

ADMINISTRATION DIRECTOR

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

ROLES AND RESPONSIBILITIES:

- Responsible for safekeeping of all governing documents (approved bylaws, articles of incorporation, charter agreement, board policies, committee charters, and all other non-financial records for the chapter)
- Coordinate and distribute meeting agendas, keep the records of meetings of the board.
- Maintain meeting minutes — must document in accordance with parliamentary procedures as determined by the Board
- Provide records to members and outside organizations that request information
- Provide support for membership communication
- Coordination of Printed Materials (Logo items, Business Cards, etc.)
- Develop and oversee leadership succession planning and ensure a smooth transition

STRATEGIC AND BUSINESS MANAGEMENT SKILLS:

- Ability to Record Minutes
- Knowledge of Chapter Bylaws and Policies
- Knowledge of Meeting Procedures
- Knowledge of PMI Bylaws and Policies
- Knowledge of Records Retention Requirements
- Meeting Coordination

LEADERSHIP SKILLS:

- Active Listening Skills
- Decision Making
- Excellent Writing Skills
- Time Management Skills

EXPECTATIONS:

- Must be a PMI Honolulu, Hawaii chapter member in good standing.
- Estimated Volunteer Hours per Month: 5–15
- Have use of a computer, typical software such as word processing, spreadsheet, email, and internet.
- This role is an appointed Director at Large position subject to renewal on an annual basis.
- This Director at Large position does not hold voting rights on the Board of Directors, but the individual may be allowed to participate in discussions.
- This Director at Large position will initially report to the Communications Director until such time as the Board structure is changed.