

**Position Title** CPM Vice-President Administration

**Position Summary:** **CPM VICE-PRESIDENT ADMINISTRATION** has the following responsibilities:

1. Maintaining, updating and providing interpretation of the CPM Bylaws; advising the Board on Bylaw matters.
2. Membership, elections, preparation of council minutes and correspondence of the CPM organization.
3. Oversees volunteer recruitment and maintenance of the CPM volunteer program.
4. Coordinates with other team leads to determine volunteer requirements.
5. Assists the V-P Communications in preparing messages to the membership by providing volunteering opportunities and other key information.
6. Prepares membership key facts, summaries and member accomplishments to be included in the email digest.
7. Manages and monitors the CPM awards program.

The CPM Vice-President of Administration is responsible for strategies leading to the professional growth opportunities of a diverse membership in areas of leadership, volunteer opportunities as well as ensuring the CPM Board is aware of membership needs and accomplishments. The VP Administration will also look for opportunities to increase community membership.

**General Requirements:**

- Understand the CPM's organizational structure, Strategic Plan and Business Plan and how it fits within CPM's strategic/business objectives
- Understand and commit to CPM's objectives and goals around increasing member value and knowledge delivery
- Be familiar with CPM's annual program plan and budget cycle
- Possess knowledge and understanding of basic nonprofit fiduciary responsibilities, which include CPM's Code of Ethics and Professional Conduct, and Conflict of Interest and Confidentiality
- Be familiar and support CPM's By-Laws and Guidelines
- Must attend all board meetings (minimum of two per year)
- Ability to work with persons of all cultures, backgrounds and global significance.
- Ability to work both independently and in a team-oriented, collaborative environment
- Strong communication and interpersonal skills
- Must be a member of CPM

**Knowledge, Skills, and Abilities**

The CPM Vice-President Administration coordination and management activities require an individual with strategic planning, coordination, and communication skills within the CPM and other industry / professional organizations related to earned value management.

Leadership KSA's include:

- Prior leadership in areas of membership management, awards programs, and or volunteer programs is desired
- Ability to work both independently and in a team-oriented, collaborative environment
- Strong communication and interpersonal skills
- Ability to employ gap analysis problem solving techniques
- Ability to effectively prioritize and execute tasks
- Ability to use information technology to enhance community administrative programs and needs
- Monitor membership trends, standards, and best practices
- Analyze and develop analytic reports for appropriate membership programs
- Ability to work with persons of all cultures, backgrounds, and global significance
- Ability to monitor and manage significant amounts of details

**Term of Office:**

Three years. Can serve a total of six years on the CPM Board. Can be in same office if re-elected or a different office for the second three year term if elected.