



Vice President (VP) of Education

Position: VP of Education	Expected Duration: 2-year term
Reporting to: PMICAC Board	Expected # PDUs: 25 max. Per cycle
# Positions Open: 1	Last Revised Date: 6/18/2023

Position Overview: Elected or appointed volunteer responsible for creating and managing professional development and education programs in accordance with chapter policies and bylaws. Responsible for the development of chapter education activities which include but are not limited to the preparation and maintenance of PMI's certifications, as well as the development and sustainability of relationships with local colleges, universities and other external partners such as Authorized Training Partners (ATPs).

Business Acumen Skills:

- Ability to develop and manage programs and event schedules
- Content and curriculum development
- Knowledge of PMI credentials and PDU program
- Event planning

Power Skills:

- Coaching and mentoring
- Public speaking/presentation
- Team building

Expected Time Requirements:

Responsibility	Monthly Time Commitment
Develops and implements a chapter professional development plan, including a program roadmap for professional development content programs.	1-2 hours
Coordinates with other board members and volunteers to promote the chapter's external educational activities, such as study groups, seminars, workshops, courses, ATP offerings, professional development days and other educational activities.	1-2 hours



Provides information and guidance to members and nonmembers on PMI certification/recertification.	1-2 hours
Incorporates feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivery to the audience regarding the contents of programs.	1-2 hours
Recommends, develops and delivers project management education materials, courses, presentations and sessions including leadership development training programs in partnership with ATPs, other educational providers, and PMI chapters	1-2 hours
Promotes the project management profession through the planning and coordination of special events, as identified by the chapter board, designed to enhance and expand the skills and knowledge of project managers.	1-2 hours
Assists and performs recruiting and selection of personnel to carry out educational group activities at the chapter.	1-2 hours
Negotiates and/or approves agreements between the chapter and related external partners.	1-2 hours
Develop and implement succession and transition plan for the role.	1-2 hours

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