

Version Draft | Date: 10 August 2017 | Description: 2018 Certification Governance Council Charter

**COMMITTEE NAME:** CERTIFICATION GOVERNANCE COUNCIL (CGC)

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**CHARTER EFFECTIVE DATE AND DURATION:** 1 JANUARY 2018 TO 31 DECEMBER 2018

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**COMMITTEE PURPOSE:**

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

The purpose of the Certification Governance Council (CGC) is to:

- Support PMI to encourage career progression through certification
  - Oversee and support PMI certification and credential products development and maintenance
  - Identify and support the implementation of PMI strategic objectives specifically related to PMI Certification Program
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**DELIVERABLES:**

*(Products the committee is tasked to produce.)*

**Ongoing Deliverables:**

- Review ISO 17024 and ISO 9001 Auditor's Reports and internal audit reports to monitor Certification Department compliance with certification policies and procedures executed in compliance with ISO 17024:2012 and ISO 9001 (Governance)
- Review and oversee changes to any relevant certification policies and procedures (Governance)
- Monitor the process of using role delineation studies resulting in new or refreshed credentials (Governance)
- Provide support to PMI staff, as requested, in operational development, maintenance, and communications of the certification program (Governance)
- Review and evaluate PMI's certification competition on a regular basis (Governance)
- Provide strategic input to the PMI Board of Directors regarding certification and credentialing (Strategic)
- Monitor progress toward meeting PMI strategic intents and objectives for certification (Strategic)
- Review the Value Proposition for Certifications to ensure alignment with PMI strategic intents (Strategic, Governance)
- Advise and counsel Certification Department on product sustainability and maintenance (Strategic, Governance)
- Provide the BVAC with the staffing, evaluation and selection criteria for CGC members (Council Building)
- Review and update CGC Policies and Procedures (Council Building)
- Establish and maintain annual work plan for CGC (Council Building)

## **One time deliverable**

- Align the certification framework to the new PMI strategy
  - Provide input and recommendations to transition plan to new certification framework
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## **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 to the PMI Board of Directors Governance Committee to review at their July and December meetings. Subsequently, Governance Committee will distribute to the Board via an e-Receipt Calendar in January and October
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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
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## **COMMITTEE COMPOSITION AND TERMS:**

- Eight (8) committee members, serving staggered 3 year terms may be reappointed for no more than one additional term via the formal Board Support Committee recruitment process as approved by the PMI Board
  - Board Communication Point of Contact is Strategy Oversight Committee (SOC) Chair
  - Staff Liaison and other staff resources as assigned by the PMI President and CEO
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## **VOLUNTEER REQUIREMENTS, EXPERIENCE, AND SKILLS:**

### **Required:**

- As stated in the Level 1 Candidate Criteria for PMI Board Appointees Policy

### **Committee Specific:**

- Required criteria:
    - experience in ISO or similar compliance environments
    - demonstrated senior level business experience
    - global business experience
    - ability to build consensus and communicate effectively in a multi-cultural environment
    - demonstrated volunteer or professional leadership skills
    - CGC or CC certification-related experience including item writing, standards development, RDS, etc.
    - experience in the areas of governance and strategic planning
    - skills and industry diversity experience in functional management roles such as Quality, Sales & Marketing, Finance, Operations, HR, etc.
    - Hold a current PMI certification
    - Be able to commit to the time demands of the CGC, including international travel
    - Be a member of PMI of good standing for 2 years
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## COMMITTEE CHAIR AND CONTACT INFORMATION:

**Name:** TBD

**E-mail Address:** TBD

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## COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:

1. Connects with PMI Strategy Oversight Committee (SOC) 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 template; 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 Executive Liaison that will allow the committee to effectively and efficiently discharge their responsibilities.
  7. Develops meeting agendas, in coordination with the Executive 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 Executive Liaison to ensure committee work is carried out between meetings.
  13. Works with Executive 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 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 Executive 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.
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## 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.
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- 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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#### **EXECUTIVE 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 template.
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.

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#### **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
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. Rule of the Board 12.1, Board Member's Code of Conduct, including file retention requirements
5. 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
6. Institute Policies:
  - a. Board Level 1 Candidate Criteria for PMI Board Appointees
  - b. Candidate Criteria for PMI Board Appointees
  - c. Confidentiality Policy
  - d. Conflict of Interest Policy
  - e. Contractor/Volunteer Electronic Systems and Communication
  - f. Expense Report
  - g. Reporting to the Board Policy
  - h. Travel Policy
  - i. Volunteer Records Management Policy
7. CGC Policies and Procedures