



## Vice President (VP) of Communications

Position: VP of Communications	Expected Duration: 2-year term
Reporting to: PMICAC Board	Expected # PDUs: 25 max. Per cycle
# Positions Open: 1	Last Revised Date: 05/06/2023

**Position Overview:** Elected or appointed volunteer responsible for strategic management and coordination of communication channels in accordance with chapter policies and bylaws. May coordinate/collaborate with other volunteers responsible for executing communications plans. This position is responsible for the chapter website and all chapter communication.

### Business Acumen Skills:

- Experience in developing communications strategy and supporting communication plans
- Knowledge of PMI global and chapter brand guidelines
- Strong knowledge of common communication vehicles (i.e., Newsletters, annual plans, email communications, etc.)

### Power Skills:

- Excellent writing
- Public speaking/presentation
- Technical tools
- Team building
- Knowledge of social media platforms

The VP of Communications is also responsible for attending meetings and creating service tickets with our web hosting provider.



**Expected Time Requirements:**

Responsibility	Monthly Time Commitment
Maintain Chapter website	4-6 hours
Define and regularly update chapter Communication strategy, crisis communications plan, policies, goals, and objectives.	2-4 hours
Maintain a communications schedule that details all chapter communications across all channels including chapter membership and other external audiences; supervise and support all communication channel activities of the chapter.	2-4 hours
Support chapter events with communication planning and execution.	As needed
Collaborate with chapter volunteers responsible for Marketing, Web/Technology, and Finance to ensure alignment and consistency for chapter members.	2-4 hours
Publish chapter newsflash and notices	4-6 hours
Maintain Board email accounts	As needed
Train Communications Committee volunteers	As needed
Prepare and manage approved Communications budget	2 hours
Attend Board and Chapter meetings	2-4 hours

NOTE: Other job functions as determined by the PMICAC Board. This position description is not intended to be all-inclusive. The VP of Communications may perform other related duties as negotiated to meet the ongoing needs of the organization. PDUs will be awarded commensurate with the activities performed.