

PMI BULGARIA CHAPTER® PERMANENT STRUCTURE AND VOLUNTEER ROLE DESCRIPTION (ATT. I)

PMI Bulgaria Chapter, in the occasion of running its elections for open Management Board positions, had developed the following document describing the roles, responsibilities and requirements for each position. All roles, responsibilities and skillset applicable to Vice Presidents will also be applicable to the corresponding Directors at Large, if not decided otherwise by the Board.

PRESIDENT

ROLE DESCRIPTION: Elected volunteer responsible for overall oversight of the chapter and the board. The president shall direct the activities of the other board members in accordance with the chapter bylaws.

ROLES AND RESPONSIBILITIES:

- Direct the chapter's strategic goals;
- Strive to achieve the chapter vision, mission and objectives as detailed by the chapter board and PMI and chapter strategic plan;
- Direct the activities of other officers toward chapter goals and objectives
- Assure that the chapter board works together as a team;
- Represent the chapter at public events;
- Ensure strategic alliance, planning and annual reporting;
- Ultimately accountable for all board operations and chapter activities;
- Act as a liaison between the chapter and PMI;
- Ensure that the charter renewal is updated and in compliance as specified by PMI;
- Preside over the board of directors meetings and the annual general membership meeting;
- Ensure that all chapter business is being done legally and ethically;
- Assume responsibility for the overall functioning of the chapter;
- Legally represent the organization (this role can be co-dependent with the finance officer);
- Ensure statutory and regulatory compliance in consultation with the vice president of finance;
- With the board, ensure prudent disbursement of chapter funds;
- Drive implementation of revision and amendments of PMI policies and guidelines to chapter processes;
- Manage periodic policy audits;
- Promote leadership development opportunities for board development;
- Develop and implement a succession and transition plan

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

- Candidates for President must have been member of the Chapter and member of the Board for at least one year before the election date
- Candidate is limited to 3 consecutive terms in the same position and no more than 4 consecutive terms on the Board in general

RECOMMENDED SKILLS AND KNOWLEDGE:

- PMI Knowledge and Experience;
- Organization Management;
- Management Skills;
- Volunteer Recognition and Appreciation
- Ability to Delegate Effectively;
- Public Speaking/Presentation Skills;
- Conflict Resolution Skills;
- Team Building Skills
- At least 3 years of managerial experience;
- University degree;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Proficiency in English language;

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR ADMINISTRATION AND SECRETARIAT

ROLE DESCRIPTION: Elected volunteer responsible for preparing, maintaining, recording, circulating all records, correspondence, minutes of meetings, and related affairs of the chapter.

ROLES AND RESPONSIBILITIES:

- Responsible for providing comprehensive administrative services, including budget and spending management; purchasing, procurement, and contract administration;
- Responsible for providing general administrative services; facilities, property, safety, or space management; or human resources services;
- Support the board and members meetings with all logistics and administrative activities;
- Bookkeep the archives and maintain their registry;
- Participate in developing and implementing administrative management policies;
- Work with the board on planning organizational needs, and preparing plans, goals, objectives, or criteria for chapter operation processes;
- Develop and present the Yearly Report that focuses on the last year achievements and remind the members of the vision and the mission of PMI Bulgaria Chapter;
- Maintain custody of the approved bylaws, articles of incorporation, charter agreement and of amendments thereto and board policies, committee charters, and all other non- financial records for the chapter;
- Coordinate and distribute board meeting agendas;
- Maintain all meeting minutes;
- Notify membership not less than the period stated in the chapter bylaws before annual general meetings;
- Circulate board 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;
- Prepare for, procure and distribute chapter stationery and printed materials;
- Develop and implement succession and transition plan

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

- To be member of PMI Bulgaria Chapter
- Candidate is limited to 3 consecutive terms in the same position and no more than 4 consecutive terms on the Board in general

RECOMMENDED SKILLS AND KNOWLEDGE::

