

Position Title CPM Executive Vice President (EVP)

CPM EXECUTIVE VICE PRESIDENT (EVP) has the following responsibilities:

- Position Summary:**
1. Develop the CPM General Board meeting agenda
 2. Coordinate the annual plan and budget objectives in conjunction with the CPM Board Members
 3. Prepare the Annual report (or interim reports) based on the goals and objectives of the strategic planning activities
 4. Act as CPM spokesperson at conferences and events
 5. Responsible for Operation of the CPM Administrative Office including employee selection, retention, annual reviews, and other human resource areas
 6. Assume the duties of the CPM President should he or she be incapacitated or in the absence of the CPM President.

The CPM Executive Vice President (EVP) is responsible for the smooth internal operation of the CPM and General Board. The EVP reports to the CPM President. The EVP is internally focused on the operation of the CPM, CPM offices, and the General Board (GB). The EVP may, from time to time, assume tasks that are not specifically the responsibilities of other GB members.

- 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 Executive Vice President's coordination and management activities require an individual with strategic planning, coordination, and communication skills within the CPM and other industry / professional organizations.

Leadership KSA's include:

- Experience in leading committees and/or councils toward effective decisions
- Public speaking ability as a representative of the CPM

- Good understanding in effectively utilizing virtual collaboration technologies
- Willingness to occasionally travel to meetings, conferences, and council meetings.
- Ability to employ gap analysis problem solving techniques
- Ability to effectively prioritize and execute tasks
- Ability to monitor and manage significant amounts of details
- Ability to focus GB meetings on agenda topics, moderate discussion so all points are presented, and keep to the agenda timeline.

Term of Office: Standard term is three years.