

Version #: 6 | Date: 24 August 2017 | Description: 2018 BVAC Charter

COMMITTEE NAME:

BOARD VOLUNTEER ADVISORY COMMITTEE (BVAC)

CHARTER EFFECTIVE DATE AND DURATION:

1 JANUARY 2018 - 31 DECEMBER 2018

COMMITTEE PURPOSE:

(Overall charge, purpose, or focus of this committee in helping the PMI Board to do its job.)

Evaluate and recommend candidates for Board approval to serve on Board Support Committees and Task Teams as needed annually. The BVAC acts on behalf of the PMI Board of Directors to evaluate and recommend members to serve on the following Board Support Committees: Board Volunteer Advisory Committee, Certification Governance Council (CGC), Ethics Review Committee (ERC), Global Accreditation Center for Project Management Education Programs (GAC) and the PMI Educational Foundation Board of Directors (PMIEFB). Note: the BVAC does not recommend members to serve on the Nominating Committee.

DELIVERABLES:

(Products the committee is tasked to produce.)

Ongoing Deliverables:

1. Complete required BVAC orientation, including review of charter and work process, plan and timeline provided by BVAC Chair and staff.
2. Coordinate with Board Support Committee Chairs to review the 2018 recruitment timeline, Charter roles and responsibilities and begin process of identifying committee specific vacancies and criteria (based on their approved charters) during Leadership Institute Volunteer Planning Meeting.
3. Collaborate with PMI staff and other volunteer groups to ensure proper awareness of candidate recruitment criteria, process and timelines.
4. Review the Volunteer Requirements, Experience, and Skills section of each Board Support Committee/Team charter and the PMIEF (including priorities) to ensure criteria is relevant and comprehensive. As part of the

- deliverable, interview committee chairs and staff liaisons to validate that the criteria continues to meet committee/team/PMIEF needs and include results of criteria and associated weighting
5. Confirm the PMIEF Board candidate criteria used for identifying PMI-Board appointed directors to the PMIEF with the Secretary-Treasurer/APOC Chair by the deadline established to confirm all other Board Support Committee required information.
 6. Confirm the total number of volunteer roles open, along with the number and name of incumbents applying for a second term (if any).
 7. Work with PMI Staff Liaison to confirm the opportunities posted in VRMS to ensure they reflect the required criteria, essay questions, vacancies etc. of each Board Support Committee.
 8. Evaluate and score submitted application packages upon receipt. Work with staff to schedule telephone interviews with candidates for the Board Support Committees. Rank candidates upon completion of telephone interview and submit candidate recommendations and alternates to the Governance Committee* for July review. Submit final candidate recommendations for approval via unanimous consent.
 9. Annually review the BVAC evaluation and recommendation process for Board Support Committee appointments in conjunction with staff to ensure fulfillment of the committee's purpose.
 10. Update the BVAC Operations Guide as needed.

*Per Rule 6.6.4, the Governance Committee will have management authority over the BVAC in line with their responsibility to ensure "effective functioning of the PMI Board".

ADMINISTRATIVE AND REPORTING REQUIREMENTS:

(Reports to PMI Board through whom, when, and how?)

1. Uses standard agenda, note-taking and reporting templates.
 2. Written reports submitted to Governance Committee for review at their July meeting. Subsequently, Governance Committee will distribute reports to the Board in October and January.
 3. Verbal reports to the Board by invitation.
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RESOURCES AND BUDGET:

(In terms of budget, staff, etc.)

- As identified in the budget approved annually by the PMI Board
- PMI staff assigned by President and CEO
- Board Communication Point of Contact is the Secretary Treasurer/APOC Chair and he/she should make initial contact with Board Volunteer Advisory Chair in January
- Staff Liaison from the CGC to the BVAC
- Staff Liaison from the ERC to the BVAC
- Staff Liaison from GAC to the BVAC
- Staff Liaison from the PMIEF Board to the BVAC
- Staff Liaison and other staff resources as assigned by the PMI President and CEO
- Committee Chair identified by the previous BVAC Chair
- PMI President and CEO or designee
- Other resources as outlined in Rule of the Board 6.6.4, as may be needed

Note: Liaisons are assigned to provide guidance to BVAC but do not have authority to override BVAC's recommendations.

COMMITTEE COMPOSITION AND TERMS:

- 9 committee members, serving one staggered 3 year term as approved by the PMI Board and via the formal Board Volunteer Advisory Committee recruitment process as approved by the PMI Board.
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VOLUNTEER REQUIREMENTS, EXPERIENCE, AND SKILLS:

Required:

- Experience working in a collaborative, collegial, respectful, and productive way with people having diverse backgrounds and viewpoints.
- At least 3 years volunteer experience in a PMI Global leadership role(s).

