



Candidate Criteria for PMI Board Appointees

Policy Level: 1

Effective Date: February 2017

Revision Date: February 2017

Last Review Date: 9 February 2017

Accountable:

PMI Board of Directors or President and CEO

Responsible:

Volunteer Programs and Services

Table of Contents

1.	Purpose.....	2
2.	Policy Statement	2
2.1	Requirements for <i>ALL</i> PMI Board Appointees:.....	2
2.2	Skills.....	2
3.	Monitoring	3
4.	Policy Distribution.....	3
5.	Related Documents.....	3
6.	Review and Revision History	4
7.	Glossary	4

1. Purpose

The President and CEO is responsible for establishing and executing a process where experienced and knowledgeable volunteers are recruited to serve on PMI Board Support Committees and Task Teams. The Board Volunteer Advisory Committee (BVAC) interviews and recommends the most qualified volunteer candidates to serve. The PMI Board of Directors (BoD) then reviews the recommendations and makes appointments. This policy outlines the baseline criteria required to serve as a volunteer on PMI Board Support Committees and Task Teams.

2. Policy Statement

This policy supports a well-organized process of evaluation and recommendation by providing initial eligibility requirements that allow Board Support Committee and Task Team candidates to be vetted in order to ensure qualified candidates are recommended and appointed.

To that end, the following Candidate Criteria are required:

2.1 Requirements for ALL PMI Board Appointees:

All candidates are initially screened on the following minimum criteria:

- a. Member in good standing for two years (but not required for appointments of PMI Educational Foundation Board Directors (PMIEF) and subject to exemptions written in PMI Board-Approved Support Committee and Task Team Charters)
- b. Currently not involved in any other PMI volunteer activities (exceptions may be made regarding appointments in accordance with Rule of the Board 12.1, PMI Board and Board Support Committee Member's Code of Conduct)
- c. Has no conflict of interest (all PMI members and volunteers are bound to [Rule of the Board 12.1, Board Member's Code of Conduct](#) and the [PMI Code of Ethics and Professional Conduct](#))
- d. Meets any requirements for education, certification, professional and volunteer experience and other qualifications as specified in the current version of the particular PMI Board-Approved Board Support Committee or Task Team Charter

2.2 Skills

Candidates that meet the initial screening requirements will be evaluated on the following criteria:

- a. Has a clear understanding of PMI, its mission, vision, values, and strategic plan
- b. Has direct experience and skills that will be beneficial to the work of the particular committee
- c. Able to set a vision, to identify the action steps, and to motivate others to maintain their commitment to the deliverables
- d. Possess strategic thinking skills

- e. Able to create and foster an environment for shared understanding of multiple viewpoints and healthy debate
- f. Possess a basic knowledge and general understanding of different communication styles
- g. Demonstrate active listening skills (i.e., be able to concentrate on a person’s spoken thoughts and restate them through paraphrasing)

3. Monitoring

This policy will be monitored regularly by members of the BVAC and Volunteer Programs and Services staff to ensure that the criteria included reflects accurate minimum requirements needed to serve on a PMI Board Support Committee or Task Team. Any future changes will be submitted to the PMI Board for review and approval.

4. Policy Distribution

Internal:

- Manager, Volunteer Programs and Services
- Volunteer Services Specialist
- BVAC
- Staff Liaisons responsible for PMI Board Support Committees, PMI Board Task Teams, and other PMI Board Appointments

External:

- PMI Board of Directors
- Posted on www.pmi.org

5. Related Documents

Document Name	Document Type (Procedure, Form, User Guide, etc.)
December 2016 Governance Committee meeting	GovCom Meeting Binder
PMI Board Support Committee Charters	Governing Document
PMI Code of Ethics and Professional Conduct	Governing Document
Rule of the Board 12.1, Member’s Code of Conduct	Governing Document
BVAC Operations Guide	Internal committee process document

Level 1 Candidate Criteria for PMI Board Appointees

Document Name	Document Type <small>(Procedure, Form, User Guide, etc.)</small>
https://vrms.pmi.org/	Volunteer Relationship Management System (VRMS)

6. Review and Revision History

Changes to this policy are made as necessary under the direction of the preparers and approvers. The change log describes new topics and other changes.

Action <small>(Creation, Revision, Review)</small>	Effective Date	Changes/Approvals
Creation	September 2011	
Revision	October 2012	Revised purpose statement, added additional requirement of experience working in a collaborative group for Board appointees, and removed the desire for a chapter leadership role from the volunteer experience section
Revision	January 2016	General review and update; removed criteria and added reference to specific requirements in each charter for particular Board Support Committee.

7. Glossary

This policy uses the following specific terms, acronyms, and abbreviations:

Term	Definition
Board Volunteer Advisory Committee (BVAC)	Evaluates and recommends candidates for Board approval to serve on Board Support Committees and Task Teams as needed annually. Note: the BVAC does not recommend members to serve on the Nominating Committee.

Level 1 Candidate Criteria for PMI Board Appointees

Term	Definition
PMI Board Appointees	Volunteers appointed to serve on PMI Board Support Committees, PMI Board Task Teams, PMI Educational Foundation Board of Directors, or other potential areas to assist the Board perform its work.
PMI Board Support Committee	A committee consisting of PMI volunteers appointed by the PMI Board of Directors who are mandated to carry out specified functions, programs, or projects assigned by the PMI Board of Directors.
PMI Board Task Team	A team consisting of PMI volunteers appointed by the PMI Board of Directors temporarily to accomplish a task or to be engaged into a project set by the PMI Board of Directors.
PMIEF	Project Management Institute Educational Foundation, a public charity and supporting organization of PMI.