

Version #: 1 | Date: 1 November 2017 | Description: Updated for 2018

**MEMBER ADVISORY GROUP NAME: REGISTERED EDUCATION PROVIDER ADVISORY GROUP**

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

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**MEMBER ADVISORY GROUP PURPOSE:**

- Build awareness and support of PMI's Inventing the Professional Association for the Future - Strategic Plan
  - The PMI Registered Education Provider Program Advisory Group ("R.E.P. A.G.") Member will support the ongoing assessment/evaluation of the current R.E.P. Program business model with possible exploration/execution of a new business model to yield mutual value of the program aligned to PMI mission and core values.
  - The R.E.P. A.G. provides;
    - Global market perspective for PPPM learning and development – eyes, ears, voice, and feet on the ground
    - Training organization segment insights – academic, commercial, organization, and government where applicable
  - The R.E.P. Advisory Group does not serve as an approval body but in an advisory capacity to the R.E.P. Program Team.
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**DELIVERABLES:**

- Advise on R.E.P. Program initiatives aligned to PMI's mission, ethics, and core values as directed by PMI Staff.
- Advise on the pulse of the global training market such as content trends, demand, delivery methods, and how training organizations are evolving/preparing to meet the new workforce needs.
- When requested, provide market feedback on new PMI concepts, and insights/support for other PMI initiatives
- Continue to collaborate with other MAGs, where appropriate, to disseminate knowledge and provide counsel on initiatives aligned to evolving PMI strategy.

- Continue visibility of R.E.P. AG by authoring articles in the R.E.P. Update Monthly Electronic Newsletter and posting comments on the R.E.P. Linked In Group advocating for program integrity relative to consistent quality content and delivery across stakeholder community.
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#### **ADMINISTRATIVE AND REPORTING REQUIREMENTS:**

- Uses standard agenda, note-taking, and reporting templates
  - Provides progress reports to the Volunteer Engagement Liaison when requested
  - Volunteer participation is contingent upon: regular attendance of meetings, active participation in volunteer group activities and commitment to deliverables in addition to compliance to the PMI Confidentiality agreement and PMI Conflict of Interest policy.
  - To undertake various initiatives designated by the PMI R.E.P. Program staff working cooperatively with other PMI R.E.P Program colleagues, within pre-agreed timeframes. These initiatives range from 3 to 6 hours per month.
  - If volunteer is a member of the R.E.P. community, to be visible on the R.E.P. Linked In Group by posting comments from time-to-time and provide peer-to-peer counsel and tips where applicable.
  - Complete assignments on time as directed by VEL and/or Manager – R.E.P. Program.
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#### **RESOURCES AND BUDGET:**

- As identified in the budget approved annually by the PMI Board
  - PMI staff assigned by President and CEO
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#### **MEMBER ADVISORY GROUP COMPOSITION AND TERMS:**

- Minimum of 1 and maximum of 2 representatives from each of the four mega regions as defined by the PMI R.E.P. Program staff and allocated, where possible to achieve representation from each Region.
  - This regional representation is a goal but not a strict guideline when there is not adequate availability of qualified candidates from a given region/country/discipline.
  - All AG members must be PMI members at a minimum.
  - Additional individual attributes to be considered include but not limited to: advocate work demonstrated within the project management training profession; PMI credential profile; experience with designing/implementing PMI strategy and/or applying change management techniques; Chapter volunteer experience and/or working with local Chapter; experience as a member of a virtual team and working in a multicultural environment; and experience of being on multiple PMI Member Advisory Groups/Advisory Groups.
  - Work with Volunteer Engagement Liaison, Manager R.E.P. Program, and other staff resources as assigned by the PMI President and CEO.
  - Each term is for 1 year, with a maximum of 2 consecutive years by invitation from PMI.
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#### **VOLUNTEER REQUIREMENTS, EXPERIENCE, AND SKILLS:**

##### **Required:**

  


- PMI Member in good standing
- Currently not involved in any other PMI volunteer activities
- 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](#))

It is PMI's practice to not select/appoint individuals for PMI Volunteer Leadership positions who are already engaged in a leadership role within PMI or its Chapters. This is to reflect the level of commitment needed for such volunteer leadership roles and the desire to encourage volunteer participation through as wide a range of individuals as possible. This limitation does not apply to participation on content development teams in a non-leadership role.

**Member Advisory Group Specific:**

- Ability to think and advise from a project management training/consulting and PMI perspective, as opposed to an individual company or self-interest perspective.
- Support PMI's strategy to deliver value, be relevant, and grow.
- Actively participate in one face-to-face R.E.P. A.G. meeting each year with PMI staff. Must be able to attend meeting at 2018 LIVPM session in Philadelphia, Pennsylvania, USA
- Actively participate in quarterly teleconferences (approximately 60-90 minutes each month) to review policies, provide feedback, address concerns of stakeholders, provide updates to assigned initiatives, etc.
- Acceptance of the Terms and Conditions outlined in the R.E.P. Application and Agreement (Page 12) and in the R.E.P. Handbook)

Solicitation of interest through advertisement on R.E.P. Linked-In Group and VRMS, by recommendations from existing R.E.P. A.G. members and/or PMI Staff. The solicitation process will begin in August and candidates will complete an on-line submission through the PMI Volunteer Resource Management System (VRMS). Upon receipt, candidates will then be vetted and short-listed by existing R.E.P. A.G. members, where applicable, and the PMI R.E.P. Program Nominations Committee, based on criteria, resume, and candidate profile. The PMI R.E.P. Program Nominations Committee includes, but not limited to, PMI R.E.P. Program Manager (Chair), Program Administrator, and other PMI Staff as needed. The PMI R.E.P. Program Nominations Committee will select the candidate based on the shortlist of candidates, and nominate the individual for a one year term. Upon acceptance of the nomination, the individual will sign a PMI Confidentiality Agreement and PMI Conflict of Interest policy and begin their term on 1 January.

**STAFF INFORMATION:**

**Name:** Tara Leparulo  
**Title:** R.E.P. Program Administrator (VEL – Volunteer Engagement Liaison)  
**E-mail Address:** [tara.leparulo@pmi.org](mailto:tara.leparulo@pmi.org)

**Name:** Gregory Shaffer  
**Title:** Manager, R.E.P. Program  
**E-mail Address:** [gregory.shaffer@pmi.org](mailto:gregory.shaffer@pmi.org)

**APPLICABLE GOVERNING DOCUMENTS:**

1. PMI Code of Ethics and Professional Conduct
2. For current members from the R.E.P. community, acceptance of the Terms and Conditions outlined in the [R.E.P.](#)



[Application and Agreement](#) (Page 12) and in the [R.E.P. Handbook](#)

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 Policy
    - b. Conflict of Interest Policy
    - c. Contractor/Volunteer Electronic Systems and Communications Policy
    - d. Volunteer Records Management Policy
    - e. Volunteer Travel Policy
    - f. Social Media Guidelines for Volunteers
  5. Guidelines for the Conduct of PMI GOC Volunteers
  6. GOC Volunteers Volunteer Expense Report
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#### **CHARTER APPROVAL:**

All Member Advisory Group charters must annually be approved by the President and Chief Executive Officer for the subsequent year and posted to the [Governance page on PMI.org](#).