



PMI Atlanta Position Description

Position Title: Chair-Elect	Term: 3 Years
Department: Executive Board	Appointed By: Member Election

Position Overview

This is a 3-year commitment to serve on the Executive Board. The Chair Elect is a 12-month role, in preparation for the role of Chair in year 2. The final year is the role of Past Chair. Therefore, this role has a total commitment of 3 years.

Essential Functions

- As Chair Elect, serve as the Primary link between the Executive Board and the Leadership Team
- Official representative of the chapter at public events if/when the Chair is unavailable
- Experience directing teams on large, high visibility projects
- Strategic Thinker/Visionary perspective
- Exceptional communication skills and public speaking skills
- Visibility within the Atlanta business community
- Strong personal character and integrity
- Business acumen
- Project P/L responsibility

Required Skills/Abilities

- Accomplished public speaker
- Strong leadership skills
- Strong team building abilities
- Ability to constructively resolve conflicts
- Understanding of how a non-profit board functions and the role of the Chair
- Familiarity with operations of the PMI Atlanta Chapter
- Ability to build teams and consensus
- Outgoing personality
- Be willing to commit the time, leadership and passion required for the role