



Honorary Secretary Elect: Lam Hoi Ming

**Vision Statement:**

After taking on the VP Membership for 2 years, I would like to move on to another role where I can contribute in terms of performing the following role as the Honorary Secretary:

- to support the new corporate structure of PMIHK Chapter, with minimal disruption to the operations of the Chapter
- owns the overall administrative function of PMIHK Chapter i.e.
  - Manages the administration office and its full-time staff
  - Prepares and ensures follow-up on meeting agenda and minutes of the EC meetings
  - Supports communication with Advisory Committee and PMI Headquarter
  - Ensure successful renewal of the chapter
  - Responds to the President

**PMI Leadership Experience:**

1. VP Membership during 2017 - 2019
2. Served as Secretary in Organizing Committee (OC) for PMIHK Asia Pacific Project Management Congress 2012. Attended OC meeting, support OC Chair in communication with different stakeholders, records management, coordination with PMIHK office.
3. Was the onsite volunteer for PMIHK Asia Pacific Project Management Congress 2012 which include usher to VIPs, site setup, registration support, event logistic across multiple sites and attended volunteer preparation meeting.
4. As marketing sub-committee during 2013- 2017, provides ideas in congress marketing, prepare marketing material, etc.