

Version #: 3 | Date: 12 September 2017 | Description: 2018 Ethics Review Committee Charter

COMMITTEE NAME:

ETHICS REVIEW COMMITTEE (ERC)

CHARTER EFFECTIVE DATE AND DURATION:

01 JANUARY 2018 TO 31 DECEMBER 2018

COMMITTEE PURPOSE:

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

Investigate and resolve ethics complaints in accordance with the PMI Ethics Case Procedures related to violations of the PMI Code of Ethics and Professional Conduct that have been filed against

1. PMI members
 2. Individuals who are not members of PMI but meet one or more of the following criteria:
 - a. Non-members who hold a PMI certification
 - b. Non-members who apply to commence a PMI certification process
 - c. Non-members who serve PMI in a volunteer capacity.
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DELIVERABLES:

(Products the committee is tasked to produce.)

- Investigation and resolution of filed ethics complaints.
- Timely communication of final disposition of ethics complaints.
- Review committee charter, including the roles and responsibilities section, at first committee meeting.
- Ensure that the Ethics Case Procedures are clearly defined and meet the needs of the organization and participants.
- Continuously assess committee effectiveness and recommend improvements and assist in implementing solutions.

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 and December meetings. Subsequently, Governance Committee will distribute reports to the Board, via 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
 - Executive Liaison and other staff resources as assigned by the PMI President & CEO
 - Board Communication Point of Contact is the PMI Vice Chair and he/she should make initial contact with Ethics Review Committee Chair in January
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COMMITTEE COMPOSITION AND TERMS:

- A minimum of 6 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.
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VOLUNTEER REQUIREMENTS, EXPERIENCE, AND SKILLS:**Required:**

1. At least one year of service on at least one of the following:
 - a. PMI Board of Directors
 - b. Prior Board Support Committee or Task Team service.
 - c. Member Advisory Group
 - d. Community Regional Mentor
 - e. Through other experiences, demonstrates ability to serve.
2. Ability to learn and use information technology tools (adaptability)
3. Good communications skills (in English)

Committee Specific:

- Chair should have at least one year prior active service with the Ethics Review Committee.
 - Chair should have served on multiple review teams, served as chair for a review team and participated in a hearing for at least one case.
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- Committed to arrange schedule to participate in monthly conference calls and other periodic calls to accommodate a globally diverse committee in different time zones (failure to participate in calls may result in removal from the committee).
- Ability to understand and synthesize information from a variety of sources simultaneously, potentially from geographically and culturally diverse sources.
- Critical, objective thinking coupled with the ability to listen for understanding rather than immediately judge or apply bias or prejudicial thinking.
- Experience with compliance, due diligence, and enforcement issues within an academic, professional or business environment.
- Management level experience in dealing with difficult issues or other experience that would demonstrate an ability to deal with difficult situations and build consensus.
- Experience in the subject of ethics – from university to practical business application and experience, either teaching or taking course work.
- Teaching or other public speaking experience that would demonstrate the ability to organize materials, as well as, the possession of good communication skills.

COMMITTEE CHAIR AND CONTACT INFORMATION:

Name: Mark Kwandrans

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

COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:

1. Connects with PMI Vice-Chair as the Board Communication Point of Contact, 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.
5. Works toward building a sense of trust, productivity, and camaraderie within the committee.
6. As outlined in the committee charter, develops a work plan in coordination with the Executive Liaison that will allow the committee to effectively and efficiently discharge 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 ensures 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 among committee members and other PMI Board Standing Committees.
 18. 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.
 19. 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.
 - 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.

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. Works in coordination with the Committee Chair to ensure all reports, proposals, supporting documentation are developed in a professional and timely manner.
 - 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 are 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
2. 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. Support Committees shall be limited to the activities set forth in the formal Support Committee Charters consistent with law, the Bylaws and all applicable Rules of the Board.
 - a. Rule of the Board 12.1, Board Member's Code of Conduct
3. 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
4. Institute Policies:
 - a. [Confidentiality](#)
 - b. [Conflict of Interest](#)
 - c. [Contractor/Volunteer Electronic Systems and Communication](#)
 - d. Volunteer [Travel](#)
 - e. Reporting to the Board
 - f. [Volunteer Records Management](#)
5. Expense Report