



P.O. Box 583, London, Ontario
Website: www.pmiswoc.org

December 13, 2017

Board of Directors Election for terms beginning January, 2018

Pursuant to the Annual General Meeting on November 23, 2017, the following Board of Director positions are now open to nomination. The VP roles are currently vacant. Detailed position descriptions and eligibility requirements follow.

- **President – 1 year term**
- **President Elect – 1 year term**
- **VP Finance – 2 year term**
- **VP Marketing and Communications - 2 year term**
- **VP Technology – 2 year term**

Any member of PMI SW Ontario Chapter in good standing is eligible to be a candidate for election and become a Director of the Chapter. Nominations require a Proposer and a Secunder, who must also be Chapter members in good standing. Should you wish to be nominated for a Board role:

1. Arrange for an email to be sent to the Nominating Committee as follows:
 - Proposer to send email to the Committee, proposing your nomination;
 - Secunder who agrees with the proposal, to be copied on the email;
 - Candidate who agrees with the nomination, also to be copied.
 - Email to include PMI Member Numbers for Proposer, Secunder, Candidate.
2. As the Candidate, send a separate email with the completed Nomination Form to the Committee (elections@pmiswoc.org) by Monday, January 8, 2018 at 5pm EST, copied to the Proposer and Secunder, including your consent to seek election, meet with the Committee to discuss interests, and to serve if so elected.
 - For acclaimed or elected candidates, the Committee will confirm the candidate's consent to serve before any announcements are made to the Members.

Schedule (subject to candidate interviews and any required PMI services)

- December 13, 2017 Nominations open
- January 8, 2018 at 5pm EST Nominations close
- January 10, 2018 Announcement of any acclaimed Board members
- January 15 - 29, 2018 Electronic voting by Members, if required, to be led by PMI
- January 31, 2018 Announcement of any elected Board members

Nominating Committee (elections@pmiswoc.org)

- Kamran Khan, President kamran.khan@pmiswoc.org
- David Sumpton, VP Volunteers david.sumpton@pmiswoc.org

Thank you for your consideration.

President

ROLE DESCRIPTION: The President is the senior member of the Board and an Officer of the Chapter.

ELIGIBILITY:

- At least ten years of project management experience
- Currently has any project management designation e.g. PMP, RMP, PgMP etc.
- Must have at least one year of board experience at any PMI Chapter, any PMI related entity, or any other board.
- Must be a member of PMI and PMI SW Ontario Chapter.

ROLES AND RESPONSIBILITIES:

Board Meeting Planning and Preparation

- The President, or his/her delegate(s), shall be responsible for the planning and logistics of all regular and special meetings of the membership, Board and Officers including:
 - Announcement(s) and Schedule, Location and related logistical arrangements;
 - Agenda and materials to be considered at the meeting including the President's status report if appropriate;
 - Review and adoption of minutes or other outcomes of the meetings.
- Typically, the President collaborates in this role with the Secretary and President Elect.

Chair Board Meetings

- The President shall be the Chair at all meetings of the Chapter membership, Board and Officers. The President can temporarily delegate another Board member to be the Chair at a specific meeting.

Chapter Representation

- The President, or his/her delegate, shall represent the Chapter in all matters regarding PMI Global, PMI Region 3, PMI North America Service Centre, PMI Leadership and the general public.

Replacement Board Members

- The President shall appoint replacement Board members to vacant positions, subject to the Board's approval.

Presidential Reports

- Prepare & present an Annual Report, including sections prepared by Chapter Officers, to the Annual General Meeting.
- Prepare and present status reports at each Board meeting.

Execute Financial and Legal Agreements

- Ensure agreements to be executed by the Chapter are appropriate and legally acceptable.
- Execute financial agreements (e.g. venues, suppliers, etc.) on behalf of the Chapter.

Direct Activities of Others and Delegate Responsibilities

The President, or his/her delegate, shall direct the activities of the leadership team and others involved with Chapter management and administration. Although the President retains accountability, the following are typically delegated to other leaders:

- *E-mail and Written Correspondence* - The President is receive, review and reply or all regular or electronic correspondence directed to the Chapter, Board or President. He/she may delegate this role to others. .
- *Appoint Nominating Committee* - The President shall appoint, with the approval of the Board, the Chair of the Nominating Committee to prepare for Chapter Board of Directors elections at the AGM.
- *Board and Officer Roles and Committee Chair Appointments* - The President shall appoint Board members and Officers to specific roles, and committee chairpersons to task teams as required and subject to the Board's approval. The President shall be an ex-officio member of all Board or Chapter committees, groups and project teams.
- *Chapter Awards* - The President, with the advice of the Board, should determine the individuals and firms to receive awards at the AGM, such as Outstanding Service Award, Outstanding Sponsor, Volunteer Achievement etc.
- *Chapter Records* - The President, or his/her delegate, shall take the necessary steps to establish and maintain the official records of the Chapter and to ensure that all permanent records or copies thereof be made available to the appropriate parties. Typically, this responsibility is delegated to the Vice President and Secretary.

