



ROLE DEFINITION

**PROJECT MANAGEMENT INSTITUTE
SINGAPORE CHAPTER (SPMI)**

**DRAFT
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Document Control -- Change History

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1 DEFINITION

- 1.1 **Chapter** – Project Management Institute Singapore Chapter.
- 1.2 **PMI, Institute** – The Project Management Institute, Incorporated (United States), the parent organization of the Chapter.
- 1.3 **Executive Committee** – The governing body of the Chapter.
- 1.4 **Member** – A person who meets all the requirements of membership in the Chapter and whose dues and subscriptions are current.
- 1.5 **Director** – A Member who is part of the Executive Committee and is responsible for the named office.

Board of Directors

2 President

The President shall be the Chief Executive Officer for the Chapter and Chairperson of the Executive Committee, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Executive Committee. The President shall also serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.

Responsibilities

- Overall responsibility for operation of the Chapter consistent with its established Goals and objectives, and in alignment with the goals and objectives of the Institute.
- Provide budget input, income and expense, for the area of responsibility to the Honorary Treasurer at the beginning of the fiscal year.
- Administer budget, income and expense, for area of responsibility with the Honorary Treasurer.
- Manage all Chapter business through the Executive Committee.

Basic Duties

- Call Executive Committee Meetings.
- Preside over Chapter and Executive Committee Meetings.
- Act as liaison with the Institute.

- Report to Officers on any specific items of importance developed through correspondence and communication with the Institute.
- Provide Director Communications with all appropriate information for the master files, programs, etc.
- Appoint members to fill vacant Chapter Officer positions with approval of the Executive Committee.
- Appoint Advisors to the Advisory committee as needed.
- Prepare reports on membership, finance, programs, etc. to be submitted to the Institute, as required.
- Prepare the Chapter Status semi-annual reports for submittal to Institute.
- Retain records of all correspondence and communication with the Institute.

3 The Vice President – Strategy & Compliance

The Vice President of Strategy & Compliance shall be responsible for the offices of the Honorary Treasurer, Director Communications, Director Membership, Director Marketing, Director Outreach and Director Volunteer. Additionally he shall also perform the duties and responsibilities as described below.

Responsibilities

- Assist the President and Vice President of Operations as required.
- Establish and maintain close liaison with all active committees with External focus (i.e. Communications; Marketing, Outreach, Volunteer).
- Joint agreement on the various aspects of the external operations.
- Reporting of the external activities to the President and the Executive Committee.
- Provide budget input, income and expense, for area of responsibility to the Honorary Treasurer at the beginning of his/her term of the position.

Basic Duties

- Chair meetings with Directors of Communication; Membership, Marketing, Volunteer to capture and mitigate tactical issues and check progress on strategic progress.

- Provide guidance regarding communication and/or direction from GOC (i.e. PMI Branding)
- Liaison with association management company to address issues with External affairs

4 Vice-President –Operations

The Vice President – Operations shall be responsible for the offices of the Honorary Secretary, Director Professional Development, Director Symposium, Director Focus Group and Boot Camps, Director Special Programs, Director IT and Director Social and Networking. The Vice President – Operations shall also perform the duties and responsibilities as described below.

Responsibilities

- Assist the President and Vice President Strategy & Compliance as required and prepare for succession to the office of Vice President Strategy & Compliance.
- Establish and maintain close liaison with Director Symposium, Director Professional Development, Director Focus Group & Boot Camp, Director Social & Networking, Director Special Programs, Director – IT and Honorary Secretary, who along with the Vice President Operations, form the Internal Operations Committee.
- Joint agreement on the various aspects of the internal operations.
- Reporting of the internal activities to the President and Executive Committee
- Work with the Director Symposium, Director Programs, Director Special Programs, Director Focus Group & Boot Camp, Director Social & Networking and Director IT to determine annual budget for Internal Operations, including income and expenses, and submit to the Honorary Treasurer at the beginning of his/her term of the position.
- Maintain records of Internal Operations Committee activities that are required for the PMI Chapter of the Year submission and the Strategic Scorecard.
- Shall also keep the records of all business meetings of the Chapter and meetings of the Executive Committee.

