

## **VPA-100 - CPM Chapter Start Up Volunteer Position Description**

### **Summary**

The CPM Chapter Start Up Volunteer is responsible propose and set up a CPM Chapter (US Domestic or International) in accordance with the CPM Chapter Start Up process.

The Volunteer Position reports to the CPM VP Administration.

This position is an Ad Hoc position. The position will terminate with one of the following events:

- Failure to submit an acceptable Preliminary Chapter Business Case within 6 months of volunteer appointment
- Preliminary Chapter Business Case rejected
- Insufficient Interest in establishing chapter after Kick Off meeting
- Final Chapter Business Case rejected
- Final Chapter Business case Accepted (Elected Officers takeover)

Responsibilities of this Volunteer Position include:

- Preparation and submission of Preliminary Chapter Business Case (using CPM template)
- Organisation of Chapter Kick Off Meeting including but not limited to:
  - coordinating with Executive Administrator for email communications to CPM marketing lists
  - co-ordinating with Executive Administrator for MN advertising
  - coordinating with VP-Comms for other avenues and channels for promotion
  - arranging appropriate local advertisers, organisations and individuals to promote event
  - arrange meeting venue
  - coordinate with CPM Chapter subcommittee for potential GB representation at initial meetings
  - co-ordinate with Executive Administrator for meeting registrations
  - arrange suitable meeting speakers
  - presenting (or supporting presentation) of CPM Chapter information at meeting
- Assisting in recruitment of local members to CPM
- Coordinating development of Business case into Final
- Organisation of Chapter Inauguration Meeting
  - All activities as for Kick off meeting
- Arrange Election of Officers

Successful appointees are expected to interact with:

- CPM VP Administration and other CPM Board members (GB)
- CPM GB Chapter Sub-Committee
- CPM Executive Administrator
- Proposed chapter businesses, competitor and collaborator organisations
- Local CPM members
- Elected Chapter Officials

The budget required to support the position/activity will be agreed as part of the CPM Chapter process and will be an allocation of budget under the approved annual finding process.