



PMI NASHVILLE CHAPTER

Started in 1996, the chapter is located in Nashville, TN, and is comprised of over 1,400 members. Its mission is to advance project management in the Nashville area, helping members grow professionally with a variety of offerings.

Job Title: Director of Administration

Date: May 2017

Job Description: Elected volunteer responsible for preparing, maintaining, recording, circulating all records, correspondence, minutes of meetings, and related affairs of the Chapter.

Director of Administration Responsibilities:

- Using the monthly minutes, update the Master Action Items Log. Send updated document to VP of Administration for distribution to the Board members and storage on the Google Drive.
- Update and maintain the Org Chart for the Chapter. Send updated document to VP of Administration for storage on the Google Drive.
- Coordinate the updating of chapter business cards. Order business cards or send information to VP of Administration for ordering.
- Attend monthly board meeting in the absence of VP of administration. Take meeting notes, disburse the minutes and action items to board members.
- Arrange/coordinate meals for monthly board meetings.
- Other duties as assigned by the VP of Administration.

General Director Responsibilities:

- Comply with all Chapter Bylaws.
- Participate in Chapter events, including luncheons, Community of Practice meetings, the Symposium, and networking events whenever possible.
- Strive to achieve the Chapter vision, mission, and objectives as detailed by the BOD, PMI Global, and the Chapter’s strategic plan.

Skills/Qualifications:

- Ability to take minutes.
- Proficient use of word processing, spreadsheet, and presentation tools (e.g., Microsoft Office, Open Office).
- Knowledge of meeting procedures as mandated by their local government (e.g., Roberts Rules of Order).
- Knowledge of PMI Bylaws and Policies.
- Knowledge of Records Retention requirements.
- Proficiency in email communications (e.g., MS Outlook, Google Mail).
- Proficiency in editing/proofreading.
- Excellent writing skills.
- Active listening skills.
- Time management skills.
- English proficiency.

Requirements:

- Experience with meeting minutes and records management.
- Must be a member in good standing of the Nashville Chapter and have been for the past year.

E-mail address:

N/A

External URL:

www.pminashville.org