- Agenda and Meeting Coordination;
- Ability to Scribe and Record Minutes;
- Proficient use of word processing, spreadsheet, and presentation tools (e.g., Microsoft Office, Open Office);
- Knowledge of Meeting procedures;
- Knowledge of PMI Bylaws and Policies;
- Knowledge of Records Retention requirements;
- Proficient in Email Communications (e.g., MS Outlook, Google Mail);
- Proficiency in Editing/Proofreading.
- Excellent Writing Skills;
- Active Listening Skills;
- Facilitation Skills;
- Time Management Skills;
- Proficiency in English language.
- At least 2 years of administrative experience;
- University degree
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous board level experience
- Have previous experience serving at least one year as a volunteer in a leadership role for a PMI component

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR FINANCE AND TREASURY

ROLE DESCRIPTION: Elected volunteer responsible for finance. Responsible for maintaining and presenting all financial records required for chapter operations in accordance with chapter and bylaws.

ROLES AND RESPONSIBILITIES:

- Maintain and manage accounts receivable and payable and all financial portfolios, including but not limited to the collection of chapter dues from PMI, guest payments for chapter meetings or special events and the payment of all chapter bills in accordance with chapter committee directives;
- Establish and maintain all required chapter bank accounts and/or similar financial transactions; arrange for officer signatures as required;
- Provide financial reporting regarding the state of finances and chapter activity to chapter membership, board and executive level volunteer leaders on a monthly basis (board meeting);
- Report on the state of finances at board meetings and chapter meetings;
- Develop an annual operating budget and financial statement to be included in the annual application for charter renewal;
- Ensure the chapter has reviewed and reported required tax filings;
- Recommend improvements in the financial processes to the board;
- Establish and maintain financial operational processes to ensure continuity of chapter operations;
- Maintain the annual budget;
- Contribute to financial planning/goal setting, investing, forecasting and budgeting for the chapter;
- Distribute/communicate financial section of the annual report to chapter membership;
- Assist in the preparation of the annual financial statements and reports;
- Provide timely information to independent auditors as required;
- Keep an up to date inventory of all the goods of the chapter;
- Handle all PMI and government required payments;
- Ensure maintenance and storage of all historic financial documents;
- Establish financial metrics; ensure chapter is maintaining requirements;
- Serve as liaison with PMI Global Operating Centre on financial matters;
- Prepare financial guidelines and procedures for the chapter along with board;
- Analyse cost impact and income benefit of all activities proposed by the board of directors;
- Review any chapter contract, agreement and insurance;
- Distribute information, materials and/or fees received from the PMI Global Operating Centre to appropriate officers in a timely manner;
- Confirm and check bank accounts monthly;
- Develop and implement succession and transition plan.

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

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RECOMMENDED SKILLS AND KNOWLEDGE:

- Documentation Skills/Financial Record Keeping Analytical Thinking
- Knowledge of Financial Planning Legal Awareness
- Knowledge of International Accounting Standards and Bulgarian Acc. and Financial Legislation;
- Negotiation Skills;
- Conflict Resolution Skills;
- Time Management Skills;
- Technical Tools Skills;
- At least 2 years of financial experience;
- University degree
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous board level experience
- Have previous experience serving at least one year as a volunteer in a leadership role for a PMI component

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR MEMEBRSHIP

ROLE DESCRIPTION: Elected volunteer responsible for addressing the needs of chapter membership, including service delivery, recruiting and retaining members in accordance with chapter policies and bylaws.

ROLES AND RESPONSIBILITIES:

- Develop and maintain a chapter membership plan that assures continued growth through proactive recruiting and partnering with major area employers;
- Promote the value of PMI and chapter membership;
- Promote the value of PMI and chapter membership in front of corporate running projects and having certified and non-certified resources that can exchange their values with the chapter members, outreaching these corporate and their staff help the chapter and PMI to grow even faster;
- Liaison with potential PMI members and encourage them to be members of the chapter;
- Develop and implement a plan to recognize member milestones (such as anniversaries or awards);
- Develop and implement a member retention program;
- Revise membership benefits and value on a regular basis;
- Develop and implement membership welcome and support plan;
- Answer general membership inquiries; respond to member/non-member information inquiries and other requests for assistance;
- Act as the primary recipient for the Data Exchange Program (DEP);
- Maintain the membership records of the chapter (DEP);
- Provide communication list/member updates to officers;
- Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc.);
- Develop and administer membership satisfaction survey/exit survey;
- Ensure that members are aware of available services;
- Work with marketing to develop a plan to implement outreach to the community including commercial, not-for-profit and other professional associations about membership;
- Support and attend annual general meeting;
- Develop and implement succession and transition plan

