



PMI Central Alabama Non-Board Position Description Position:

Operations Advisor

Position: Operations Advisor	Expected Duration: 1 year term
Reporting to: PMICAC Advisors Committee	Expected # PDUs: 24-192
# Positions Open: 1	Last Revised Date: 04/13/2023

Description of the position: The Operations Advisor shall be responsible advising VP of Administration and President duties of chairing and recruiting directors for the Administration Committee. This committee is responsible for keeping the records of all business meetings of the Chapter, meetings of the Board and documenting attendance at all chapter functions.

- Assist VP of Administration and President to prepare and present the yearly strategic; for review and approval by the Board of Directors.
- Provide guidance for VP of Administration and President to Appoint and direct the activities of the [team] Directors in delivery [area] including, but not limited to:
 - Recommend Board meeting logistics including agenda, facility rental and associated announcements
 - Support VP of Administration and President to See that all notices are duly given in accordance with the provisions of the bylaws or as required by law
 - Recommend improvements for VP of Administration to Maintain an attendance archive for all board and chapter meetings and events.
 - Represent the chapter at local and national PMI functions, as well as at local businesses, service organizations, and government and university functions.
 - Turn over all records to successor in a timely manner.

Responsibilities:

Responsibility | Monthly Time Commitment

Yearly Strategic review with President

- 1 hour

Manage and Direct activities of the BOD

- 1 – 2 hours

Maintain records, minutes, and information

- 1 – 2 hours

Represent chapter in related functions/events

- 1 hour

THIS IS A PMICAC NON-BOARD POSITION