP of Finance for up to date invoicing information;
12. Serve as a point of escalation for Sponsorship issues;

13. Monitor sponsor satisfaction periodically.

Section II: Director Positions and Responsibilities

KCPMI Board Organization Chart

October
2013



Finance
Recommended Director Positions

Director, Receipts

The Director, Receipts is responsible for assisting in recording all receipts. The position requires assistance to the Vice President, Finance to fulfill the office of the Vice President's duties.

Special Duties include:

1. Assist the Vice President, Finance to reconcile all KCPMI Chapter web event transactions in Chapter associated banking facilities;
2. Post receipts to appropriate Chart of Accounts within 48 hours of receiving;
3. Assist the Vice President, Finance to compile Chapter year-to-date and month-to-date financial data to present to the Board on an as needed basis;
4. Provide bi-monthly and or monthly chapter meeting details to registration site provider (Star Chapter, Sporg, Authorize.net);
5. Facilitate with onsite registration check-in for dinner meetings;
6. Collect dinner meeting fees paid onsite;
7. Provide final meeting registration report to VP Finance and VP Programs.
 - a. Number attended
 - b. No shows
 - c. Monies collected

Director of Disbursements

The Director of Finance-Disbursements is responsible for assisting in disbursement of funds as approved by the Vice President / President, charging the disbursements to the appropriate account as approved by the Vice President / President, utilizing tools such as online banking. These requests should be reviewed and handled on a regular basis as determined by the Vice President of Finance. The position requires assistance to the Vice President, Finance to fulfill the office of the Vice President's duties.

Special Duties include:

1. Assist the Vice President, Finance to reconcile all KCPMI Chapter web

- event transactions in Chapter associated banking facilities;
2. Pay invoices and expense reports once a week, upon review of accuracy and completeness of expense report;
 3. Record status of payments in finance tracking spreadsheet as soon as a change in payment occurs;
 4. Direct and ensure the reconciliation of all receipts and payments;
 5. Assist the Vice President, Finance to compile Chapter year-to-date and month-to-date financial data to present to the Board on an as needed basis.

Membership Recommended Director Positions

Director, Member Outreach

The Director, Member Outreach is responsible for assisting in the planning, recruiting, arranging, and attending membership drive and retention campaigns. The position requires assistance to the Vice President, Membership to fulfill the office of the Vice President's duties.

Special Duties Include:

1. Assist the Vice President, Membership in providing an annual membership recruitment plan for individual members to the PMI-KC President and Board of Directors; the plan should include organizing, coordinating, and promoting efforts for the upcoming year;
2. Perform intentional interactions with members and visitors at all chapter dinner meetings to promote goodwill, encourage dialogue, and distribute chapter information to visitors;
3. Make recommendations and monitor members for suggestions on attendance improvements on membership retention through the use of surveys, feedback reports, and other data gathering methods, and present this information to the Vice President, Membership;
4. Actively promote new and renewal memberships in PMI and PMI-KC; plan and execute an annual membership drive campaign with the Director of University Outreach;
5. Provide a new member packet and/or orientation for each new

member;

6. Develop and maintain dual-purpose marketing materials in hard copy and electronically with the Director of University Outreach;
7. Assist in providing membership status and trends to the Vice President, Membership;
8. Advise the Vice President, Membership of all financial commitments associated with membership drives prior to actual expenditure; so that the Vice President, Membership may advise the Vice President, Finance of these expenditures;
9. Maintain membership database.

Director, University Outreach

The Director, Student Memberships is responsible for assisting in the planning, recruiting, arranging, and attending membership drive and retention campaigns. The position requires assistance to the Vice President, Memberships to fulfill the office of the Vice President's duties.

Special Duties Include:

1. Assist the Vice President, Membership in developing a program to engage university students, including campus visits, classroom talks, and special chapter meeting attendance;
2. Establish programs that support project management students and provide benefits for the university stakeholders;
4. Make recommendations and monitor student members for suggestions on attendance improvements and retention through TBD and present this information to the Vice President, Membership; Work with the VP Sponsorships to identify potential university sponsors and maintain the positive relationship with our current university sponsors;
5. Actively promote new and renewal memberships in PMI and PMI-KC; plan and execute an annual membership drive campaign with the Director of Member Outreach;
6. Develop and maintain dual-purpose marketing materials in hard copy and electronically with the Director of Member Outreach;
7. Chair the University Outreach committee and appoint committee members; actively seek existing chapter members who are alumni

of sought after learning institutions;

8. Advise the Vice President, Memberships of all financial commitments associated with any program activities; participate in establishing an annual budget and proper use of all funds for university outreach;
9. Administer academic scholarships offered by the chapter.

