**EXECUTIVE**

PRESIDENT ELECT/

EXECUTIVE VICE PRESIDENT

# DESCRIPTION:

Successor to the president; elected volunteer who will assist the president with his or her duties of managing the chapter and assume the full role of the chapter president if the president is unable to perform duties for any reason.

# RESPONSIBILITIES:

1. Represent the president in their absence.
2. Assume the role of president, including all areas of responsibility, if the president is unable to perform duties for any reason such as unforeseen professional/personal circumstances or resignation.
3. Assist the president in liaising with PMI if/when required.
4. Assist the president in their duties including supporting the implementation of chapter’s strategic projects.
5. Assist in the implementation of the succession and transition plan for the whole board – including their transition to the president role if applicable.

# BUSINESS ACUMEN SKILLS:

* + Budget management
	+ Annual planning management
	+ Financial planning
	+ PMI knowledge and experience
	+ Resource Management, such as volunteer, finance and other chapter resources

# POWER SKILLS:

* + Team building

Functional Areas and Associated Roles and Responsibilities

Chapter Volunteer

12 Role Delineation Study Results