- *Charter Renewal*- The President shall be responsible for the annual Charter Renewal submission to PMI-HQ's Vice President, Chapter Activities. He/she will typically delegate responsibility for the preparation of the Charter Renewal submissions to the President Elect and Secretary who will engage other Officers and Directors as needed.

President Elect

ROLE DESCRIPTION: The President Elect is the future senior member of the Board and an Officer of the Chapter, and will become the President when the current President's term expires. The purpose of this role is to ensure suitable succession within the Chapter.

ELIGIBILITY:

- At least ten years of project management experience
- Currently has any project management designation e.g. PMP, RMP, PgMP etc.
- Must have at least one year of board experience at any PMI Chapter, any PMI related entity, or any other board.
- Must be a member of PMI and PMI SW Ontario Chapter.

ROLES AND RESPONSIBILITIES:

The President Elect supports the President and the Board of Directors in the execution of their activities, and exercises such powers as the President or the Board may from time to time delegate or prescribe.

During the absence or inability of the President to perform his or her duties and responsibilities, the President-Elect shall perform such duties and responsibilities.

The President Elect may hold another position on the Board of Directors, including the Secretary or any VP role. This position is the primary role of the President Elect.

VP Finance

ROLE DESCRIPTION: The VP Finance is an Officer of the Chapter. The VP Finance maintains all financial records required for chapter operations in accordance with Chapter bylaws. This includes management planning, budgeting and reporting requirements for the Board and Chapter Members; working with independent accounting firms to ensure completion of tasks such as financial audits, Canada Revenue Agency tax and HST filings; and ensuring quarterly payment of any taxes due.

ELIGIBILITY:

- At least five years of project management experience in financial projects/programs/portfolios
- Currently has any project management designation e.g. PMP, RMP, PgMP etc.
- Must have at least four years education in finance or business-related program
- Professional financial designations are ideal but not essential, if equivalent experience is demonstrated.
- Must be a member of PMI and PMI SW Ontario Chapter.

ROLES AND RESPONSIBILITIES:

- Maintain and manage accounts receivable and payable and all financial portfolios, including but not limited to the collection of chapter dues from PMI, guest payments for chapter meetings or special events and the payment of all chapter bills in accordance with chapter committee directives
- Establish and maintain all required chapter bank accounts and/or similar financial transactions; arrange for officer signatures as required
- Provide financial reporting regarding the state of finances and chapter activity to chapter membership, board and executive level volunteer leaders on a monthly basis (board meeting)
- Report on the state of finances at board meetings and chapter meetings
- Develop an annual operating budget and financial statement to be included in the annual application for charter renewal
- Ensure the chapter has reviewed and reported required tax filings
- Recommend improvements in the financial processes to the board
- Establish and maintain financial operational processes to ensure continuity of chapter operations and define, document and maintain chapter policies
- Maintain the annual budget
- Contribute to financial planning/goal setting, investing, forecasting and budgeting for the chapter
- Distribute/communicate financial section of the annual report to chapter membership
- Assist in the preparation of the annual financial statements and reports
- Provide timely information to independent auditors as required
- Handle all PMI and government required payments
- Ensure maintenance and storage of all historical financial documents
- Establish financial metrics; ensure the chapter is maintaining requirements
- Serve as liaison with PMI Global Operating Center on financial matters
- Prepare financial guidelines and procedures for the chapter along with board
- Analyze cost impact and income benefit of all activities proposed by the board of directors
- Review any chapter contract, agreement and insurance
- Distribute information, materials and/or fees received from the PMI Global Operating Center to appropriate officers in a timely manner
- Confirm and check bank accounts monthly
- Develop and implement succession and transition plan

VP – Marketing & Communications

ROLE DESCRIPTION: The VP Marketing and Communication is an Officer of the Chapter. The VP Marketing and Communications oversees, develops and manages chapter marketing, communication, sponsorship and advertising activities, to promote the chapter to internal and external stakeholders. It also includes collaborating with the VP Membership to develop and lead programs for membership communications, brand management, and sponsorship programs.