Director, RCC Program

The Director, Registered Company Coordinators is responsible for managing the RCC program for the chapter. The position requires assistance to the Vice President, Membership to fulfill the office of the Vice President's duties.

Special Duties Include:

1. Actively promote RCC Program to Chapter members and coordinate outreach effort to target companies in the Greater Kansas City area;
2. Establish the roles and responsibilities for RCC participation;
3. Perform quarterly analysis reports on RCC program to determine the performance of participating Register Company Coordinators;
4. Make recommendations and monitor program progress for suggestions on future improvements and growth through the use of surveys and feedback reports and present this information to the Vice President, Memberships;
6. Advise the Vice President, Memberships of all financial commitments associated with any program activities prior to actual expenditure, so that the Vice President, Memberships may advise the Vice President, Finance of these expenditures.

Director, Executive Roundtable

The Director, Executive roundtable is responsible for managing the Executive Roundtable program for the chapter. The position requires assistance to the Vice President, Membership to fulfill the office of the Vice President's duties.

Special Duties Include:

1. Establish criteria for types of businesses that are invited to participate in the Executive Roundtable;
2. Solicit members to join the Executive Roundtable;
3. With the assistance of the participating executives, select a topic for discussion;

4. Provide agenda and reading materials on topic one week prior to the meeting;
5. Distribute minutes from meeting within one week following the session;
6. Make reservations at a suitable restaurant or other location where the Executive Roundtable will be conducted.

Director, Membership Drives and Trade Shows

The Director, Membership Drives and Trade Shows is responsible for planning and managing KCPMI membership drives and participation in local trade shows. The position requires assistance to the Vice President, Membership to fulfill the office of the Vice President's duties.

Special Duties Include:

1. Oversee all activities related to initiating, planning, executing, controlling, and holding two KCPMI membership drive events per calendar year;
2. In consultation with the VP Membership and Director, Membership, set KCPMI membership goals for year and track progress;
3. Research and actively pursue relevant tradeshow for KCPMI to participate in;
4. Negotiate trades for both space/sponsorships;
5. Create and implement advertising to KCPMI chapter members about the trade show event;
6. Procure items needed (laptop, KCPMI brochures, giveaway, treats, etc.) for booth setup and professional presentation;
7. Procure KCPMI chapter volunteers to staff the booth during trade show hours of operation;
8. Perform pre-event briefing and post-event debriefing with volunteers and VP Membership;
9. Ensure the KCPMI chapter is represented in the best manner to secure new members.

Administration Recommended Director Positions

Director, Board Tools and Assets Administration

The Director, Board Tools and Assets Administration, is responsible for the selection, implementation and administration of commonly used technical tools and assets used by all Board members. *(All VP-specific software remains under the management of the appropriate VP.)* .

Special Duties Include:

1. Maintain and administer the current suite of technology tools used by the Board of Directors, including licenses and pins:
 - a. Google docs
 - b. GODADDY;
2. Analyze and recommend technology solutions for:
 - a. Required KCPMI documents and Operations Manuals
 - b. Documents commonly updated by all Board members
 - c. Online collaborative tool
 - d. Other Board technology tools as needed;
3. Identify minimum PC system requirements for Board to use each Board tool and ensure adequate training for users is provided, as needed, to properly upload the software tool and use;
4. Establish security measures and maintain login/password IDs for access to Board technology tools;
5. Monitor Board technology costs and work directly with the VP Administration to report on financial impacts to the working budget by supplying charges for the monthly financial reports;
6. Maintain an inventory of chapter physical equipment, including
 - a. Laptops
 - b. Screen projectors
 - c. Photography equipment
 - d. Inventory of logo items and prizes
7. Maintain and deliver all permanent records to the position successor as required.

Professional Development Recommended Director Positions

Director, Knowledge Exchange

The Director, Knowledge Exchange is responsible for coordinating and facilitating a discussion where participants exchange information and ideas. Both deposits and withdrawals are welcome. Topics are varied which gives the participants the chance to share ideas and network with each other.

