

Position Title CPM Vice-President Communications

Position Summary: CPM VICE-PRESIDENT COMMUNICATIONS (VPC) comprises a range of strategies and practices used by CPM to identify, create, represent, distribute, and enable communication of earned value management body of knowledge that can be used by CPM members. Communications concerning the body of knowledge will include areas such as, webinars, Measurable News, monthly digests, blogs and forums, management of the website and support to conferences with booth participation.

The CPM Vice-President Communications is responsible to establish strategies and maintain policies, and tools for effective EVM communications. Responsibilities include:

- Manage CPM Measurable News publication
- Manage CPM webinars
- Manage the CPM website

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.
- Must have strong communication skills
- Must be a member of CPM

Knowledge, Skills, and Abilities

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

Leadership KSA's include:

- Prior leadership with EVM communications as defined above Familiarity with webinar scheduling and delivery
- Ability to employ communication gap analysis problem solving techniques
- Ability to effectively prioritize and execute tasks
- Ability to use information technology to enhance communications
- Monitor EVM trends, standards and best practices
- Analyze and develop analytic reports on EVM communications effectiveness

- Experience implementing and using program performance metrics
- Experience in developing and delivering communications
- Experience in developing and delivering newsletters and other communication products

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.