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

- To be member of PMI Bulgaria Chapter
- Candidate is limited to 3 consecutive terms in the same position and no more than 4 consecutive terms on the Board in general

RECOMMENDED SKILLS AND KNOWLEDGE:

- Knowledge of Data Analysis and Reporting;
- Knowledge of PMI Credentials;
- Knowledge of Survey Tools/Market Research/Demographic Research;
- Marketing Skills;
- Proficient use of word processing, spreadsheet and presentation tools (e.g., Microsoft Office, Open Office).
- Public Speaking/Presentation Skills;
- Active Listening Skills;
- Team Building Skills.
- At least 2 years of administration, marketing or communication experience;
- University degree
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous board level experience
- Have previous experience serving at least one year as a volunteer in a leadership role for a PMI component

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR PROFESSIONAL DEVELOPMENT

ROLE DESCRIPTION: Elected volunteer responsible for professional development, education and chapter events in accordance with chapter policies and bylaws, including: development of chapter education activities; preparation and maintenance of PMI's certifications; develop and maintain relationships with local colleges and universities; responsible for establishing and managing chapter professional development programs, live and on-line, maintain relationships with Registered Education Providers (R.E.P.s)

ROLES AND RESPONSIBILITIES:

- Define strategies for improvement in professional development/training programs;
- Develop and implement a chapter professional development plan, including a program roadmap for professional development content programs;
- Develop plans for and coordinate the chapter's external educational activities, such as study groups, seminars, workshops, courses, professional development days and other educational activities (with emphasis on universities and students);
- Manage chapter-created credential examination review courses and other such courses;
- Provide information and guidance to members and non-members on certification/re- certification in the context of PMI;
- Provide the information necessary to market the education, certification, as well as training opportunities offered by the chapter;
- Recommend, develop and deliver project management education materials, courses, presentations and sessions;
- Provide the information necessary to market the education, PMI certification, as well as training opportunities offered by the chapter;
- Develop and implement a plan for educational outreach at the elementary, secondary and collegiate levels;
- Seek new project management professional development programs and services through networking with other educational organizations and PMI chapters;
- Plan and coordinate special events, as identified by the chapter's board, designed to enhance the project management professions and/or expand the skills and knowledge of project managers;
- Develop and implement a program roadmap for all related events ;
- Develop and implement a succession and transition plan.

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

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RECOMMENDED SKILLS AND KNOWLEDGE:

- Program and Event Planning Skills;
- Ability to Develop and Manage Program and Event Schedules;
- Knowledge of PMI Credentials and PDUs;
- Content and Curriculum Development;
- Contract and Vendor Management;
- Ability to Create and Analyse Program Surveys and Evaluations.
- Ability to Delegate Effectively;
- Public Speaking/Presentation Skills;
- Team Building Skills;
- Facilitation Skills;
- Time Management Skills;
- Adaptability/Flexibility.
- At least 2 years of professional development, training or educational provider experience;
- University degree
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous board level experience
- Have previous experience serving at least one year as a volunteer in a leadership role for a PMI component

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR SPONSORSHIP

ROLE DESCRIPTION: Elected or appointed volunteer responsible for all relations with sponsors and partners of the chapter. The VP of Sponsorship will develop and execute the chapter's sponsorship strategy in alignment with the chapter's strategic objectives. These activities shall be performed in accordance with chapter bylaws and PMI policies.

