

NOTE: You must have prior component leadership experience in order to apply for the President position.

## 1 PRESIDENT

The President of the Chapter shall act as Chairperson of the Board of Directors.

The Board of Directors shall be solely responsible for the management of the affairs of the Chapter.

### 1.1 KEY ACTIVITIES

In addition to the currently approved version of the Chapter's Bylaws roles and responsibilities, the President shall:

- Direct the activities of all Officers towards Chapter goals and objectives
- Act as the Chairman of Board meetings, the Annual Membership Meeting (except during the election of Officers) and where required Extraordinary Meetings
- Appoint replacement Board members to vacant positions, subject to the Board's approval
- Prepare the Chapter Annual Report and Chapter Renewal Survey for submission the PMI Global Operations Centre
- Be the sole authorized signatory for all Chapter Agreements, contractual documents and commitments, subject to and following the Board's approval
- Manage the publication and maintenance of the Chapter Handbook for use by the Board
- Prepare and deliver the President's Report at the Annual Membership Meeting
- Additional roles and responsibilities as agreed to by the Board

### 1.2 ROLES AND RESPONSIBILITIES

The President of the Chapter is also responsible for:

- Develop an annual operating budget and forward to the Board for inclusion in the annual application for charter renewal
- Attend all board meetings, strategy sessions, and monthly meetings
- Retention and archival of permanent records associated with the position

In addition to the specific tasks set out in the Bylaws, the President will assist the Board in all matters, for the purposes of meeting the Chapters Objectives as set out in the Bylaws.