

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

Title of Position and Number of individuals needed:

Web Committee Member – Quad City Area Chapter (1 or more)

Board Position Giving Direction:

Director at Large

Responsibilities of the Role:

Strategic Planning:

- 1. Identify and propose ideas and web-based projects that will assist the Board of Directors in managing chapter business.*
- 2. Develop and manage a "Special Projects Plan – Web Initiatives" to address and prioritize activities.*
- 3. Implement board approved web-based initiatives.*
- 4. Serve as chapter liaison with PMI Global Webmaster.*
- 5. Select and validate a local ISP to host the Chapter Website.*

Website Development:

- 1. Understand and implement internet and PMI Global standards and protocol.*
- 2. Maintain the Chapter website look and feel*
- 3. Provide guidelines for navigation and publishing in the website.*
- 4. Webmaster for the chapter site*

Content Management:

- 1. Author and publish content to the website*
- 2. Edit and publish submitted content to the website*
- 3. Prepare content guidelines for submittal to the website.*
- 4. Prepare and deliver monthly status updates as requested by Director at Large..*
- 5. Maintain and deliver all permanent records to the position successor or Director at Large as required.*

Deliverables:

- proposals for web strategies and initiatives*
- current chapter web site*
- monthly status updates*

Time Commitment including Duration of assignment (time in hours, unless noted):

- Reading regional and global web-related information (1 per month)*
- Attending chapter meeting, managing web-related feedback from chapter meeting (1 per month)*
- Working on web-related projects – maintaining content on the web site (6 per month)*

This role has no determined end date

Benefits:

- Work with Website technology, a strategic communication tool of the Chapter.*
- Formulate and implement standards for web site.*
- Work with board members for content.*
- Exposure to PMI Global initiatives.*

- *Vendor selection and preparation of annual budget.*

Additional Information (include contacts, information on existing checklists, processes, qualifications, etc)

- *Organization and Delivery Plan for Director at Large, detailing roles, deliverables, contacts etc.*
- *Board minutes, agendas, and past chapter presentations*
- *Coordination with the VP Programs*
- *Coordination with the Chapter Newsletter Publisher*