**General Vice President Responsibilities**

* + Adhere to the PMI® Code of Ethics and Professional Conduct.
  + Regularly attend PMI Milwaukee sponsored events, BO meetings and other designated events in accordance with the PMI Milwaukee Bylaws.
  + Establish and maintain open communication with PMI Milwaukee Board members, volunteers and other appropriate individuals such as Regional counterparts.
  + Prepare and present status report(s) at PMI Milwaukee Board meetings for area of responsibility.
  + Prepare and submit an annual budget to the Vice President of Finance and:
    - * Manage revenue and expenses per the Board-approved annual budget.
      * Report significant variances (positive and negative) to the Board.
      * Obtain Board approval for all non-budgeted expenses.
  + Oversee strategic planning and development of new products and services in area of responsibility based on the PMI Milwaukee strategic plan, membership feedback, stakeholder needs and PMI® direction.
  + Appoint and oversee, as specified in the PMI Milwaukee Bylaws, appropriate directors and operating committees composed primarily of PMI Milwaukee members.
  + Submit contributions for the monthly PMI Milwaukee newsletter as appropriate to the Vice President of Communications & Marketing or designated representative.
  + Ensure accuracy of information displayed on the PMI Milwaukee web site applicable to area of responsibility.
  + Mentor the Directors as needed to ensure that they understand what is expected of them.

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**Vice President of Outreach**

**General Description**

The Vice President of Outreach cultivates strong ties to and builds a strong presence in the Southeast Wisconsin community for the PMI Milwaukee. This position markets, promotes and publicizes PMI® and the PMI Milwaukee to Southeast Wisconsin corporations, government and educational institutions. The Vice President of Outreach is accountable to the PMI Milwaukee President, the PMI Milwaukee membership and to the PMI Milwaukee Board of Directors for the roles, responsibilities and duties described herein for the position.

**Qualifications**

The Vice President of Outreach must be a PMI Milwaukee member. The position requires a desire and focus to promote the PMI Milwaukee to the Southeast Wisconsin community and excellent verbal and written communication skills. In addition, the following are desirable:

* Account management or sales experience
* Public Speaking experience
* Customer service experience
* Non-profit management experience preferred
* Volunteer management experience

**Roles, Responsibilities & Duties**

The Vice President of Outreach serves the role of a voting member of the Board and assumes/performs the responsibilities/duties listed below:

* + Act as the liaison between the PMI Milwaukee and local corporations, government and educational institutions, including but not limited to performing the following activities:
    - * Collaborate with the Vice President of Programs to conduct special seminars, meetings or presentations in conjunction with other organizations to educate the Southeast Wisconsin community-at-large about project management, PMI® and the PMI Milwaukee.
* Prepare, submit and manage an annual budget for events and speaker committee expenses.
  + Establish and maintain consistent sponsorship levels across PMI Milwaukee.
  + Solicit sponsorship for the PMI Milwaukee (e.g. for newsletters, events) in cooperation with other officers and directors as appropriate; including invoicing and collecting fees for sponsorships and paid advertisements in collaboration with the Vice President of Finance.
  + Publicize and promote PMI Milwaukee programs of benefit to corporations, businesses, government and educational institutions.
  + Engage with local educational institutions to enlist their support of project management professionalism through and PMI® and the PMI Milwaukee. This may include identifying individuals to participate as advisory board members with local college and university programs.
  + Actively search for external promotional opportunities with other professional organizations and provide opportunities for external organizations to communicate appropriate, value-adding information to PMI Milwaukee members (e.g. Chapter meeting sharing table).

**Responsibilities & Duties (Marketing) – Shared with VP of Marcomm**

* + Develop and maintain the PMI Milwaukee marketing plan.
  + Develop and place advertisements through local media (newspaper, radio, etc.) for PMI Milwaukee meetings, events, workshops, seminars, etc.
  + Develop literature, brochures and other materials for distribution to prospective members, local businesses, academia and other professional organizations.
  + Develop and conduct public relations activities as needed.

Expected hours for this position – 6-8 hours monthly