

## PMI Atlanta Position Description

Position Title: <b>Director-At-Large (4)</b>	Term: <b>2 Years</b>
Department: <b>Executive Board</b>	Appointed By: <b>Member Election</b>

### **Position Overview**

The Director-At-Large (Director 4) 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 in accordance with the Chapter Bylaws. The Director at Large may focus on special projects, depending on the needs of the Chapter and as assigned by the Board.

### **Essential Functions**

The Director-At-large will assist in performing duties associated with planning, leading, managing, and communicating Executive Board activities, and complete relevant associated activities and documentation as deemed necessary including but not limited to:

- Be a voting member of the Executive Board of Directors
- Carry out tasks assigned by the Chair or Executive Board
- Mentor and assist the assigned Vice Presidents in the Leadership Team
- Assist in the oversight of the Chapter’s finances and strategy
- Attend and participate in board strategy meetings for the upcoming year
- Attend monthly executive board meetings
- Attend chapter meetings and events as often as possible
- Attend PMI Global or Regional Leadership meetings when possible
- Perform role as spokesperson and ambassador for PMI Atlanta when necessary
- Adhere to PMI Atlanta policies, procedures and rules
- Represent PMI Atlanta Chapter in a positive and professional manner
- Develop and implement transition plan for successor and turnover all records

### **Required Skills/Abilities**

- Experience directing teams on projects
- Strong communication skills, including presentations
- Visibility within the Atlanta business community
- Strong business acumen
- Knowledgeable about financial planning and budgeting
- Familiarity with Atlanta chapter activities

### **Outcomes/Deliverables**

#	Description	Frequency
1	Assist with Annual Budget	Annually
2	Assist with Annual Update to Strategic Plan	Annually
3	Assist with Annual Update to any Bylaws or Policies	Annually
4	Attend Regional or North America Leadership Meeting	Annually
5	Attend Executive Board Meetings	Monthly
6	Attend Chapter Events	Monthly
7	Assist with Special Projects	As Needed

