



Chapter Leadership Roles & Responsibilities Document

General

Document Revision Log

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1.0	05/27/2004	Susan Heidorn	
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Purpose of this document

The purpose of this document is to provide new board members, potential board members and current board members information needed to understand the primary responsibilities of each of the key PMI-MN governance roles. Each role contains a description, listing of primary responsibilities, key contacts and a listing of chairs, committees or positions reporting to this position for each board member.

PMI-MN Mission and Vision Statements

To provide value to members and the community through opportunities for career development and to advocate the advancement of the project management profession and its disciplines.

Since, 1984, our chapter has focused on alignment with PMI's core principles and the following priorities:

- Developing a community of project managers
- Advancing the profession of project management
- Acting as an information distribution forum for project management
- Facilitating education in project management

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Summary of Board Positions and Responsibilities

Past President	President	President-Elect	Director of Finance
<ul style="list-style-type: none"> ▪ Mentor leadership ▪ Volunteer recognition for previous year ▪ Special projects ▪ Speaker for Ambassador program <p>Volunteer Coordination</p> <ul style="list-style-type: none"> ▪ Volunteer recruitment & retention ▪ Volunteer satisfaction ▪ Volunteer placement ▪ Volunteer recognition program ▪ Volunteer hour tracking ▪ Volunteer Fair <p>Liaison</p> <ul style="list-style-type: none"> - Volunteer Services <p>Program Manager Roles</p> <ul style="list-style-type: none"> - Special Projects 	<ul style="list-style-type: none"> ▪ Charter Renewal ▪ Board Oversight & Support ▪ Region 2& PMI Liaison ▪ Leadership Development ▪ Conduct Annual Business Mtg. ▪ Volunteer Recognition Event ▪ Strategic Planning ▪ President’s Summer Event <p>Liaison</p> <ul style="list-style-type: none"> - None <p>Program Manager Roles</p> <ul style="list-style-type: none"> - None 	<ul style="list-style-type: none"> ▪ Nominating Committee ▪ New Board Training & Transition ▪ Board and Chair Roles and Responsibilities ▪ Special events ▪ Operations Committee ▪ Scorecard and Annual Report ▪ Maintenance of the FAQ’s, Process documentation ▪ Overall Chapter Events Coordination <p>PDD</p> <ul style="list-style-type: none"> ▪ Symposium ▪ Education ▪ Vendor Booths ▪ Luncheon ▪ Facility Contracts ▪ Speaker Contracts ▪ Sponsors <p>Administration Vendor management</p> <ul style="list-style-type: none"> ▪ Documentation Management ▪ Inventory Management ▪ Resource Management ▪ Meeting minutes <p>Vendor Management</p> <ul style="list-style-type: none"> ▪ Contracts ▪ Logistics <p>Chair:</p> <ul style="list-style-type: none"> - Operations <p>Liaison</p> <ul style="list-style-type: none"> - PDD - Information Technology <p>Program Manager Roles</p> <ul style="list-style-type: none"> - Special Events 	<p>Financial Services</p> <ul style="list-style-type: none"> ▪ Budget ▪ Financial Records ▪ Reimbursements ▪ Annual tax prep and reporting ▪ Component Insurance ▪ Event registration settlements <p>Sponsorship/Partners Program</p> <p>Event Registration Services</p> <ul style="list-style-type: none"> ▪ Pre-registration ▪ On-site registration ▪ Post registration <p>Liaison</p> <ul style="list-style-type: none"> - Finance - Sponsors & Partners <p>Program Manager Roles</p> <ul style="list-style-type: none"> - None

Director of Governance/Board Secretary	At-Large
<p>Governance and Policy</p> <ul style="list-style-type: none"> ▪ Chapter bylaws and all other laws. ▪ Operations policies ▪ Board representative to the annual Nominating Committee ▪ Legal agreements ▪ Engage legal counsel ▪ Escalate issues, manage risks and drive decisions at the operations committee. <p>Liaison</p> <ul style="list-style-type: none"> - TBD <p>Program Manager Roles</p> <ul style="list-style-type: none"> - TBD - TBD 	<ul style="list-style-type: none"> ▪ Annual strategy setting and strategy evaluation exercises. ▪ Annual budgeting exercises and fulfills fiduciary responsibilities. ▪ Attend monthly Board meetings and provide status reports ▪ Sponsor strategic initiatives by acting as Board sponsor and creating the necessary project teams ▪ Attend region 2 / leadership PMI conferences as needed. ▪ Participate in board development and transition meetings. ▪ Guard against undue risk and liability to the Chapter. ▪ Ensure adherence to Chapter Bylaws and Policies. ▪ Escalation of issues or concerns for a timely resolution. <p>Liaison</p> <ul style="list-style-type: none"> - TBD

Organizational Structure

Elections

1. Six board directors are nominated, each officer will have a designated oversight area (see org chart in previous sections for details on committees:
 - Director-at-Large
 - Director of Finance
 - Director of Governance / Board Secretary

Chapter Bylaws

See Bylaws in regards to Officers; Board of Directors; Nominations, Appointments and Elections; and Committees.