Special duties include:

1. Choose a discussion topic for each session based on input from previous sessions or chapter members;
2. Provide conversation starters for the session, generally a subject matter expert or research on the topic;
3. Ensure the KnowledgeXchange session is advertising on Chapter website;
4. Submitting a batch PDU request to PMI for attendees;
5. Report status of all activities to the Vice President Professional Development on a regular basis;
6. Work with the Professional Development Team to coordinate activities;
7. Ensure KnowledgeXchange processes are documented and team members are trained;
8. Participate in succession planning for this role and provide all records to the successor.

Director, Educational Workshops

The Director, Educational Workshops is responsible for promoting project management Education. The position is also responsible for assisting the activities of the Vice President, Professional Development.

Special Duties Include:

1. Identify and procure educational workshops of specific member interest to promote ongoing professional development among project managers;
2. Price the workshop so the participants get the maximum benefit for the fee they pay without requiring a subsidize from the chapter to cover costs;
3. Plan, execute and promote regular educational workshop offerings to further the project management discipline in the Kansas City area;
4. Report status of all Educational Workshop activities to the Vice President Professional Development on a regular basis;
5. Publish the results of educational workshop feedback evaluations and modify future offerings to comply with actions requested by the responses to those feedback evaluations;
6. Work with the Professional Development Team to coordinate activities;
7. Ensure workshop processes are documented and team members are trained;
8. Participate in succession planning for this role and provide all workshop records to the successor.

Director, PMP Exam Prep Classes

The PMP Prep (Class) Director is responsible for the implementation and continuous improvement of classes that help PMP candidates successfully pass their PMP certification test. The Director leads a committee that selects, obtains and maintains suitable curriculum for the class, ensures that qualified volunteer instructors are found and scheduled, and reserves acceptable locations to hold the class.

Special duties include:

1. Ensure a high level of professionalism in the development of the classes and in how the classes are conducted;
2. Target class fees at a level that gives the participants maximum benefit while avoiding the need for a subsidy from the chapter;
3. Design the class to provide PDU opportunities for chapter PMPs;

4. Track participants after each class to determine how many pass the PMP certification exam in order to gauge class effectiveness;
5. Report the status of all PMP Prep class activities to the Vice President of Professional Development on a regular basis;
6. Work with the Professional Development Team to coordinate activities;
7. Ensure PMP Prep Class Processes are documented and team members are trained;
8. Ensure that an effective succession plan is in place to allow an orderly transfer of responsibilities to the next volunteer when their term is complete.

Director, PMP Exam Strategies Study Group

The Director, PMP Exam Strategies Study Group is responsible for facilitating exam study groups that assist PMP candidates to pass the certification test. The Director directs the selection of sample exam study materials and ensures qualified moderators and session managers are identified to lead the study discussion. They also ensure classroom locations are obtained to support the program.

Special Duties Include:

1. Coordinate and facilitate the PMP Exam Prep Strategies Study Group;
2. Establish the study group fees so the participants get the maximum benefit for the fee they pay without requiring a subsidy from the chapter;
3. Provide opportunities for PMP certified chapter members to earn PDUs;
4. Track the participants that attend the group to gather PMP Exam success rates;
5. Report status of all PMP Exam Strategies Study Group activities to the Vice President Professional Development on a regular basis;
6. Work with the Professional Development Team to coordinate activities;
7. Ensure workshop processes are documented and team members are trained;
8. Participate in succession planning for this role and provide all records to the successor.

Director, Professional Development Logistics

Assist Professional Development Directors with their event registrations in the following areas.

Special Duties Include:

1. Research potential venue options for events;
2. Help Professional Development directors create their registration information based on PD standards;
3. Place registration information on the chapter website in a timely manner;
4. Send out advertising for PD events via email, and social media;
5. Help directors update their specific web page content on the chapter's website;
6. Provide registration reporting as needed;
7. Update existing registrations as needed;
8. Work with the Professional Development Team to coordinate activities;
9. Ensure workshop processes are documented and team members are trained;
10. Participate in succession planning for this role and provide all records to the successor.

Communications Recommended Director Positions

Director, Publications

The Director, Publications is responsible for producing the publication of the PMI-KC bi-monthly newsletter and any other Component publications. The position is also responsible for assisting the activities of the Vice President, Communications.

