

## Expectations for Board Members

Thank you for your willingness to volunteer and Congratulations on winning election to serve as an Officer on the PMI Columbia River Basin Chapter Board. By its nature this is a Professional Society organization and your professional voluntary service is greatly appreciated.

This organization represents the Project Management Profession and Project Managers, to these ends it is vital that Chapter activities are managed in a manner that uses the PMP skills and tools that the PMI organization and the membership expect. If you have questions about how to approach these in a specific project or area you are assigned please ask for help! We are all in this together for the big WIN!

It is important in any position to understand what is expected of you. Even in volunteer positions it is important to fulfill the responsibilities of the position you volunteered for. It doesn't pay the bills like your job might, but the chapter members and the other Board Members need to know that you can be counted upon to do what you committed to do and accomplish it in a timely manner. Keep in mind it can be quite damaging to the chapter if one or more areas are ignored and don't get accomplished. The Board, as a whole, is responsible for all aspects of Chapter and Board activities as far as the membership is concerned. Please make your participation in chapter activities a priority in your life for at least the 2 year commitment you have made.

What follows is a general listing and discussions of expectations for Board Members to help you plan your participation on the Chapter Board. They are in no particular order.

- Attendance at **Monthly Board Meetings** is vital to good communications and knowledge of all Board Members. It is where a majority of the planning, finances, operations, events, and other chapter activities are discussed. Therefore, attendance at Board Meetings is essentially mandatory unless there is a work or personal conflict that cannot be avoided. In these cases please contact the President or Executive VP before the Board Meeting that will be missed. Our By-Laws discuss a Board Members absence to Board Meetings;
- You are expected to **prepare and present a report at Monthly Board Meetings** for your area(s) of responsibility as well as status of any Strategic Planning actions/activities you were assigned at the **Annual Strategic Planning Session**. Hard copies for 10 is usually sufficient;
- In a similar vain, attendance at **Monthly Chapter Program Meetings** is vital to good communications with the membership, shows the memberships that their Board is engaged and believes the program meetings are important, and allows the Board the face time with members directly. Therefore, attendance at Program Meetings is essentially mandatory unless there is a work or personal conflict that cannot be avoided. In these cases, please contact the President or Executive VP prior to the Program Meeting that will be missed. NOTE: Please do not assume your lack of signing up or registering for the event is communication enough;

- You will receive a **checklist for Program Meeting responsibilities** that Board Members share, if something is missed or missing at a meeting it can result in a less than quality event for our members. Please ensure your responsible item(s) are taken care of or agreed to be covered by another Board Member for you;
- **Attire** of Board Members is expected to be Professional at ALL Chapter and PMI Events unless specifically listed differently. This does not include Monthly or other Board Only Meetings;
- Please ensure you wear your **Chapter provided Name Tag** to all Chapter or other PMI Events (not necessary for CRBC Board Meetings);
- Please use your **Chapter provided Business Cards** whenever possible. It is a great networking tool and may result in untold opportunities for the recipient or yourself;
- Attendance at other **Chapter activities** is strongly encouraged for many of the reasons listed above, however, attendance is not mandatory;
- Please ensure you **register for all Chapter events** that you will be attending via the registration button on the Chapter Website. You may be provided a Discount Code at reduced or no cost for Board Members depending on the event;
- As a Board Member, please be willing to and attend a **Regional and/or Global PMI Leadership Institute Meeting** each year. Travel and perhaps vacation days from work may be required. Travel expenses including airline tickets, hotel and per diem are reimbursed by the Chapter if attending. These events are always very energizing and the amount of information a Board Member gets is quite impressive;
- Lastly, it is important to be respectful of other Board Members and Members time, therefore Chapter Events and activities must start and end on time. Please be mindful of arriving to such events/activities 10-15 minutes ahead of its start time.