Overall Board of Directors Roles & Responsibilities

Description

Board Directors are responsible for policymaking, governance, strategic planning, and committee oversight and fulfill all fiduciary responsibilities of the Chapter. Primary Responsibilities include:

Primary Responsibilities

- Take an active role in transitioning new board members into their position
- Assist and approve annual budget for their specific committee areas
- Contribute input into the development of the Chapter calendar
- Prepare annual Chapter goals for PMI GHQ & PMI-MN with input from chairs and committee program managers.
- To participate in all strategic planning, board development meetings and transition meetings.
- Provide Chapter Governance
- To participate in all monthly board meetings (without missing 2 in a row)
- To provide support and oversight to committee chairs and program managers
- Adhere to the PMI code of ethics
- Sign and adhere to PMI Conflict of Interest Policy annually or if a specific change occurs
- Fulfill all the duties of the position
- Provides leadership and mentorship to committee chairs and program managers
- Represent the needs of the Chapter members
- Fulfill the fiduciary responsibilities of the board
- Guard against undue risk and liability to the Chapter
- Develop Chapter policies that will guide board members, volunteers and the organization
- Identify and prioritize overall Chapter programs and initiatives
- Accountable for everything the organization is, does and achieves or fails to achieve
- Determine board training and development needs
- Ensure adherence to Chapter Bylaws and board policies
- Meet with and gather wisdom from the members
- Evaluate identified success measures
- Examine monitoring data and determine if committees have used reasonable interpretation of board stated criteria
- Monthly reporting of volunteer hours
- Review and revision as deemed needed of the organizational structure
- Escalation of issues or concerns for a timely resolution when dealing with a cross-functional activity, a vendor supported activity

Presidency

President

Description

The President shall be the Chief Executive Officer of the Chapter and shall direct the activities of the other Board members in accordance with the purposes of Chapter Bylaws. Will assume the position of Past President (Immediate) the following year, and serve on the Advisory Council for two years following that tenure.

Primary Responsibilities

- Preside over the Chapter and Board of Directors
 - Be the official custodian of the PMI-MN Chapter Charter.
 - Call and preside over all Chapter Board meetings, the annual business meeting and special meetings.
 - Recommend the formation of any special committees to the Board of Directors for approval and member appointment.
- Represent Chapter and Board at various functions
 - Serve as liaison between the Project Management Institute and the Minnesota Chapter of PMI.
 - Serve as Chapter representative at the PMI Chapter Leadership Development Meetings
 - Serve as Chapter representative at Region 2 meetings
 - Participate in monthly Region 2 conference calls
- Manage the governing documentation process
 - Review and recommend modifications, if required, to the Bylaws.
- Prepare and submit, in conjunction with the appropriate Directors, any required periodic reports to the Project Management Institute.
- Manage the Charter Renewal Process
 - Complete the Charter Renewal Survey accurately and on time.
 - Collect and aggregate the information required to complete the Charter Renewal Survey.
- Oversee the nominations and elections process.
 - Appoint members to serve on the Nominating Committee by May 1 of each year.
 - Assist the President-Elect in interviewing and selecting an appropriate nomination for the following year.
- Provide training and mentoring to Board members
 - Train the President-Elect in all procedures and particulars of the Charter for the Chapter.
 - Act as mentor to the President-Elect on significant changes to policy and procedures.
 - Mentor Directors in their roles and responsibilities as required.
- Provide for public relations efforts from the President
 - Provide a frequent update “From the President” article in the Chapter newsletter when newsworthy.
 - Manage the annual awards and recognition process.
- Prepare and Conduct the Annual Chapter Business Meeting
 - Work with communications on announcing the meeting to membership 30 days before the meeting is held
 - Work with the Director of Finance and President-Elect to prepare Meeting Presentation
- Conduct the annual strategic planning session(s) for the Chapter

- Appoint Committee Chairs annually, to be ratified by the full Board of Directors
- In the absence of the President-Elect, serve as the signer for contracts/agreement the Chapter chooses to enter into for contracts/agreements over the amount of \$1,500 if budgeted or any \$ amount if un-budgeted.
- Report volunteer hours monthly on the PMI-MN website for activities performed

Key Contacts

- Board Directors
- President-Elect
- Past President (Immediate)
- Chapter Administration – work with the Administration services in appropriate administrative duties.
- PMI-GHQ
- Region 2

Committees / Positions Reporting to this Position

- All Board Directors
- Awards Committee
- Nominating Committee

President-Elect

Description

Advises and assists the Chapter and the President. Directs activities of other Board members and leads Chapter meetings in the President's absence. Will assume the position of President the following year, and Past President the next year. This is a three-year commitment.

