Project Management Institute. New Zealand

PMINZ Volunteer Job Description

Member of the Board of Directors

Length of Term: Three years (three term limit)
Reports To: Entire Board of Directors

The Board's Role
The board of directors is legally and ethically responsible for all activities of the Chapter. To that end it:

1. Determines how the Chapter will carry out its mission through long and short-range planning.
2. Contributes to the creation of an annual budget and provides fiscal oversight.
3. Assists in the induction and development of new board members as required.
4. Hires and evaluates the performance of paid employees.
5. Evaluates its performance and overall performance of the organisation in achieving the mission.
6. Establishes policies for the effective governance and management of the Chapter.

Responsibilities

- Understand and promote the organisation's mission.
- Be familiar with the Chapter's programmes, policies, and operations.
- Lead and motivate others in the delivery of strategic plans at operations level.
- Attend board meetings and appropriate committee meetings.
- Actively serve on at least one committee and offer to take on special assignments.
- Review agenda and supporting documents prior to meetings.
- Make an annual contribution to the Chapter commensurate with ability.
- Participate in fund raising activities and special events.
- Strictly adhere to conflict-of-interest policies.
- Strictly adhere to confidentiality policies.
- Strictly adhere to the PMI Code of Ethics and Professional Conduct and work with others in a constructive and courteous manner.

Time and Role Requirements

- Attend and actively participate in at least 75% of board meetings (10 monthly board meetings, approximately 2 hours in length).
- Attend and actively participate in committee meetings and related work (2-4 hours per month as determined by the committee).

- Attend and actively participate in the annual planning retreat (1-2 weekend days).
- Attend and actively participate in the Annual General Meeting (approx. 1-2 hours).
- Attend special events as required.
- Attend new board member orientation (approx. 3-4 hours).
- Engage with Chapter Members, Volunteers and Staff.