5 Immediate Past President - Advisor

The Immediate Past President shall be the Chairperson of the Chapter Advisory Committee. The Past President shall also perform the duties and responsibilities as described below.

Basic Duties

- Serve on the Executive Committee for the year following his/her term as President.
- Advise the President and Executive Committee, as requested, regarding past decisions and directions of the Executive Committee.

6 Honorary Secretary

The Honorary Secretary shall be the responsible for preparing, maintaining, recording, circulating all records, correspondence, minutes of meetings, and related affairs of the chapter. The Honorary Secretary shall also perform the duties and responsibilities as described below.

Responsibilities

- Maintain custody of the approved Constitution, articles of incorporation, charter agreement and of amendments thereto and policies, committee charters, and all other non-financial records for the chapter
- Serve as the point of contact of the Chapter with the Registrar of Society (ROS).
- Advise the President and Executive Committee, as requested, regarding the regulatory requirements from the Registrar of Society (ROS).
- Perform the duties necessary for Charter Renewal with PMI GOC.
- Lead, coordinate, and compile the information for submittal of the Component of the year application.
- Administer the application for Chapter of the Year Award

Basic Duties

- Coordinate and distribute Executive Committee meeting agendas

- Maintain all meeting minutes — must document in accordance to specific procedures as mandated by the local government.
- Notify membership not less than the period stated in the chapter Constitution before annual general meetings or EOGM
- Circulate Executive Committee agenda before the meeting to all the members
- Provide records to members and outside organizations that request information
- Provide all notifications to the membership, directors, auditors and members of committees
- Receive and dispatch general correspondence
- Provide support for membership communication

7 HONORARY TREASURER

The Honorary Treasurer shall oversee the management of funds for duly authorized purposes of the CHAPTER. The Honorary Treasurer shall also perform the duties and responsibilities as described below.

The Honorary Treasurer shall be responsible for establishing the strategy for, setting the direction of, and overseeing, all of the management of funds for duly authorized purposes of the CHAPTER and the fiscal, financial investment, and fundraising policies of the Chapter. These duties include, but are not limited to, developing Chapter financial goals and objectives, preparing the annual financial plan and annual reports, collecting, disbursing, and record-keeping of all applicable Chapter reports.

The Honorary Treasurer shall also act as Chair of adhoc committees or task groups relating to Chapter financial investment and spending policies and practices.

Responsibilities

- Coordinate all budget input, income and expense, for all areas of the Chapter and its activities at the beginning of the fiscal year.
- Manage the Administrative function for the organization.
- Prepare and submit to PMI Global financial information as required for re-charter of the PMI Singapore Chapter.
- Review Expenses and Invoices – prepare checks and send to recipients

- Prepare monthly financial reports
- Arrange for up-to-date signature cards on all Chapter bank accounts. Authorized signatures to be: President, Vice Presidents and Honorary Treasurer in two (2) separate grouping.
- Prepare financial status reports covering income and expenses monthly
- Prepare an annual report on financial activities of the Chapter and forward to the Institute home office, as required, for Internal Revenue Service programs.
- Prepare an annual financial report at the end of his/her term for audit. A summary of this report will be distributed to the current Chapter membership.
- Turn over records to his/her successor.
- Review all contracts in conjunction with the President for mutual approval – President to execute on behalf of the Chapter. If legal review is required, is to be on a case-by-case basis.
- Maintaining Chapter checking accounts to assure most efficient use of Chapter funds.
- Perform Monthly bank account reconciliations
- Handling of all Chapter disbursement of funds to satisfy payables or any other expense approved by the Board of Directors.
- Tracking of Chapter events expenses (payables and receivables).
- Maintaining/ Modifying Expense Report
- Coordinate with the other Directors to produce Profit and Loss reports for Chapter events.
- Verification and Revenue reconciliation of deposits and invoices.
- Tracking and Reporting on event Revenues
- Receiving of income from outside sources as directed by the Executive Committee.