Special Duties Include:

1. Assist the Vice President, Communications to prepare an annual Chapter Component Communications Plan, and submit that plan to the PMI-KC President and Board of Directors;
2. Produce the PMI-KC newsletter;

- Collecting newsworthy information for inclusion
 - Formatting
 - Editing
 - Publishing
 - Distribution
 - Arranging for advertising
3. Produce the PowerPoint slides for chapter dinner meetings;
 - Collecting slide updates for inclusion
 - Formatting
 - Editing
 - Delivery to VP Programs prior to chapter dinner meeting;
 4. Assist in the preparation of reports as specified by the President;
 5. Assist the Vice President, Communications to prepare and distribute other Component publications;
 6. Advise the Vice President, Communications of all financial commitment prior to actual expenditures so that the Vice President, Communications can notify the Vice President, Finance of the expenditures;
 7. Turn over all records to a successor.

Director, Human Resources Communications

The Director, Human Resources communications is responsible for recruiting the jobs section of the Web site to local recruiters, human resource managers and promoting the section to the membership. The position is also responsible for assisting the activities of the Vice President, Communications.

Special Duties Include:

1. Assist the Vice President, Communications to prepare an annual Chapter Component Communications Plan, and submit that plan to the PMI-KC President and Board of Directors;
2. Maintain the jobs and resumes sections of the Web site;
 - a. Promoting the site to local recruiters and human resources managers
 - b. Formatting
 - c. Editing
 - d. Publishing
 - e. Promoting the site to PMI-KC's membership.

3. Assist in the preparation of reports as specified by the President;
4. Assist the Vice President, Communications in maintaining the PMI-KC Web site;
5. Assist the Vice President, Communications to prepare and distribute other Component publications relating to human resource communications;
6. Advise the Vice President, Communications of all financial commitment prior to actual expenditures so that the Vice President, Communications can notify the Vice President, Finance of the expenditures;
7. Provide community relations support to the other Component Officers as needed to adequately advertise and promote Component activities;
8. Turn over all records to a successor.

Director of Website and Communications

The Director, Website and Communications is responsible for xxx. The position is also responsible for assisting the activities of the Vice President, Communications.

Special Duties Include:

1. Overall responsibility for Chapter website;
 - a. Front-end
 - i. Content integrity
 - ii. Consistent look and feel
 - iii. Working navigation links
 - b. Back-end transaction processing
 - i. Transaction processing
2. Facilitate VP training session for website updates;
3. Work with Star Chapter to facilitate changes;
4. Maintain and monitor Admin access;
5. Facilitate email blasts to members.
6. Assist in the preparation of reports as specified by the President;
7. Assist the Vice President, Communications to prepare and distribute other Component publications;

8. Advise the Vice President, Communications of all financial commitment prior to actual expenditures so that the Vice President, Communications can notify the Vice President, Finance of the expenditures;
9. Turn over all records to a successor.

Director of Marketing

The Director, Marketing is responsible for direction in preparing print materials and announcements of chapter events. The position is also responsible for assisting the activities of the Vice President, Communications.

Special Duties Include:

1. Use marketing guidelines as prepared by PMI Global on the Marketing portal, including branding components for the various types of print formats;
2. Maintain and promote the use of the approved logo for PMI-KC;
3. In consultation with other VPs and Directors, prepare a Marketing Plan for each chapter event and collateral to include, but not limited to,
 - a. Text of event announcement,
 - b. Schedule of website updates and email blasts,
 - c. Proper use of PMI and PMI-KC branding,
 - d. Print copy to public Medias.
4. Acquire volunteer support including, but not limited to, a graphics designer;
5. Assist in the preparation of reports as specified by the President;
6. Assist the Vice President, Communications to prepare and distribute other Component publications relating to human resource communications;
7. Advise the Vice President, Communications of all financial commitment prior to actual expenditures so that the Vice President, Communications can notify the Vice President, Finance of the expenditures;
8. Provide community relations support to the other Component Officers as needed to adequately advertise and promote Component activities;
9. Turn over all records to a successor.

Director, Social Media

The Director, Social Media is responsible for ensuring that all KC PMI social networking sites are kept updated and maintained in a timely manner regarding chapter events and announcements, including but not limited to Facebook, LinkedIn, and Twitter. The position is also responsible for assisting the activities of the Vice President, Communications.

