

PMI BOARD COMMITTEE CHARTER

COMMITTEE NAME:

THE EXTERNAL RELATIONS & VOLUNTEER INVOLVEMENT COMMITTEE (ERVI)

CHARTER EFFECTIVE DATE AND DURATION: 1 January 2008 to 31 December 2008

Version #: 5 | **Rev Date: 11 Dec 2007** | **Description:** Updated for 2008

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

- Establishment of objectives for external and volunteer relationships.

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

Annual/Ongoing Deliverables:

1. Draft 2009 ERVI committee charter
2. Establish ERVI planning assumptions for 2009 ERVI meetings
3. Devote some time to strategic dialogue during normally scheduled teleconferences and meetings about global topics as seen through the lens of the critical uncertainties identified in the scenario thinking matrix

Stakeholder Relationships

1. Develop parameters for external relationships, including policy setting, and oversight in conjunction with SPPA and POC

Volunteer Involvement

1. Develop principles for volunteerism and Board/volunteer leader interaction that is outcome focused

One Time Deliverables for 2008:

1. Develop a plan to implement recommendations from the AQS Discussion Paper (per Oct. 2007 e-receipt)
2. Develop a recommendation to transition the volunteer satisfaction assessment to POC

ACCOUNTABILITY AND REPORTING REQUIREMENTS:

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

- Standing Committee Chairs report back to their respective committees after each Governance Committee Meeting
- Final Governance Committee Notes are posted on the Board BlueStep Community
- Governance Committee uses the Board Standing Committee Guidelines and Standard Templates



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Board Standing Comm

RESOURCES AND BUDGET:

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

COMMITTEE COMPOSITION:

- Committee Chair - elected by the PMI Board
- Directors-at-large - assigned by PMI Chair in consultation with PMI Governance Committee and approved by the PMI Board of Directors
- PMI CEO / CEO Designee

COMMITTEE CHAIR AND CONTACT INFORMATION:

Name: Thomas Walenta, PMP, ERVI Chair

E-mail Address: thomas.walenta@pmi.org

Cell Phone: +49 171 337 6982

COMMITTEE CHAIR ROLES & RESPONSIBILITIES:

- a. 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. Ensures all committee members are fully oriented on the objectives and deliverables of the committee and on the process.
- c. 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.
- d. Works toward building a sense of trust, productivity, and camaraderie within the committee.
- e. 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.
- f. Develops meeting agendas, in coordination with the Executive Liaison, using the standard agenda template.
- g. Conducts meetings of the committee and directs the communication for committee matters.
- h. Works to ensure that meeting notes capture consensus agreement items and follow-up actions of the committee using the standard meeting notes template.
- i. Assigns tasks among the committee members, as necessary.
- j. Works with Executive Liaison to ensure committee work is carried out between meetings.
- k. 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.
- l. Represents the committee at PMI Governance and PMI Board meetings.
- m. Communicates with the committee before and after Governance Committee meetings regarding agenda topics and decisions related to the committee and its work.
- n. Works toward building a sense of trust and productivity between committee members and other Board Standing Committees.
- o. Interfaces with PMI Chair on matters impacting completion of the charter objectives.
- p. Addresses non-productivity within the committee.
- q. Works with the Executive Liaison to review the charter at year's end and offer recommendations to Governance Committee for updates to the following year's charter.
- r. Offers recommendations for subsequent committee appointments to PMI Chair.
- s. Transitions the incoming Committee Chair into the role.