ELIGIBILITY:

- At least five years of project management experience in marketing projects/programs/portfolios.
- Currently has any project management designation e.g. PMP, RMP, PgMP etc.
- Must have at least two years education in a marketing related program.
- Must be a member of PMI and PMI SW Ontario Chapter.

ROLES AND RESPONSIBILITIES:

Overall

Develops, implements and oversees a marketing and communication function training & development program that:

- Provides guidance and mentoring to the Officers and Committee Volunteers reporting into the Marketing and Communication function
 - o Provide training for the VP, Directors and Committee members
 - o Provide for a Succession Plan for the future VP, Marketing & Communication and all Director positions
 - o Support the timely and thorough turnover of Chapter records from incumbents to successors
 - o Recruit and oversee volunteer staff to help execute strategies
- Provide strategic and tactical oversight (when needed) for the marketing area, to include content management, content publishing, brand management, and the sponsorship program
- Provide best practices and lesson learned for future reference
- Develop and implement succession and transition plan

Marketing

- Market and publicize the chapter and PMI within the community and globally
- Develop an awareness of PMI's marketing tools and resources
- Develop and implement marketing campaigns to promote the chapter and its activities to members and the community at large
- Develop and implement a chapter marketing plan with a detailed marketing strategy to ensure chapter brand management
- Ensure alignment between the chapter marketing plan and the chapter strategic objectives
- Drive the chapter's advertising process and track results
- Develop and maintain a brand management program

Communications:

- Create and disseminate the chapter's media relations effort: announcements, press releases feature stories, TV appearances and other media-related activities
- Work with Marketing sub-team to develop and distribute promotional materials, chapter brochure, etc. that meet the chapter's marketing and branding guidelines
- Develop and publish emails, newsletters, and event presentations
- Track contact information for local newspapers, TV, etc. as well as GOC
- Coordinate the publishing of chapter content across all media
- Coordinate the chapter's social media messaging
- Publicize the chapter and PMI through internal and external publications
- Monitor and coordinate presentations to external stakeholders and other organizations interested in the activities of PMI

Sponsorship:

- Develop a program to engage sponsors for revenue generation to fund the chapter's activities
- Coordinate and organize proposals and presentations to potential chapter sponsors, event sponsors, and other sponsors
- Develop, maintain and monitor benefit fulfillment activities with sponsors

- Work with Professional Development team and others to coordinate special event sponsorships and ensure alignment with the overall sponsorship program

VP – Technology

ROLE DESCRIPTION: The VP Technology is an Officer of the Chapter. The VP Technology directs all activities relating to the use of technology, including cloud services, shared network drives, websites, social media, teleconferencing, presentation equipment, computer equipment and software. The VP Technology also ensures appropriate security provisions exist.

ELIGIBILITY:

- At least five years of project management experience in technology projects/programs/portfolios.
- Currently has any project management designation e.g. PMP, RMP, PgMP etc.
- Must have at least two years education in a technology related program.
- Must be a member of PMI and PMI SW Ontario Chapter.

ROLES AND RESPONSIBILITIES:

- Supervise the Website/Technology team to provide website content and provide input into website design
- Provide leadership to other committees and portfolios on the most effective methods of using the chapter technology presence for their technology needs
- Advise the chapter regarding opportunities and threats in the online environment
- Stay abreast of technology trends and advise the chapter if and how to leverage them
- Learn about tools and applications that can enhance and/or automate IT activities
- Work closely with volunteers responsible for the chapter's online presence to present a cohesive digital identity in alignment with PMI's global brand standards
- Create content as necessary, including posts, tweets, pins, pictures, infographics, videos, multimedia
- Curate content, finding and sharing information of interest to the chapter's audience while respecting copyright laws
- Respond to IT related comments, concerns and complaints in a professional manner
- Advise on the best way to integrate IT in the chapter's website, marketing campaigns and content publishing.
- Create and manage campaigns or content tailored to the specific needs of the chapter
- Monitor and post on behalf of the chapter to other people's blogs, social sites and so forth to develop new relationships.
- Reach out to online communities to build chapter brand awareness
- Elevate the profile of the project management profession by disseminating PMI's thought leadership and research to a regional audience
- Develop or update a succession plan and training materials for this volunteer role