

PMI Suncoast Chapter Opportunity

VP of Special Projects

Opportunity Description

Elected volunteer responsible for planning, organizing, and implementing the special events of the Suncoast PMI Chapter.

Specific Functions & Responsibilities

- Plan, organize, and implement Annual Chapter generally held in spring/summer
- Plan, organize, and implement Annual Networking Event in collaboration with TB Chapter of PMI held in July
- Plan, organize, and implement Annual Networking Meeting held in September of each year in lieu of the Monthly Chapter Meeting
- Plan, organize, and implement Annual Business Meeting held in December
- Organize teams of volunteers to collaborate on themes, purchase prizes, and create activities for special events
- Decide on catering choices for events
- Interface with venues selected for events
- Create invitations to be published in the newsletter to be emailed to chapter members
- Announce any upcoming events to members during monthly meetings

Skills Required

- Must be a member of PMI and be a member or become a member of the PMI Suncoast Chapter.
- Must have experience managing projects and or coordinating events.
- Strong communication and organizational skills
- Ability to be a team contributor, responsive, open, and accessible.

**This is a 1 year term; 2015-2016*