

Version #: 1 | Date: Aug 23, 2017 | Description: SOC 2018 Charter

COMMITTEE NAME: Strategy Oversight Committee (SOC)

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.)

The purpose of the Strategy Oversight Committee (SOC) is to oversee the Institute's strategy development, approval, implementation, review, and reporting in concert with the PMI Executive Leadership Team. This includes the oversight and continuous improvement of the institute's strategic planning processes and framework. SOC is also accountable for ensuring that the Board engages in, and spends adequate time on strategic dialogue.

DELIVERABLES:

(Products the committee is tasked to produce.)

Ongoing Deliverables

Governance

1. Review committee charter, including roles and responsibilities, and produce a work plan by the end of January.
2. Work with Executive Liaison to develop and agree on roadmap for strategic dialogue for the year; including the estimated time for strategic dialogue at each Board Meetings.
3. Ensure strategy-related meetings and dialogs (such as Board meetings, Pattern Recognition, Assurance, Relevance and the Strategy Planning Retreat-when conducted) are effective.
4. Ensure the Strategic Framework Policy, the Strategy Planning Framework, the Strategy Planning Process and the Strategic Plan are updated as necessary.
5. Develop SOC and strategy planning related assumptions as input to subsequent year budget planning.
6. Review committee charter and recommend deliverables for the subsequent year(s).

Strategy Development and Approval

7. Facilitate the Board in the review and approval of strategic choices, including presenting motions to the Board for formal vote whenever appropriate.
8. Oversee the development, review, approval and implementation of the Institute's strategic direction.
9. Liaise with the PMI Staff Liaison to provide guidance and support during strategy planning and development.

Strategy Relevance and Assurance

10. Conduct an annual review of PMI's Strategic Policy & Framework to ensure it meets the changing needs of the Institute and recommend potential changes, as appropriate
11. Conduct an annual strategy relevance and assurance check, submit an annual update to the Board for review, and ensure that any approved changes are appropriately reflected in the future action plans of the Board

Risk Monitoring

12. Review the key risks associated with the Risk Management Framework's Strategic Risk category from the PMI Enterprise Risk Register, at least bi-annually; **(Risk Policy 7.3.)**
13. Ensure that an appropriate risk management approach is applied to strategy development activities. **(R.O.B. 13.1.1 c)**

Other Assignments

14. Accept additional assignments that are in line with SOC's mission, as directed by the Board.
15. The SOC Chair will act as the communication contact for the Certification Governance Council (CGC), and the Global Accreditation Council Chairs, to answer questions or address concerns on an as needed basis.

ADMINISTRATIVE AND REPORTING REQUIREMENTS:

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

- Uses standard agenda, note-taking and reporting templates
- Verbal reports at Governance Committee meetings
- Written reports, via e-Receipt Calendar, at January and October Board meetings.
- Verbal reports at Board meetings as required

RESOURCES AND BUDGET:

(In terms of budget, staff, etc.)

- As identified in the budget approved annually by the Board
- PMI staff as assigned by the President and CEO

COMMITTEE COMPOSITION AND TERMS:

- Committee Chair – as stated in ROB 6.5.6c and elected by the Board
- Board Directors as assigned and approved annually
- Staff Leader of the Strategy Function

Required:

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

Committee Specific:

- It is preferred that the majority of the SOC members have at least one year of Board experience.
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COMMITTEE CHAIR AND CONTACT INFORMATION:

Name:

E-mail Address:

COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:

1. Connects with PMI 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 established 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 timings established by the Board for placing items on the Board agenda for discussion and deliberation, i.e., follow the Board calendar; submit completed Board agenda template; ensure that committees have consensus approval of items before presentation to the 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 the Charter, develops a work plan in coordination with the Executive Liaison that will allow the committee to effectively and efficiently discharge its responsibilities.
 7. Develops meeting agendas, in coordination with the Executive Liaison, using the standard agenda template while providing appropriate background analysis of the agenda topic.
 8. Conducts meetings of 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 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.
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13. Works with Executive Liaison to develop final reports, proposals and supporting documentation for the Board and that the material presented to the 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 Board meetings.
 17. Works toward building a sense of trust and productivity between committee members and other 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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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 suggest a change that impacts an Institute policy provision 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.
3. Coordinates all administrative duties and ensures that an online community exists for the team.
4. 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.
5. 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.
6. Works in coordination with the Committee Chair to ensure all reports, proposals, supporting documentation are developed in a professional and timely manner.
7. Works in coordination with appropriate staff to ensure that any financial, ethical, legal, and strategic implications associated with any option brought to the Board is identified and revealed during the preparatory stages and that these implications are reported on the Board agenda template.
8. Ensures that an online community site is established and maintained and committee documents are appropriately archived.
9. 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. Bylaws Article VI: PMI Board of Directors
3. Rule of the Board 6.5, Board Standing Committees
4. Rule of the Board 12.1, Board Member's Code of Conduct
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. Conflict of Interest
 - b. Confidentiality
 - c. Expense Report
 - d. Reporting to the Board
 - e. Strategic Framework
 - f. Travel
 - g. Volunteer Records Management
7. SOC Governing Documents:
 - a. PMI Board approved Strategic Framework Policy