



PMI Central Alabama Non-Board Position Description Position:

Special Projects Advisor

Position: Special Projects Advisor	Expected Duration: 1 year term
Reporting to: PMICAC Advisors Committee	Expected # PDUs: 24-192
# Positions Open: 1	Last Revised Date: 04/13/2023

Special Projects Advisor

- Description of the position: The Special Projects Advisor will be responsible for advising the Vice President of Special Projects with coordination of special efforts identified by the Chapter Board. They may be first time projects or ones that cross functional areas of responsibility. The Special Projects Advisor will serve on the Advisors Committee and provide support to various Chapter Board members or the Chapter as a whole for the execution of nonoperational activities in conjunction with the Chapter strategic plans.

Responsibility and Monthly Time Commitment

Support and assist VP of Special Projects or appoint project managers to support projects identified by the Board.

- 4-20 hours

Assist VP of Special Projects Plan and coordinate the annual symposium for the chapter.

- 8-20 hours

Assist VP of Special Projects Plan and coordinate the annual volunteer recognition event for the chapter.

- 6-8 hours

Assist VP of Special Projects Manage financial budget for all special projects.

- 4-6 hours

Assist the VP of Special Projects Prepare monthly status reports for presentation at Chapter Board meetings pertaining to the special projects.

- 1 hour

THIS IS A PMICAC NON-BOARD POSITION