Primary Responsibilities

- Primary responsibility for all Operational aspects of the Chapter.
- Chair the Operations Committee
- Call and preside over a monthly operations committee meeting of all committee chairs
- Provide leadership for the PDD Chair
- Serve as the signer for all contracts/agreements the Chapter chooses to enter into for contracts/agreements over the amount of \$1,500 if budgeted or any \$ amount if un-budgeted.
- Fulfill President's role in President's absence
 - Preside over all Chapter Business meetings in the President's absence.
 - Assume the Office of the President at the end of the current President's term and ensure a smooth transition.
- Assist the President
 - Assist the President as the official custodian of the PMI Chapter Charter.
 - Attend all Chapter Board meetings and special meetings called by the President.
 - Assist the President in the appointment of members to serve on the Nominating Committee.
 - Assist the President in the appointment of vacant Board members' positions, subject to majority Board approval.
 - Assist the President in preparing, in conjunction with the appropriate Board Director, any required periodic reports to PMI.

- Review and recommend modifications, if required, to the Chapter Bylaws.
- Provide input to the President on significant changes to policy and procedures.
- Assist and mentor Directors in their roles and responsibilities as required.
- Coach President and provide feedback, direction, and assist where needed.
- Recruit volunteers for critical areas requiring Chapter focus
- Learn the duties and office of the President
 - Learn the responsibilities and duties of the office of the President
 - Manage special projects that impact the entire Board
 - Attend PMI GHQ and Region 2 Leadership meetings to further understand the roles and responsibilities of GHQ and Region 2 and increase PMI network for the Chapter
- Provide administrative coordination for Nominating Committee
- Prepare for upcoming Presidency and Board
 - Prep for and conduct Leadership Transition meeting.
 - Participate in the annual strategic planning session(s)
 - Interview and select an appropriate nominee for President-Elect position for the following year.
- Report volunteer hours monthly on the PMI-MN website for activities performed

Key Contacts

- Fellow Board Directors
- President
- Committee Chairs
- Administrative vendor
- Accounting vendor
- Event registration vendor

Committees / Positions Reporting to this Position

- Special projects as assigned by the President or Board
- Operations Committee
- PDD Chair

Past President

Description

The Past President shall be a resource for the PMI-MN Board. This individual will maintain a presence at PMI-MN activities. The Past President is an ex-officio member of the Board, with a vote.

Primary Responsibilities

- Develop, train and provide oversight to the Board Coaching and Mentoring Committee
 - Participate and provide advice on any activities believed to be of vital interest to PMI-MN.
 - Act as a mentor to the President and other Board members as requested. To chair an ethics council if deemed necessary by the Chapter President.
 - Act as mentor to the President on significant changes to policy and procedures.
 - Provide PMI GHQ updates and information as it pertains to and impacts Board functions and Chapter direction.
 - Coordinate awards nomination efforts pertaining to the preceding year.

- Guide the Ambassador Program Manager in the development of standard presentation materials; ensure senior Chapter Leadership is available for all planned presentations
- Provide leadership for the Volunteer Services Chair.
- Report volunteer hours monthly on the PMI-MN website for activities performed

Key Contacts

- President
- PMI GHQ
- Fellow Board of Directors
- Past Presidents
- Ambassador Program

Committees / Positions Reporting to this Position

- Special projects as assigned by the President or Board
- Volunteer Services Chair
- Volunteer Fair Project Manager

Director of Finance

Director of Finance

Description

Responsible for Chapter finances and ensuring the viability of the Chapter. Maintains Chapter non-profit status and arranges for audits and filing of tax returns. Position will also have significant input into furthering the financial practices of the Chapter regarding policy development, process definition, and related documentation.