8 Director – Membership

The Director – Membership shall oversee the needs of the members of the Chapter. The Director – Membership shall also perform the duties and responsibilities as described below.

Responsibilities

- Provide budget input, income and expense, for the area of responsibility to the Honorary Treasurer at the beginning of the fiscal year.
- Manage all Membership activities through Director of Volunteer

Basic Duties

- Develop and maintain a mentoring program for all members.
- Direct Membership and Business and Industry Coordination.
- Establish a program of follow up on prior members who have failed to renew membership for the current year.
- Maintain a current list of Institute members in Singapore and solicitation of their affiliation with the Chapter.
- Provide up-to-date mailing list of current Chapter members to Director Communications for use in distributing notification of Chapter activities.
- Prepare reports related to membership activities at times and occasions specified by the Executive Committee. e.g. Membership lists management (sorting and distribution) and surveys and results analysis (sorting and distribution).
- Establish a “New member Resource Package” to be issued to all new members.
- Establish and maintain a new Member Orientation Program.
- Develop opportunities for Chapter Networking or Career Events.
- Publish an annual membership directory.
- Establish and maintain a membership drive.
- Develop recruiting materials that include information about the Institute and the Chapter goals and objectives.
- Advise President and Executive Committee of new members.

9 Director – Symposium

The Director – Symposium shall oversee the organization of the Chapter’s annual Grand Event, the Regional Symposium.

The Director – Symposium shall also perform the duties and responsibilities as described below.

Responsibilities:

- Chair the Symposium Committee and select and grow its volunteers
- Develop and direct the Marketing Plan of the Annual Symposium for PMI Singapore.
- Develop and direct all the activities related to the running of the Symposium, including but not limited to: Logistics, Marketing, Sponsorship, speakers selection and exhibition.
- Develop and manage sponsor relationships with the Director Marketing and other Directors.
- Solicit sponsorships, registration and promotions to meet revenue projections.
- Coordinate with Director Marketing and other Directors and committees as requested.
- Produce monthly revenue report and progress updates to the Executive Committee.
- Solicit additional volunteer support through Director Volunteer.

10 Director – Professional Development (PD) Programs

The Director – Programs shall oversee the general monthly professional development (PD) events provided by the Chapter. He shall also perform the duties and responsibilities as described below.

Responsibilities

- Chair Program Committee and select its members.
- Provide budget input, income and expense, for the area of responsibility to the Honorary Treasurer at the beginning of the fiscal year.
- Coordinate with Director Memberships and Director Marketing to develop new programs to entice memberships.
- Maintaining a file on speakers and programs presented, PDU records at Chapter Meetings/events.
- Propose seminars and workshops and present to the Executive Committee for approval. This may include, but not limited to Professional Development events, Focus Group Events, Panel Discussions, all-day seminars, and Boot Camps.

Basic Duties

- Planning, scheduling, and implementation of each Chapter meeting/program event, including the involvement of vendors.
- Manage workshops, seminars, awareness programs and other educational opportunities.
- Recommend annual calendar of events for Chapter Meetings to the Executive Committee for approval.
- Prepare and submit reports related to program activities at times and occasions specified by the Executive Committee.
- Report to the Executive Committee on the progress of the professional development program.
- Prepare and submit reports related to professional development as specified by the president.

11 Director – Special Programs

The Director – Special Programs shall oversee the organization of the Chapter’s new program development, those programs which are not yet part of the regular Chapter events, such as Award Programs

The Director – Special Programs shall also perform the duties and responsibilities as described below.

