

## PMI BOARD TASK TEAM

**TASK TEAM NAME:** Core Values Review Task Team

**CHARTER EFFECTIVE DATE & DURATION:** 1 January 2009 to 31 December 2009

**TASK TEAM PURPOSE:**

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

- Assess and analyze the Core Values section of the PMI Strategic Plan towards clarifying and augmenting its meaning. Specifically address splitting 'community' and 'volunteerism' per The Board Model Assessment Task Team (BMATT) and External Relations and Volunteer Involvement Committee (ERVI) October 2008 recommendations.

**DELIVERABLES:**

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

- Using the work presented by BMATT and ERVI in 2008 on this subject, submit to the PMI Board of Directors for discussion and possible approval recommendations to reorganize/redefine the Core Values section of the Strategic Plan
  - Recommendation and actions to address splitting 'community' and 'volunteerism'.
  - Revise, as appropriate, the Core Values Section to include expanded statements to enhance the intent and meaning behind the Values and Elements for PMI.
  - Communicate/discuss any proposed recommendations regarding reorganizing/revising the Core Values with the Strategic Planning and Program Alignment Committee (SPPA) before presentation to the PMI Board.
  - Final recommendations should be presented to the PMI Board by the October 2009 PMI Board meeting.
- Assess the appropriateness and shared understanding the current relational link of PMI Components to the PMI Board of Directors and to the PMI President and CEO, as currently documented in the PMI Bylaws and Rules of the Board.
- Develop a communication plan to members to reveal any relevant and approved outcomes.

Refer to the below embedded documents for the BMATT mapping exercise results and ERVI Volunteer White Paper PPT and the PMI Strategic Plan.



Program of Work Mapping.Final.White Paper 16 Oct01



ERVI Volunteer White Paper 16 Oct01



Strategic Plan.Oct 2008.doc



ERVI Paper on Volunteerism DH Nov.

**TASK TEAM CHAIR ROLES & RESPONSIBILITIES:**

- a. Orients and 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.
- b. Works toward building a sense of trust, productivity, and camaraderie within the committee.
- c. Develops meeting agendas, in coordination with the staff liaison, using the standard agenda template.
- d. Conducts meetings of the committee and directs the communication for committee matters.
- e. Works to ensure that meeting notes capture consensus agreement items and follow-up actions of the committee using the standard meeting notes template.
- f. Assigns tasks among the committee members, as necessary.
- g. Works with staff liaison to ensure committee work is carried out between meetings.
- h. Works with staff 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.
- i. Represents the committee, as requested, at PMI Governance and PMI Board meetings.
- j. Communicates with the committee before and after CGC meetings regarding agenda topics and decisions related to the committee and its work.
- k. Works toward building a sense of trust and productivity between committee members, staff and other Board Standing Committees as appropriate.
- l. Interfaces with the President and CEO on matters impacting completion of the charter objectives.
- m. Addresses non-productivity within the committee.
- n. Offers recommendations for subsequent committee appointments to PMI Chair.

**EXECUTIVE LIAISON ROLES AND RESPONSIBILITIES:**

- a. Empowered by the President and CEO 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.
- b. Works in coordination with the Task Team Leader to efficiently discharge the responsibilities of the committee.
- c. Coordinates with administrative staff all administrative duties and ensures that an online community exists for the team, is maintained and documents are appropriately archived.
- d. Works in coordination with the Task Team Leader to ensure all reports, proposals, supporting documentation are developed in a professional and timely manner (aligned w/ the PMI Board Meeting Calendar).
- e. 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.
- f. Interfaces and dialogues with other executive liaisons to ensure integration of committee initiatives and outcomes, as warranted.
- g. Ensures dialogue with the President and CEO on any issues or concerns, as warranted.
- h. Coordinates and deploys any approved external communications.

**APPLICABLE GOVERNING DOCUMENTS:**

*(Identify sections from PMI's governance documents related to roles and responsibilities of this committee, including any boundaries and limitations)*

- PMI Code of Ethics & Professional Conduct.
- PMI Rule of the Board 6.5, PMI Board Standing Committees and Subcommittees.
- Specifically, 6.5.4, The Board will annually approve Board Standing Committee Charters and 6.5.5, Limitations: Board Standing 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. Board Standing Committees shall be limited to the activities set forth in their formal Board Standing Committee Charter, consistent with law and the Bylaws and the Rules of the Board. Standing Committees and Subcommittees may not meet or act without a current, approved Charter and PMI Rule of the Board 6.5.6 a) 1) The Gov Com may act on behalf of the Board in rare emergency situations (see complete language in Rule of the Board).
- Rule of the Board 12.1, Board Member's Code of Conduct
- PMI Strategic Plan
- Institute Policies:
  - Confidentiality Policy
  - Conflict of Interest Policy
  - Electronic Systems and Communication Policy
  - Travel Policy

**ACCOUNTABILITY & REPORTING REQUIREMENTS:**

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



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Governing Docs\2008

- Provides a written report to the PMI Governance Committee (using the standard Board reporting template) prior to each Governance Committee meeting to support determination of any matters for future PMI Board agendas.

**RESOURCES & BUDGET:**

- As identified in the annual budget approved by the PMI Board of Directors.

**TASK TEAM COMPOSITION:**

- Yanping Chen – PMI Board Member and Team Leader
- Bill Moylan – PMI Board Member
- Jon Mihalic – PMI Board Member
- Debbie O' Bray, Nick Lake, Iain Fraser - Members at Large
- Mark Langley – GOC Executive Liaison

**TASK TEAM LEAD & CONTACT INFORMATION:**

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