Special Duties Include:

1. Update and maintain the KC PMI Facebook, LinkedIn, and Twitter accounts;
2. Ensure security and control access for all KC PMI social networking accounts and passwords;
3. Research and add/maintain any potentially new social media outlets that may benefit KC PMI chapter members, as directed by the VP Communications. (adding any new social media, blog, forum, or photo sharing website must be approved by the KC PMI Board prior to implementation);
4. Add and maintain video or photo sharing websites as needed, including but not limited to Flickr, YouTube, Instagram, etc.;
5. Add and maintain blogs, forums, and discussion groups as needed, including but not limited to the KC PMI Chapter website blog, Yahoo Groups, Google Groups, etc.;
6. Publish a content calendar to the board on a monthly basis that summarizes the content, timing, and which forum of each post;
7. Lead the implementation of a social media strategy to inform and engage members and potential members in KCPMI through internet-based communication media;
8. Assist the Vice President, Communications to prepare and distribute other Component publications;
9. Advise the Vice President, Communications of all financial commitment prior to actual expenditures so that the Vice President, Communications can notify the Vice President, Finance of the expenditures;
10. Turn over all records to a successor.

PDD Director Positions

Director of PDD Speakers

1. Develops and maintains annual speaker budget;
2. Facilitates speaker committee;
3. Manages speaker selection process;
 - a. Negotiates speaker contracts
 - b. Maintains final copies of speaker contracts
 - c. Responsible for final speaker selection
4. Collects speaker materials (bios, presentations);
5. Reports expenses and budget items to PDD Director of Finance.

Director of PDD Facilities

1. Works with PDD lead team to analyze PDD facility needs;
2. Conducts onsite visits to potential PDD facilities;
3. Negotiates contracts with potential PDD facility candidates;
4. Makes facility recommendation to PDD lead team and President;
5. Maintains final contract with selected facility;
 - a. Space requirements
 - b. Menu
 - c. AV requirements
6. Oversees and manages contract expectations during PDD event;
7. Reports expenses and budget items to PDD Director of Finance;

Director PDD Registration

1. Works with PDD lead team to determine registration details;
 - a. Cost structure (individual member/non-member, group)
 - b. Deadline dates
2. Monitors event registration;
3. Communicates and works with companies regarding group pricing details;

4. Maintains master registration list;
5. Prepares final registration details;
6. Reports registration budget details to Director PDD Finance.

Director PDD Marketing and Communications

1. Develops PDD event marketing plan;
2. Creates and maintains marketing materials to promote event.
 - a. Website
 - b. Printed material
 - c. Newsletter
 - d. Press releases

Director PDD Finance

1. Works with PDD lead team to develop annual PDD budget;
2. Works with team leads and directors to maintain PDD budget;
3. Works with and reports all PDD budget updates to VP Finance and PDD Lead Team;
4. Prepares final budget report for presentation to Board of Directors.

Director PDD Activities

1. Prepares activities for attendee participation at the PDD event;
2. Oversees activities committee;
3. Works with PDD sponsors to determine prize giveaways;
4. Provides workers to “man” the PDD Activities booth.

Director PMI Promotions

1. Market PMI in general and PMI-KC to attendees;
2. Oversees Promotions committee;
3. Orders appropriate marketing materials from PMI global/Marketing portal;
4. Collects and prepares marketing materials specific to PMI-KC;

5. Provides workers to “man” the Promotions booth.

Programs Recommended Director Positions

Director, Programs

The Director of Programs is responsible for planning and executing chapter events under the direction of the VP Programs. The position is also responsible for assisting the activities of the Vice President, Programs.

Special Duties Include:

1. Assist the VP Programs, as directed, to coordinate all, or portions of, bi-monthly chapter dinner meetings;
2. Coordinate and plan all, or portions, off-month events for the chapter in support of the annual calendar of events;
3. Research potential venues for any chapter event and update this information to the Venue Workbook on Board document repository; includes:
 - a. Venues by geographic area
 - b. Venues for small and large events
 - c. Other pertinent information regarding the venue
4. Adhere to the budget allocated for each chapter event.

Volunteers Recommended Director Position

Director, Community Outreach

The Director, Community Outreach is responsible for promoting and coordinating volunteerism by chapter members for non-profit organizations in our community. This position will expose non-profits to PMI and the benefits of using PMI best practices. The position is also responsible for assisting the activities of the Vice President, Volunteers.

Special Duties Include:

1. Identify 2-3 community events that would benefit from PM pro-bono skills;
2. Negotiate Volunteer role and time commitments with event organizers;
3. Identify volunteers for the pro-bono events;

4. Coach the volunteers on how best to support the event to using PMI best practices and tools;
5. Assist board members in filling open volunteer positions in their areas;
6. Ensure PMI best practices are utilized by the volunteer;
7. Conduct after action review for process improvements);
8. Solicit 2-3 community outreach events to support the following year;
9. Document processes and turn over all records to a successor.