Responsibilities

- Provide budget input, income and expense, for the area of responsibility to the Honorary Treasurer at the beginning of the fiscal year.
- Coordinate with Director Memberships and Director Marketing to develop new programs to entice memberships.
- Work with the Director – Professional Development to Maintain a file on speakers and programs presented, PDU records at Chapter Meetings/events.
- Propose and develop new Programs and present to the Executive Committee for approval. This may include, but not limited to Panel Discussions, all-day seminars, Mentore Mentee programs.
- Provides regular updates of the progress of the Special Programs to the Executive Committee.
- Coordinate with Director Marketing and other Directors and committees as requested.
- Solicit additional volunteer support through Director Volunteer.

12 Director – Focus Group & Boot Camp

Responsibilities:

- Planning, scheduling, and implementation of Professional Development and Focus Group event, including the involvement of vendors and/or sponsors.
- Coordinate all activities relating to the PD/FG seminars/events and workshops including the marketing and promotion, enrolments, providing the physical facilities, introducing the speakers, and providing PDU forms.
- Coordinate all activities related to PDU's including assigning course numbers for all chapter events and insuring that attendance records are kept for each seminar and workshop. Communicate PDU information to chapter members.
- Work with Director Program to maintain the record of speakers, PDU information and programs presented at Chapter events.
- Solicit sponsorships, registration and promotions to meet revenue projections.
- Coordinate with Director Marketing and other Directors and committees as requested.
- Solicit additional volunteer support through Director Volunteer.

13 Director – Communications

The Director – Communications shall oversee all communications of the Chapter AND perform the duties and responsibilities as described below.

Responsibilities

- Responsible to write or find relevant articles linked to the Project Management discipline to recommend them to be published on the monthly newsletters.
- Responsible to find inspiring design to bring more creativity to the monthly newsletters.
- Provide budget input, income and expense, for the area of responsibility to the Honorary Treasurer at the beginning of the fiscal year.
- Responsible to set the short and long term strategy for the Communications Committee.

Basic duties:

- Direct the publishing and distribution of all Chapter publications.
- Maintain surveillance of Chapter mailbox and forward contents to addressee.
- Prepare and submit reports related to Communication activities at times and occasions specified by the Executive Committee.
- Publish Newsletters, Directory, Program and Event Flyers and New Member publications.
- Maintain close communication with all Executive Committee, President, Past President and Advisors.
- Work with Executive Committee to collaborate and publish volunteer opportunities.
- Work within the other Directors to encourage more news items and articles for publications.
- Responsible to prepare email blasts to be sent to members and non-members, contents are diverse going from information about Professional Development, Chapter Meetings, Chapter Executive Committee Election to vendor communications and third party events.

14 Director – Information Technology (IT)

Responsibilities

- Responsible to set the short and long term strategy for the IT infrastructure and development for the Chapter.
- Responsible for the development, up-keeping of the Chapter's website
- Provide budget input, income and expense, for the area of responsibility to the Honorary Treasurer at the beginning of the fiscal year.

Basic Duties

- They assist the Director of communications for the PMI Singapore monthly newsletter and collaborate with the lead and experts in PM profession across the globe for the benefit of our members.

- Manage all Chapter web related activities and issues to maintain business and administration excellence, including the use of Web-related communication.
- Manage and facilitate all social media content to include but not limited to LinkedIn, Facebook, Twitter and You Tube.
- Moderate discussion and communication on the “discussion wall” by keeping consistent messaging and branding.
- Safeguard PMI Singapore online reputation
- Convert social media visits to website visits.
- Work with Marketing team to post special events information on Singapore Chapter website.
- Support all Chapter functions, to include, but not limited to communications, membership growth, professional development, mentorship, and outreach opportunities.
- Work with Director Communications to establish IT processes and procedures.
- Assist in implementation of Email and Survey Plan for PMI Singapore.
- Be point of contact, if needed, between Executive Committee to develop survey plans for the Chapter.
- Work with Editors/Authors to develop Email Newsletter and Website News Guidelines.
- Notify Director Communications and Director Memberships when volunteers are needed to fill position.
- Maintain close communication with the Director Communications.

15 Director – Marketing

The Director – Marketing shall oversee inducing the public to have understanding of and goodwill towards the Chapter. The Director – Marketing shall also perform the duties and responsibilities as described below.

