

# PMI –Quad City Area Chapter “How You Can Help”

**Title of Position and Number of Individuals Needed:**

Facilities Committee Chairperson - 1 Position

There is no limit for the number of individuals assisting the Chairperson

**Board Position Giving Direction:**

Vice President of Programs

**Responsibilities of the Role:**

1. Prepare monthly facility schedules identifying planned Chapter activities for the next six (6) months. Activities to plan for include Monthly Membership Meetings, Monthly Board Meetings, and special activities as assigned. Provide schedule to the Vice President of Programs by the 10<sup>th</sup> of each month.
2. Review feedback and propose meeting venues to best meet needs.
3. Prepare information for publication of meeting notices and provide to VP of Programs. Include directions to facility, parking recommendations, building access, restrictions, hours available, cost of facility, etc.
4. Manage all physical arrangements for each Chapter meeting and coordinate the facilities requirements of other officers. Examples include audio / video equipment, tables, chairs, coat racks, displays, refreshments, etc.
5. Maintain and deliver all permanent records to the VP of Programs or the Facilities Committee position successor as required.

**Deliverables:**

- Review of Program Feedback Instruments  
Review facility-related comments. Propose changes to the Board to best accommodate input received.
- Facility Listing  
Develop and maintain a list of potential facilities available for use by the Chapter membership. Include list and comments for inclusion in the Programs handbook.
- Monthly Membership Meeting Refreshments  
Arrange for refreshments at each Monthly Membership Meeting. If the meeting is to be a dinner meeting, ensure the dinner meeting policy is followed and announcements are in place.
- Facility Setup and Breakdown  
Coordinate setup and breakdown of facility for Monthly Membership Meetings.
- Speaker and Presentation Guidelines  
Provide facility guidelines to VP of Programs and Speaker Committee Chairperson for inclusion in guidelines for speakers and presentations.
- Meeting Hosting Guidelines  
Maintain guidelines for organizations interested in hosting Monthly Membership Meetings.
- Monthly Status Report  
Prepare Monthly Status Report input. Provide to VP of Programs by 10th of each month.

- Programs Position Handbook – Facilities Section  
Provide input for the Programs handbook of position responsibilities including such information as:
  - Facility listing
  - Guidelines for hosting a meeting
  - Guidelines for speakers and presentations
  - Budget / expense report
  - Lessons learned documentation

**Time Commitment Including Duration of Assignment:**

*Note: These time estimates assume Facility Committee Chairperson performs all duties without committee member assistance.*

- Program Schedules and Notifications – 1 hours per month
- Program Feedback Instruments – 15 minutes per month
- Facility Listing – 1 to 2 hours per month
- Speaker and Presentation Guidelines – 1/2 hour per year
- Meeting Hosting Guidelines – 1 hour per year
- Monthly Status Report – 1/2 hour per month
- Programs Position Handbook – 2 hours per year
- Board Meetings – as needed
- Membership Meetings (includes obtaining refreshments, set up and breakdown of facility) – 5 hours per month

**Transition Plan:**

15-month position (January through March) allows 3-month transition

**Benefits:**

- Learn and gain experience in leadership and management
- Develop network of project management professional contacts
- Promote understanding and acceptance of project management disciplines
- Earn credibility as project management professional

**Additional Information Available:**

- VP of Programs Organization and Delivery Plan with Addendum
- Board Meeting Documentation
- Past Chapter Presentations