Backup Role for Vice Presidents

Each Vice President is responsible for identifying a “backup” for their role. The backup may be a Director under the VP or another chapter volunteer. The purpose of this role is to provide leadership continuity should the VP not be able to fulfill their roles, at least until the VP is able to resume their role or when a replacement for the VP can be appointed by the Board of Directors.

Generic duties:

1. Read communications from President and/or other Board members in order to be familiar with the chapter activities taking place at any given time;
2. Review Bylaws and Standing Rules descriptions for the VP you are supporting;
3. Attend team meetings as called by the VP you are supporting;
4. Become familiar with the Expense Reporting system and the budget for the VP you are supporting;
5. Be available, upon adequate notice from VP, to attend Board meetings if the VP you are supporting is not able to attend;
6. Review and understand any mission critical duties of the VP you are supporting that may not be able to wait for the VP's return; you will be expected to perform these duties;
7. Contribute suggestions for process improvements impacting your VP's areas of responsibility;

New Officers

Officer Orientation

1. Conduct Learning/Sharing with Counterparts;
2. Understand officer expectations as outlined in the Chapter Bylaws and the Standing Rules;
3. Review the common processes and documents in the Board Operations Manual as well as the specific BP Operations Manual that is located in the board document repository.

Officer Induction

1. Results of the membership voting are announced at the November chapter meeting;
2. New BOD members introduced at December BOD transition event.

Officer Transition

1. Attend December BOD transition event;
2. Officer 1:1's;
3. Outgoing officer provides:
 - a. VP area summary (taken from Bylaws and Standing Rules)
 - b. Other relevant position materials
 - c. Key deliverables and dates/deadlines
 - d. Status of unfinished or ongoing tasks or goals
 - e. Ideas for upcoming year
 - f. Budget review and recommendations
 - g. Lessons learned
 - h. Contact information.

Officer Elections

Timeline for Officer Elections

1. July – Nominating team organized, led by Past President;
2. August – Nominations open;
3. October 1 – Nominations close;
4. October/November – Election;
5. November Chapter Meeting – Election results announced;
6. December – Orientation & transition BOD meeting (outgoing & incoming boards).

Nominating Team

1. Team lead – Past President;
2. Team members.
 - a. Current board members, if not serving on the Board in succeeding year
 - b. Interested volunteers

Candidate Qualifications

1. General:
 - a. Per Bylaws; a Board member is limited to four consecutive years of service in the same position
 - b. Per Bylaws; a Board member is limited to eight consecutive years of service on the BOD
2. President;
 - a. Minimum one year of service on PMI component Board
 - b. PMP certified
3. President-Elect;
 - a. Minimum one year of service on PMI component Board
 - b. PMP certified
 - c. Commitment for three-year service (Past-President, President, Past President)
4. VP Finance;

- a. Accounting/financial background preferred
- 5. VP Professional Development;
 - a. PMP Certified
- 6. VP Professional Development Days;
 - a. PMP Certified
- 7. All other positions.
 - a. Prefer recent Chapter volunteers willing to devote time and effort as a chapter officer
 - b. Current membership with PMI in good standing
 - c. Experience as a project manager
 - d. PMP Certified preferred

Election Format

- 1. Electronic voting [by chapter members in good standing] via email blast through Vote Now;
- 2. No voting at chapter meeting;
- 3. Voting closes at noon the day of the November meeting.

Election Announcements

- 1. Chapter member broadcast emails;
- 2. Website home page;
- 3. Chapter Newsletter;
- 4. Chapter meeting announcements.

Board Member Fees & Policies

In compliance with Article XV, Section B of the Bylaws, the following fees will be waived for elected Board Members:

Covered Expenses

- Bi-monthly dinner meeting fees;
- Leadership conference attendance fee and reasonable expenses;
- Bi-monthly Board meeting dinner fees;
- Professional Development Days attendance fee (determined on an annual basis.)

Expenses not covered

- Annual PMI global and component membership fees
- Fees for professional development activities

Bi-Monthly Chapter Dinner Meeting Guest Policy

In order to promote new memberships and/or accommodate special guests, elected Board Members may bring up to two non-paying guests per bi-monthly chapter meeting. The criteria for BOD guests are

- a) first time visitor;
- b) not a current chapter member.

Other Board Policies

- Out of consideration for our members who pay to attend events, Board members do not participate in raffles for prizes or sponsor gifts.