



PMI Atlanta Position Description

Position Title: Director At Large (Director 3)	Term: 2 years
Department: Executive Board	Appointed By: Member Election

Position Overview

The Director At Large (Director 3) role is a two-year term. As a general Board Member, the Director at Large assists the PMI Atlanta Chair by directing the activities of the Board and Operations Group.

Required Skills/Abilities

- Experience directing teams on projects
- Strong communication skills
- Visibility within the Atlanta business community
- Strong personal character and integrity
- Familiarity with Atlanta chapter activities
- PMP certification

Requirements of Position

- Serve as a voting member of the Executive Board of Directors
- Manage and execute tasks assigned by the Chair or Executive Board
- Attend and participate in annual strategy and tactical planning meetings
- Support PMI Atlanta decisions regarding the budget and audit committees
- Serve as spokesperson and Ambassador for PMI Atlanta when necessary
- Administer Chapter policy P017 regarding vacancies on the Executive Board, and communicate with potential candidates for election to the Board
- Attend each Executive Board meeting
- Attend Chapter dinner meetings as much as possible
- Attend PMI Global or Regional Leadership meetings when possible
- Mentor and assist PMI Atlanta Vice President of Marketing & Promotions and Vice President of Communications
- Serve as liaison to Chapter Vice Presidents for Certification & Education, Programs and Volunteers
- Develop and implement transition plan for successor and turnover all records
- Must be a member of Atlanta Chapter in good standing for six months preceding the call for nominations
- Must have attended three chapter meetings or events in past 12 months OR actively participated in a PMI Atlanta project
- Has not been removed from or resigned from PMI Atlanta Board for the two years preceding the call for nominations AND is not under criminal investigation