ROLES AND RESPONSIBILITIES:

- Develop and implement a sponsorship program aligned with the chapter's strategic objectives;
- Create and execute annual sponsorship plan with detailed activities to retain existing sponsors/partners and attract new ones;
- Use best practices in communication, negotiation, sales and fundraising to promote the chapter and its activities to current and potential sponsors and partners;
- Collaborate with local businesses and academic institutions, where appropriate, to publicize the chapter and PMI;
- Monitor and coordinate branded presentations to external stakeholders and other organizations interested in the activities of PMI;
- Maintain relationships with existing sponsors for continued revenue generation to fund the chapter's activities;
- Coordinate and organize presentations to potential chapter, event and other sponsors/partners;
- Work in close collaboration with VP Marketing, VP Communication and VP Membership to ensure that all commitments to the chapter sponsors/partners are professionally and timely executed through the duration of their contracts;
- Ensure timely billing and payment collection from sponsors and partners;
- Works toward encouraging renewal of existing sponsors/partners contracts;
- Establish relations with corporate and other organizations (government, NGOs, educational, etc.) and encourage their participation through host events and guest speakers;
- Ensure chapter sponsorship/partners program is followed and implemented in different chapter projects and events by working closely with their Project Managers;
- Develop and implement succession and transition plan

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

- To be member of PMI Bulgaria Chapter
- Candidate is limited to 3 consecutive terms in the same position and no more than 4 consecutive terms on the Board in general

RECOMMENDED SKILLS AND KNOWLEDGE:

- Knowledge of Fundraising Techniques;
- Experience in: Sales Planning; Building Relationships; Coaching; Managing Processes; Time Management;
- Market Knowledge;
- Management Systems, Research/Surveys;
- Understanding of Business Strategy;
- Working Knowledge of Best Practices in Sales
- Public Speaking/Presentation Skills;
- Negotiation/Persuasion/Motivation Skills;
- Communication/Active Listening Skills;
- Skilled in Strategic Planning & Process Execution
- At least 2 years of administration, marketing or communication experience;
- University degree
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous board level experience
- Have previous experience serving at least one year as a volunteer in a leadership role for a PMI component

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR VOLUNTEERING AND DEVELOPMENT PROJECTS

ROLE DESCRIPTION: Elected volunteer responsible for addressing the needs of the volunteers, including recruitment, retention, recognition and leadership development training and support in accordance with chapter policies and bylaws.

ROLES AND RESPONSIBILITIES:

- Responsible for volunteer recruitment and/or retention;
- Responsible for providing clear expectations to volunteers regarding their roles;
- Understand and leverage experience of volunteers and direct them to various initiatives in the chapter;
- Responsible for identifying and developing programs to involve, develop, engage and manage volunteer members;
- Responsible for the development and recognition of volunteers;
- Build quality into volunteering by introducing and refining different processes for managing the work from volunteers;
- Recognise and reward the Volunteers participation and performance;
- Develop and implement succession and transition plan;
- Responsible for providing PMI volunteer awareness at the local and global levels

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

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RECOMMENDED SKILLS AND KNOWLEDGE:

- Understanding of Volunteer Resource Management;
- Understanding of Volunteer Recognition and Appreciation Programs;
- Ability to use Volunteer Management Software Tools to match volunteer skills with interests;
- Proficient Usage of Online Collaboration/Tools (e.g., Facebook, LinkedIn)
- Active Listening Skills;
- Coaching and Mentoring;
- Team Building Skills;
- Ability to Delegate Effectively;
- Conflict Resolution Skills;
- Persuasion Skills.
- At least 2 years of volunteering and development projects experience;
- University degree
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous board level experience
- Have previous experience serving at least one year as a volunteer in a leadership role for a PMI component

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR MARKETING

ROLE DESCRIPTION: Elected or appointed volunteer responsible for chapter-based marketing and public relations to increase awareness of both the chapter and the PMI brand within the territory. The VP of Marketing will develop and execute an integrated marketing and public relations program to support member acquisition, member retention, event promotion, outreach activities, sponsorships and other related activities in alignment with the chapter's strategic objectives. These activities shall be performed in accordance with chapter bylaws and PMI policies, brand guidelines and global marketing strategy.