Desired:

- Previous PMI Chapter leadership experience

Committee Specific:

- Demonstrated proficiency in candidate screening and interviewing skills (project team member selection, employee interviewing, etc.).
- Possess a strong knowledge and general understanding of different communication styles.
- Possess a strong knowledge and general understanding of how PMI volunteers support organizational success and their responsibilities and accountability to the organization.
- Excellent team collaboration skills, proven ability to be accommodating to diverse time zones, communications and working styles. Demonstrated commitment and follow through in a voluntary setting.
- Demonstrate active listening skills (i.e., be able to concentrate on a person's spoken thoughts and restate them through paraphrasing).
- Ability to recognize leadership talent and discern those who look good on paper vs. those who have the passion and interest to be the most qualified candidates.
- Advocate and utilize diversity (e.g., gender, age, race, professional affiliation, geographic location) to maximize results to benefit all constituencies.

Committee Parameters:

- At least one member should have served on the previous year's BVAC.
 - It is desired that at least one member of the BVAC should have served on the PMI Board of Directors within the past three years.
 - At least three regions of the world should be represented on the BVAC.
 - All work to be completed via teleconference except for annual travel to and participation in the January Leadership Institute Volunteer Planning Meeting.
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COMMITTEE CHAIR AND CONTACT INFORMATION:

Name: Michael Smith

E-mail Address: bvacchair18@pmivolunteer.pmi.org

COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:

1. Connect with PMI Secretary-Treasurer/APOC Chair, on an as needed basis, with questions or concerns.
2. Guides the committee in accomplishing the mission and objectives detailed in the charter and in accordance with the established policies of the Institute. Keeps the committee focused.
3. Ensures all committee members are fully oriented on the committee objectives, deliverables and roles/ responsibilities at the Committee's first meeting.
4. Ensures all committee members are aware of and adhere to the processes and timing established by the PMI Board for placing items on the PMI Board agenda for discussion and deliberation, i.e., follow the PMI Board calendar; submit completed Board agenda form; ensure that committees have consensus approval of items before presentation to the PMI Board; ensure that Board agenda items are discussed and a straw vote taken in Board informal session; and ensure that motions are adjusted, as needed, before deliberation and voting in Board formal session.
5. Works toward building a sense of trust, productivity, and camaraderie within the committee.
6. As outlined in their charter, develops a work plan in coordination with the Staff Liaison that will allow the committee to effectively and efficiently discharge their responsibilities.
7. Develops meeting agendas, in coordination with the Staff Liaison, using the standard agenda template.
8. Conducts meetings of the committee and directs the communication for committee matters.
9. Works to ensure that meeting notes capture consensus agreement items and follow-up actions of the committee using the standard meeting notes template.
10. Assigns tasks among the committee members, as necessary.
11. Promotes consistent participation and timely connection to all teleconference meetings and addresses non-productivity within the Committee.
12. Works with Staff Liaison to ensure committee work is carried out between meetings.
13. Works with Staff Liaison to develop final reports, proposals and supporting documentation for the PMI Board and that the material presented to the PMI Board accurately reflects the work of the committee and is submitted in a timely fashion.
14. Provides updates on committee's deliverables at Governance Committee meetings as requested by PMI Board Chair.
15. Provides updates to respective committees after Governance Committee meetings.
16. Represents the committee at PMI Board meetings.
17. Works toward building a sense of trust and productivity between committee members and other PMI Board Standing Committees.
18. Addresses non-productivity within the committee.
19. Works with the Staff Liaison to review the charter mid-year and offer recommendations to Governance Committee for updates to the following year's charter.
20. Transitions the incoming Committee Chair into the role.

COMMUNICATION POINT OF CONTACT ROLES AND RESPONSIBILITIES:

1. The Board Communication Point of Contact (Board CPC) shall connect with the Board Support Committee Chair prior to the first team meeting to introduce him/herself and ensure:
 - i. Board Support Committee Chair understands the Board Support Committees exist to support the work of the Board and are accountable as defined in individual charters, which must be approved by the Board.
 - ii. Understanding of charter, especially purpose, deliverables and reporting process to avoid risk of misinterpretation.
 - iii. Clarify Board CPC Role and how the Board CPC can support the Board Support Committee Chair
2. Stress that open communications between Board Support Committee Chair and Board CPC, President and CEO

or other Content experts that may be made available to the committee to answer questions, provide guidance and assist in any way to ensure successful execution of deliverables.