Responsibilities

- Contribute to and enable execution of Executive Committee Strategy and Plans
- Develop Marketing Plan for PMI Singapore with assistance from Executive Committee members and Directors
- Provide budget input (income and expense) to Honorary Treasurer at the beginning of the fiscal year; report on and manage the budget.

- Implement PMI Global Brand standards ensuring all collateral materials carry out desired message
- Prepare Chapter publicity with local daily and technical press as well as the Institute's "Project Management Journal" and "PM Network"
- Develop all advertising campaigns working with appropriate Executive Committee members and Directors
- Oversee, provide leadership and ensure successful implementation of all Marketing-led initiatives
- Collaborate and consult to PMI-Singapore annual conference and other major marketing campaigns.
- Develop partnerships with other firms of value to PMI Singapore.
- Identify required and meaningful metrics and report to Executive Committee on monthly basis
- Solicit and compile all Marketing Committee volunteer needs for the Director of Volunteer
- Solicit additional volunteer support through Director Volunteer.

16 Director – Social & Networking

Responsibilities:

- Develop and direct the Chapter's social networking events within the Singapore area to allow our members and guests a casual environment to build professional relationships in diverse environments.
- Work with Executive Committee to organise social activities and Networking programs for the Chapter
- Work with other Directors to promote Community Social Responsibilities.
- Coordinate with other Directors and committees as requested.
- Evaluate and present the feedback and lessons learn from each Social and networking events.

17 Director – Volunteer

Responsibilities:

- Manage all Volunteer activities by establishing a process for volunteer recruitment, orientation, assignment and recognition.

- Provide Chapter Committee Volunteer Staffing as requested.
- Provide Special Project Volunteer Staffing as requested.
- Responsible to solicit additional volunteer support
- Work with Executive Committee to develop Volunteers recruitment and development programs for PMI Singapore
- Work with Executive Committee to publish the Volunteers opportunities on the PMI HQ's Volunteers Relationship Management System (VRMS).
- Be responsible for maintaining the list of volunteers on VRMS.
- Coordinate with other Directors and committees as requested.
- Evaluate the volunteers recruitment posting and feedback.

18 Director – Outreach

Responsibilities:

- Assist in the development of the Marketing Plan for PMI Singapore.
- Assist in the development of the Corporate and R.E.P. Outreach Program, including policy, processes and collateral materials.
- Develop and direct the Chapter Sponsorship Program, including policy, processes and collateral materials.
- Implement and direct the Corporate and R.E.P. Outreach Program.
- Assist in the development of the Community Outreach Program, including policy, processes and collateral materials.
- Identify potential Community Outreach opportunities for Executive Committee support and approval.
- Develop and direct Community Outreach opportunities for Chapter involvement
- Promote Outreach opportunities and encourage participation of Chapter membership
- Develop and maintain relationships with Outreach partners
- Develop and direct the Scholarship Program whereby financial awards are presented annually to qualifying students.
- Update the scholarship policy, processes and collateral materials as required.
- Develop and maintain relationships with executives, promoting the benefits of PMI
- Develop and manage sponsor relationships.

- Solicit sponsorships and promotions to meet revenue projections.
- Ensure promotions are in correct format.
- Coordinate with Director Marketing and other Directors and committees as requested.
- Produce monthly revenue report.
- Solicit additional volunteer support through Director Volunteer.
- Coordinate with Director Marketing and other Directors and committees as requested.
- Communicate with local academic institutions to promote Project Management, and to develop a network for related development activities.
- Coordinate communication links between the Chapter and local academic institutions to promote the formation and running of Student Chapters.

19 SPMI Secretariat

To be finalised.

Points to note:

1. Terms of contract
2. When to discuss about renewal?
3. Basic rate and Percentage of increment ? what are the possible linkage?
Membership No? No of events?
4. Scope of coverage
- 5.

Responsibilities:

***** PMI Singapore Chapter – Role Definition Document *****