ROLES AND RESPONSIBILITIES:

- Develop and implement an integrated marketing and public relations program aligned with the chapter's strategic objectives;
- Create and execute annual marketing and public relations plan with detailed activity calendar including email, social media, advertising, events, press releases, web updates, etc.;
- Use best practices in marketing and public relations to promote the chapter and its activities to members and the community at large;
- Develop all communication vehicles including, but not limited to emails, web content, press releases, social media posts, promotional materials, advertising, etc.;
- Work in close collaboration with VP for Communication and the other relevant Board members to develop a detailed communication plan;
- Gain access to PMI's Marketing Portal and use PMI-provided marketing/PR resources;
- Work with local vendors to develop marketing materials in accordance with PMI brand guidelines if suitable materials are not available in the Marketing Portal;
- Create and maintain a pack of suitable marketing materials to promote benefits and services provided by the chapter (for current and potential members, current and potential sponsors and partners);
- Plan and purchase print and digital advertising;
- Monitor, optimize and analyze all marketing and public relations activities;
- Create and distribute public relations communications to local media outlets (e.g. local newspapers, radio stations and television) and manage local media inquiries;
- Develop and implement succession and transition plan

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

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RECOMMENDED SKILLS AND KNOWLEDGE:

- Proficiency with, or Desire to Learn, Digital Marketing Tools, Including Email Marketing Platforms, Social Media Platforms, Web Content;
- Management Systems, Research/Surveys;
- Understanding of Marketing Strategy, Tactics, Planning and Delivery;
- Working Knowledge of Best Practices in Marketing
- Public Speaking/Presentation Skills
- Persuasion/Motivation Skills
- Skilled in Strategic Planning & Process Execution
- At least 2 years of administration, marketing or communication experience;
- University degree
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous board level experience
- Have previous experience serving at least one year as a volunteer in a leadership role for a PMI component

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR COMMUNICATIONS AND SOCIAL NETWORKS

ROLE DESCRIPTION: Elected volunteer who will provide the necessary Communication and Social Networks coverage in accordance with chapter bylaws and policies.

ROLES AND RESPONSIBILITIES:

- Actively participate in a wide variety of social media activities such as blogging, community development and management, social bookmarking, commenting, etc. to serve the Chapter marketing, Communications, Events and membership activities;
- Well-connected with the broader social media world;
- Able to think strategically, but also able to roll up his sleeves to help implement the programs;
- Work with the board members and the chapter members determine the needs for Social Media coverage and interests and to elaborate the content and define the organization and the coverage and content required;
- Work with volunteers, sponsors or outsources teams of collaborators such as designers, writers and other technical specialists to develop and implement the chapter social network connections;
- Ensure appropriate testing is being done prior to launching new or improved social media websites to fix issues before a site is available to its intended audience;
- Once a website is up, will be needed to review Web content periodically to ensure it is always relevant, and that all functions of the website work appropriately;
- Request and receive all necessary contents to publish in social media from all board members and authorised volunteers;
- Implement and maintain the required platforms to support the board and chapter members activities;
- Develop and implement succession and transition plan.

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

- To be member of PMI Bulgaria Chapter
- Candidate is limited to 3 consecutive terms in the same position and no more than 4 consecutive terms on the Board in general

RECOMMENDED SKILLS AND KNOWLEDGE:

- Extensive social media experience;
- Need to use many technical skills related to writing and publishing the content in the social media websites;
- Ability to work in teams, manage multiple priorities, have strong problem-solving and critical thinking skills, be able to communicate well and, most importantly, have strong knowledge and understanding of the Internet, computer software, search engines, and communication and social media related applications;
- PMI Knowledge and Experience;
- Resource Management;
- Conflict Management
- Excellent Writing Skills;
- Team Building Skills;
- Active Listening Skills;
- Ability to Delegate Effectively.
- At least 2 years of administration, marketing or communication experience;
- University degree
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous board level experience
- Have previous experience serving at least one year as a volunteer in a leadership role for a PMI component

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

ROLE DESCRIPTION: Elected volunteer who will provide the necessary electronic infrastructure in accordance with chapter bylaws and policies, including assistance the board and chapter activities and mission by creating, maintaining and optimizing the official website of the PMI Bulgaria Chapter as well as any other website(s) the board decides to publish on behalf of the chapter to support its activities; administer the PMI Bulgaria Chapter e-mail accounts in the recommended way to serve the capacity and the growth of the PMI Bulgaria Chapter needs; define and maintain the hardware and software necessary for the PMI Bulgaria Chapter to develop its capacity in IT&C field and support its activities.

