

ABWIPPM

Association of Black Women in Project & Program Management

Chapter Lead — Position Description

Role Title	Chapter Lead
Classification	Volunteer — Unpaid
Term Length	1 Year (renewable by mutual agreement)
Time Commitment	Approximately 8–12 hours per month
Application Windows	Spring & Fall (twice annually)
Reports To	Director of Chapter Development, ABWIPPM
Eligibility	Active career and student ABWIPPM members only

ABOUT THE ROLE

The Chapter Lead is the on-the-ground steward of ABWIPPM's local presence. You are the connector and the face of the association in your area. This is an active service role that requires consistent presence, relationship-building, and operational follow-through.

Chapter Leads are selected, trained, and supported by the national team. You will not be doing this alone. You will have access to playbooks, onboarding resources, a peer network of chapter leads, and direct support from the Director of Chapter Development.

CORE RESPONSIBILITIES

Community Building & Member Engagement

- Serve as the primary point of contact for members in your local chapter area
- Foster a welcoming, inclusive, and professionally enriching chapter environment
- Actively engage members through consistent communication across approved chapter channels
- Recruit new members in alignment with national membership goals

Event Planning & Execution

- Plan and host a minimum of one chapter event per quarter (virtual or in-person)
- Manage event logistics from concept through post-event follow-up
- Coordinate with national team on event promotion, registration, and recap reporting
- Ensure events reflect ABWIPPM's values and brand standards

Reporting & National Coordination

- Attend monthly Chapter Lead calls hosted by national leadership

- Submit monthly KPI and activity reports using the provided reporting template
- Maintain open communication with the Director of Chapter Development
- Escalate member concerns or operational issues through appropriate channels

WHO WE'RE LOOKING FOR

You are a strong fit for this role if you:

- Are an active ABWIPPM member committed to the mission
- Have experience in project or program management (any industry, any level)
- Have led teams, initiatives, or community efforts — formally or informally
- Are proactive, communicative, and able to follow through on commitments
- Are based in or have strong ties to the chapter area you are applying to lead

This role does not require you to be the most senior person in the room. It requires you to be consistent, community-centered, and committed to showing up.

HOW TO APPLY

ABWIPPM accepts Chapter Lead applications twice per year — during our Spring and Fall application windows. To be considered:

- Confirm your active ABWIPPM membership at www.abwippm.org/join
- Read the full Chapter Lead Position Description before applying
- Complete the Chapter Lead Application in full — available at www.abwippm.org/become-a-lead
- Qualified applicants will be contacted by the Director of Chapter Development for a brief interview
- Selected leads complete a 2-session virtual onboarding before their chapter officially launches

Questions? Reach out directly to Star Rosales, Director of Chapter Development, at star@abwippm.org

Lead where you are. Build what's needed.

www.abwippm.org