EXECUTIVE LIAISON ROLES & RESPONSIBILITIES:

- a. Empowered by the 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 CEO.
- b. Works in coordination with the Committee Chair to efficiently discharge the responsibilities of the committee.
- c. Coordinates all administrative duties and ensures that an online community exists for the team.
- d. Works in coordination with the Committee Chair to develop agendas, set meeting dates and locations, and communicate meeting requirements using the following criteria:
 - Meeting dates and locations should be determined as far in advance as possible and held in conjunction with other PMI meetings when possible.
 - Meeting requests forms should be sent to the proper contact with all meeting requirements stated.
 - 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.
 - Handouts should be distributed to the team in advance of the meeting via the team's online community.
 - An electronic meeting request, with the agenda attached, should be sent to the CEO and PMI Chair for all meetings. If the agenda is not ready at the time the meeting request is sent, it can be attached to the meeting request and resent when it is available. The CEO and PMI Chair will respond to the meeting request as to his or her attendance.
- e. 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.
- f. Works in coordination with the Committee Chair to ensure all reports, proposals, supporting documentation are developed in a professional and timely manner.
- g. 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.
- h. Ensures dialogue with the CEO on any issues or concerns, as warranted.
- i. Ensures that an online community site is established and maintained and committee documents are appropriately archived.
- j. Coordinates and deploys any approved external communications.

PURPOSE OF A PMI BOARD LIAISON:

The PMI Board of Directors may assign a 'Board Liaison' to provide a link between:

- a. The Board and other committees (e.g., NomCom)
- b. The Board and Board sub-committees (e.g. AQS)
- c. CEO and major initiatives which support the strategic plan (e.g., VCP)

DEFINED ROLE OF A PMI BOARD LIAISON:

- a. Ensure that the team who has been assigned Board work (supporting team) fully understands the board's interest in the project and/or any relevant material documenting what the board might have said on the topic.
- b. Ensure open communications between the supporting team and Board/Board Standing Committee (BdSC)/CEO and is available to the team to answer questions about the board's view, and, if needed, facilitate issue resolution with the Board.
- c. Ensure that GovCom, Board, BdSC and/or CEO receive written and/or verbal reports on the progress or challenges of the supporting team.
- d. Ensure that the proper protocol is followed for bringing reports and/or proposals to the full Board for discussion and/or deliberation.
- e. Ensure that any pertinent observations and/or recommendations for improvement to the supporting team's charter and/or volunteer staffing is forwarded to the appropriate authority, i.e., PMI Chair, BdSC Chair, CEO.

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 6.5.6 (a) The Governance Committee.
The Governance Committee is chaired by the Chair of the PMI Board and consists of the PMI Chair, the Vice Chair, the Chairs of the Other Standing Committees and the Chief Executive Officer. The Governance Committee is accountable for coordinating the work of the other Standing Committees, for acting as the communications conduit to and from the PMI Board and the PMI Board's committees and subcommittees, for recommendations to the PMI Chair for the PMI Board's agendas, the development of the PMI Board's governing capacity, and for the maintenance of the PMI Board-Chief Executive Officer relationship.
 - 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, Objectives
 - Stakeholder Intimacy – “Strengthen stakeholder loyalty – improve the value to each stakeholder to insure satisfaction one customer at a time.”
 - Internal Business Processes - “Develop/enhance mutually advantageous and trusting relationships – PMI will develop/enhance trusting and vibrant relationships, alliances and formal/informal networks in order to influence organizations to adopt and utilize project management or assist in the further development or dissemination of project management knowledge and resources.”
 - Resources – „Leverage resources/investment in the marketplace – PMI will use all available resources (staff, volunteers, \$\$ and time) to capitalize on opportunities available in marketplace”
- PMI Strategic Plan, Principles
7. In striving to support our envisioned goal, PMI structures and offerings must be creative, adaptable and flexible in accommodating the needs of stakeholders around the globe. The CEO shall review component structures on a periodic basis to determine if adjustments need to be made.
8. PMI's individual membership model supports the achievement of the Institute's envisioned goal. This does not preclude the Institute's pursuit of relationship or community participation that supports PMI strategies.
10. While it is important for PMI to seek continued viability in the marketplace in a way that allows the Institute to thrive as it serves the profession, PMI shall seek to develop partnerships with organizations, including project management organizations, that support the further development and recognition of the profession in a manner that is aligned with PMI's strategy.
- Institute Policies:
 - Confidentiality Policy
 - Conflict of Interest Policy
 - Electronic Systems and Communication Policy
 - Travel Policy