ROLES AND RESPONSIBILITIES:

- Work with the board and chapter members to determine the needs for improvement of the PMI Bulgaria Chapter website, its content and organization;
- Application of PMI Global brand standards to outward website;
- Organize and coordinate the hosting of the PMI Bulgaria Chapter website(s);
- Work with volunteers, sponsors or outsourced teams of collaborators such as designers, writers and other technical specialists to develop and implement the necessary additions to the PMI Bulgaria Chapter website(s) as per annual plan;
- Ensure appropriate testing is being done prior to launching new or improved websites to fix issues before a site is available to its intended audience;
- Periodically review the website content to ensure it is always relevant, and all its functions work as expected;
- Request and publish all necessary content provided by all board members and authorised volunteers;
- Implement and maintain the required platforms to support the board and chapter activities;
- Cooperate and contribute to the organization of all chapter events and conferences;
- Develop and implement succession and transition plan

ELIGIBILITY CRITERIA ACCORDING TO PMI BULGARIA CHAPTER BYLAW

- To be member of PMI Bulgaria Chapter
- Candidate is limited to 3 consecutive terms in the same position and no more than 4 consecutive terms on the Board in general

RECOMMENDED SKILLS AND KNOWLEDGE:

- Need to use many technical skills related to Web development and content administration;
- Commitment and dedication;
- Ability to work in teams, manage multiple priorities, have strong problem-solving and critical thinking skills, be able to communicate well and, most importantly, have strong knowledge and understanding of the Internet, computer software, search engines, databases, Web servers and related applications;
- PMI Knowledge and Experience;
- Web design and development tools and techniques;
- Resource Management;
- Conflict Management;
- IT&C hardware and software tools and techniques and market supplies adequate to the chapter activity needs
- Team Building Skills;
- Active Listening Skills;
- Ability to Delegate Effectively
- At least 2 years of experience of IT and Web activities;
- University degree
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous board level experience
- Have previous experience serving at least one year as a volunteer in a leadership role for a PMI component

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

PMIEF Liaison

PMIEF Liaison is appointed volunteer responsible for serving as the primary link between the PMI Chapter and the PMI Educational Foundation (PMIEF), PMI's philanthropic arm and registered nonprofit organization, by building connections and networking both throughout the community and within the chapter.

ROLE DESCRIPTION

- Design and promote social good events, including those required to serve community needs detected by chapter board members (e.g., VP of Outreach, VP of Professional Development, or VP of Events).
- Raise awareness and deliver member value through the promotion/advocacy of chapter social good programs and PMIEF no-cost resources (learning resources, templates, academic scholarships, awards, careers in PM, PMIEF newsletter, etc.) that support engagement in the local community.
- Engage volunteers through social good programs and opportunities for developing their skills and participating in the community.
- Network with communities that can benefit from social good programs and free resources provided by PMIEF (e.g., schools, non-profits, other organizations, etc.).
- As invited, participate in chapter annual planning and propose a yearly business plan specific to PMIEF.
- Provide chapter board members with regular updates on social good programs being carried out locally.
- Be knowledgeable about the "Chapter Guidelines for Social Good Programs."

COMMUNICATING AND INCREASING AWARENESS

- Promote social good initiatives organized by the chapter through different channels (press, social media, etc.) to increase visibility among your PMI chapter members and local community and provide reports on their impact.
- Collaborate with and communicate regularly with PMIEF Community Engagement Committee member on a variety of chapter social good programs and planning.
- Inform PMIEF staff administrator periodically regarding chapter social good programs that are being carried out and those initiatives that have been suggested/proposed by your chapter.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Passion for using project management for the good of others in society (youth, teachers, under-privileged individuals, non-profits, etc.).
- PMI knowledge and experience at the chapter level.
- Ability to work independently on sensitive and complex matters.
- Demonstrated success in working well with people and teams and ability to build relationships both with community organizations and among chapter volunteers.
- English proficiency, both written and verbal.

ELIGIBILITY CRITERIA

- Be a current member of PMI Bulgaria Chapter

RECOMMENDED SKILLS AND KNOWLEDGE:

- Public speaking/presentation skills
- Stakeholder management
- Persuasion/motivation skills
- Adaptability/flexibility
- At least 1 year of administration, documents, education and social good activities work experience;
- University degree;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects;

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 12–24