# Vice President Programs

The Vice President Programs is a Director and Officer of the Chapter, and shall have the prime responsibility for the planning, scheduling and delivery of events to meet the needs of members in the areas of networking, education and professional development.

1.0 **New Director onboarding**

* Commence with the chapter by-laws
* Define roles and responsibilities, clarify expectations
* Ensure they have adequate permissions and access to folders, google drives etc.

## Professional Development

* Oversee the planning, scheduling and budgeting of events that move members towards PMI certification (e.g. CAPM, PMP, PgMP).
* Oversee the planning, scheduling and budgeting of the chapter’s mentorship program

## Events

* + - Education events
* Oversee the planning, scheduling and budgeting of events that provide our members with educational opportunities around the project management profession. These may take a variety of forms, including:
  + Project Management Forum
  + Seminar
  + Workshop

## Networking events

* Oversee the planning, scheduling and budgeting of events that provide our members with networking opportunities. These will take a variety of forms, including, but not limited to:
  + Dinner meetings (with education component)
  + Breakfast meetings (with education component)
  + Lunch & Learn sessions (with education component)
  + Networking social events

## Partnerships

* + Oversee the negotiation of partnership agreements. These agreements shall outline the services provided by the Chapter and associated compensation returned by the partner, if any. Such services include:
    - Collaboration on Marketing & Communications of events
    - Registration services
    - Other services as required

## Other

* Prepare status report for each Board meeting
* Prepare the Programs (Planning and Events) section of the Annual Report for presentation to the membership at the Annual General Meeting.
* Provide support to all directors as required