# VP Operations

The VP Operations is an executive member of the Board and an Officer of the Chapter.

## Meeting Planning and Preparation

* Typically, the Vice President Operations and President will work closely may need to support the President as necessary and if agreed.
* Manage the action items
* Call for minutes to be approved at Board Meetings
* Contributing to the AGM script

## Chapter Representation

* The VP Operations may represent the Chapter in matters regarding PMI Global, PMI Region 3, PMI North America Service Centre, PMI Leadership and the general public.
* Contribute to annual planning

## Manage Contracts & By-Laws

* Ensure the website contract is managed
* Work with PMI and Membership to update By-Laws, if necessary
* Responsible for the Annual Report and coordinate the board members for contribution and delegation as necessary
* Contribute to Operations portion of budget

1.4 **Support Technology, Administration and Marketing portfolios**

* Provide support to directors and manage escalations and conduct Performance Management as necessary