3. Review PMI Board Meeting Calendar to communicate relevant dates for submitting deliverables, reports, and agenda templates to Governance Committee and final deliverables to full PMI Board. The Board CPC is encouraged to review the submittals with the Board Support Committee Chair prior to submission.
4. Affirm staff liaison roles and their ability to provide access to necessary governing documents, agenda, reporting templates or any other document considered relevant for the execution of the committee work plan.
5. Connect with the Board Support Committee Chair to advise the Board's official position about certain issues or risks that may impact the committee's work plan or deliverables.
6. If there are issues that cannot be resolved, the Board CPC should discuss the matter with the PMI Board Chair.
7. Affirm Board Support Committee Chair will communicate the Board CPC role and other Charter items with the team members.

Out of Scope

1. Board CPC should not regularly participate in teleconference and in-person meetings.
 2. Board CPC cannot change or revise the purpose or deliverables of the Board Support Committee, Task Team, Council, etc. If the Board CPC has a concern about a deliverable, they should discuss it with the PMI Board Chair.
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STAFF LIAISON ROLES AND RESPONSIBILITIES:

1. Empowered to make decisions to support accomplishing the mission and objectives of the committee. Any direction of the committee that may violate Institute policy must be discussed with the Committee Chair and the President and CEO.
2. Works in coordination with the Committee Chair to efficiently discharge the responsibilities of the committee, coordinates all administrative duties, and ensures that an online community exists for the team.
3. Works in coordination with the Committee Chair to develop agendas, set meeting dates and locations, and communicate meeting requirements using the following criteria:
 - a. Meeting dates and locations should be determined as far in advance as possible.
 - b. Meeting requests forms should be sent to the proper contact with all meeting requirements stated.
 - c. Agendas should be developed using the standard agenda template and should include the meeting date, venue and meeting room on all agendas. If the meeting room name is not available at the time the agenda is distributed, then meeting attendees should be informed of the meeting room at check-in. The agenda should reflect what agenda items are tied to a stated deliverable in the charter.
 - d. Handouts should be distributed to the team in advance of the meeting via the team's online community.
4. Works in coordination with the Committee Chair to capture notes that reflect consensus agreements and follow-up actions using the standard format for meeting notes for Board Standing Committees.
5. Works in coordination with the Committee Chair to ensure all reports, proposals, supporting documentation are developed in a professional and timely manner.
6. Works in coordination with appropriate staff to ensure that any financial, ethical, legal, and strategic implications associated with any option brought to the PMI Board is identified and revealed during the preparatory stages and that these implications are reported on the Board agenda form.
7. Ensures that an online community site is established and maintained and committee documents are appropriately archived.
8. Coordinates and deploys any approved external communications.

APPLICABLE GOVERNING DOCUMENTS:

(In addition to the below, identify sections from PMI's governance documents specifically related to roles and responsibilities of this committee.)

1. PMI Code of Ethics and Professional Conduct and BVAC-specific Code of Conduct Guidelines included in Operations Guide
2. Bylaws Article VI: PMI Board of Directors and specifically, Bylaws Article VI: Board of Directors, Section C, Nominating Committee
3. Rule of the Board 6.6, Board Support Committees and specifically: 6.6.3 c) Limitations. Support Committees shall be prohibited from any activities or actions that shall cause the Institute to be legally or financially bound to an agreement or other relationships. Other Committees shall be limited to the activities set forth in the formal Other Committee Charters consistent with law, the Bylaws and all applicable Rules of the Board.
4. Pending Board Approval: Rule of the Board 6.8.2 Annual PMI Board appointments to the PMIEF Board will be accomplished solely through the Board Volunteer Advisory Committee (BVAC) evaluation and recommendation process. PMIEF elected board members may not seek a second term as a PMI Board appointed member.
5. Rule of the Board 12.1, Board Member's Code of Conduct.
6. Strategic Plan, specifically Core Value on Volunteerism: Volunteers and effective volunteer partnerships with staff are the best way to accomplish the Institute's goals and objectives
7. Institute Policies:
 - a. Board Level 1 Candidate Criteria for PMI Board Appointees
 - b. Confidentiality
 - c. Conflict of Interest
 - d. Contractor/Volunteer Electronic Systems and Communication
 - e. Reporting to the Board
 - f. Volunteer Travel
 - g. Volunteer Records Management
7. BVAC Operations Guide
8. Expense Report (Concur)