Primary Responsibilities

- Manage all Chapter moneys in accordance with the Chapter Bylaws.
- Maintains a one-year operating expense balance in the bank.
- Maintain signature authorization for Chapter checking and savings accounts. Signatures to include the Chapter President, President-Elect, Director of Finance and Managing Partners at the Harrington Company
- Review and approve tax filings prepared by CPA firm.
- Distribute final annual financial statements and tax filings to the Board of Directors.
- Prepare periodic financial statements for presentation to the Chapter Board of Directors.
- Maintain the Chapter non-profit status.
- Provide financial recommendations to the Board as may be required.
- Maintain checking and savings accounts (e.g. minimum balances, transfers, & reserves).
- Participate in Board of Director's scheduled meetings and be answerable for all financial matters to the Board.
- Manage Chapter Ticketing Services or any new reservation vendor to coordinate accounting for receipts and expenses they collect and incur for various Chapter events. Ensure the financial aspects of contract are fulfilled.
- Ensure Chapter payment of invoices to all vendors in accordance with established policies and practices on a monthly basis.
- Report volunteer hours monthly on the PMI-MN website for activities performed

Annual

- Create Finance Charter for upcoming year
- Develop and maintain Finance schedule
- Assist the Chapter President with preparation of the necessary financial reports required for submission to the PMI Global Headquarters (February)
- Submit Form 1099's to IRS (along with a form 1096). (Due March 1).
- Initiate and supervise annual compilation/review of financial records and preparation of tax filings by outside CPA firm. (March – May)
- Submit all applicable Federal and State income tax returns. (Due May 15th)
- Pay Chapter liability insurance through PMI Global Headquarters (Due November 1)

Key Contacts

- Fellow Board of Directors
- Administrative vendor
- Accounting vendor

- Event registration vendor
- Tax preparation CPA firm
- Committee Chairs

Committees / Positions Reporting to this Position

- Sponsors and Partners Chair
- Finance Chair

Director of Governance

Director of Governance

Description

Responsible for maintenance and enforcement of Chapter policies and by-laws. Address any breaches and assist in Chapter conflicts.

Primary Responsibilities

- Develop and implement the necessary audit processes to assess operational compliance with chapter bylaws and all other laws.
- Ensure consistency throughout Chapter policies
- Develop and implement the processes to periodically review and update the chapter bylaws.
- Develop and implement the processes to periodically review and update the Chapter's operations policies in partnership with the President-Elect.
- Manage bylaw changes with PMI GHQ , Board and the membership
- Act as the Board representative to the annual Nominating Committee
- Develop and manage an annual budget for the role
- Participate in the review and approval of legal agreements
- Engage legal counsel on behalf of the Chapter as needed
- Attend Region 2 / Leadership PMI conferences as needed
- Attend monthly Board and team meetings
- Act as PMI MN point of contact with PMI GHQ for all items related to governance
- Recognize and encourage volunteers. Appreciate their efforts.
- Identify and train successor
- Escalate issues, manage risks and drive decisions at the Operations Committee.
- Manage execution of special Chapters
- Provide input to the Chapter strategic plan

Annual

- Ask all volunteers in leadership position to attend a mandatory overview of Chapter volunteer obligations, expectations, and prohibitions (this can be done at the annual transition meeting)
- Consider performing a PMI Chapter Board Ethics Assessment
- Consider holding an Ethics Decision Making Workshop

Key Contacts

- Fellow Board of Directors
- Administrative vendor
- Committee Chairs

Committees / Positions Reporting to this Position

Director At Large

Director At Large

Description

Responsible for maintenance and enforcement of Chapter policies and by-laws. Address any breaches and assist in Chapter conflicts.

Primary Responsibilities

- Attend and participate in all Board Meetings (without missing 2 in a row)
- Host/Serve as MC during one dinner meeting (at least) annually
- Assist with New Member Orientation (NMO) during one dinner meeting (at least) annually
- Assist with working the registration table to help answer questions during one dinner meeting (at least) annually
- Attend one breakfast and/or outreach event if possible annually
- Assist with other special projects as directed by the President or Board
- Report volunteer hours monthly on the PMI-MN website for activities performed

Key Contacts

- Fellow Board of Directors

Committee Chair – General Roles & Responsibilities

Description

Chairs have overall responsibility for all operational efforts and resource management & allocation in their assigned areas. Committee chairs are responsible to the Chapter Board of Directors and President-Elect and provide leadership to the Program Managers assigned to them. They are appointed by the President and are ratified by the Board on an annual basis.

Primary Responsibilities

- Identify and develop backup Chair
- Prepare and maintain transition materials to succeeding Chair to ensure smooth transition as needed.
- Work with Program Managers and Board to prepare annual committee budgets and submit budgets for Board approval.
- Manage approve budget and review financial statements monthly.
- Contribute input into the Chapter calendar
- Work with Program Managers to prepare annual goals for their area that fit into the strategic goals of the Chapter and meet the charter goals.
- Develop an overall communications plan (organizational chart, contact list, roles & responsibilities and communications plan) for all committees under their responsibility. Communication plans should be posted on the Chapter SharePoint site and with Chapter Administrator (The Chapter Administrator either provides original documents or receives original documents off or on the website).
- Participate in all strategic planning, leadership & development and committee training meetings.

- Participate in monthly Board meetings as requested by the Board of Directors
- Report volunteer hours monthly on the PMI-MN website for activities performed; ensure team members are also reporting their volunteer hours
- Meet monthly with your Board Director Liaison
- Meet monthly with the Program Managers (and Project Managers as appropriate)
- Create monthly status reports (summary of all Program Manager status reports) for the Board prior to the monthly Operations Committee meeting (which is scheduled at least one week before the Board meeting)
- Attend the monthly Operations Committee meeting
- Adhere to the PMI code of ethics
- Sign and adhere to PMI Conflict of Interest Policy annually or if a specific change occurs
- Advise the Director of Finance of all financial commitments prior to actual expenditure
- Fulfill all the duties of the position held
- Assist in the recruit of volunteers as needed by the various committees & work efforts
- Ensure all volunteers understand the appropriate policies to which they must adhere
- Provides leadership and mentorship to Program Managers
- Serve as Liaison between the Board of Directors and Program Managers
- Identify issues that must come to the board
 - Change in budget over \$500
 - Potential policy, ethics or conflict of interest issues
 - Development of new programs
 - Discontinuation of current programs
- Has signing authority for contracts/agreement the Chapter chooses to enter into for contracts/agreements less than \$1,500 if budgeted. All contracts/agreements that are unbudgeted must be signed by the President-Elect, regardless of the \$ amount.
- Fully Responsible for information content about their area of responsibility that is posted on the website and for the on time providing of that information for all communications channels.
- Escalation of issues or concerns for a timely resolution when dealing with a cross-functional activity, a vendor supported activity or when dealing with a concern/question not being responded to by their Director.

Key Contacts

- Board of Directors
- President-Elect
- Fellow Committee Chairs
- Administrative vendor
- Accounting vendor
- Event registration vendor

Committees / Positions Reporting to this Position

- Program Managers for the assigned area

Program Managers – General Roles & Responsibilities

Description

Program Managers are responsible for the successful fulfillment and financial viability of their assigned programs as specified in the Program Charter. Program Managers will report to the Committee Chair for their area.

Primary Responsibilities

- Identify and develop backup Program Manager
- Prepare transition materials and manage transition to succeeding Program Manager to ensure smooth transition.
- Prepare annual budget for your specific area by program or service
- Contribute input into the Chapter calendar
- Work with Committee Chairs to prepare annual goals for your area that fit into the strategic goals of the Chapter and meet the charter goals.
- Prepare an annual communications plan (organizational chart, contact list, roles & responsibilities and communications plan) for your area, to be collated by the Chair.
- Provide input into the strategic planning process
- Participate in the annual committee chair and program manager annual training
- Participate in monthly Board meetings as requested by the Board of Directors or Chairs
- Create monthly status reports for the Committee Chair due one and half weeks before the Operations Committee meeting
- Report volunteer hours monthly on the PMI-MN website for activities performed; ensure team members are also reporting their volunteer hours
- Adhere to the PMI code of ethics
- Sign and adhere to PMI Conflict of Interest Policy annually or if a specific change occurs
- Adhere to all Chapter policies
- Advise the Director of Finance of all financial commitments prior to actual expenditure
- Fulfill all the duties of the position held
- Recruit volunteers as needed to various committees & work efforts
- Ensure all volunteers understand the appropriate policies to which they must adhere
- Develop and provide leadership to the committee team
- Develop and update charters, business case, processes and templates for your area and ensure all information is posted on the website and copies sent to Chapter Administrator for archiving
- Prepare and manage a risk response plan for your area.
- Review and update web content as appropriate for your area to keep current information. Follow web policies for addition of new web pages.
- Prepare / maintain charter for each key program area under your jurisdiction
- Identify issues that must come to the board through the Chair
 - Change in overall budget by \$500 or more
 - Potential policy, ethics or conflict of interest issues
 - Development of new programs
 - Discontinuation of current programs

Key Contacts

- Committee Chair
- Administration vendor

Committees / Positions Reporting to this Position

- Project Managers for the assigned area

