

PMI BOARD COMMITTEE CHARTER

COMMITTEE NAME:

Volunteer Appointee Committee

CHARTER EFFECTIVE DATE AND DURATION: 1 November 2009 to 31 October 2010

Version #: 2 | **Date:** 13 Jan 2010 | **Description:** Board Liaison Role Added

COMMITTEE PURPOSE: *(Overall charge, purpose of this committee is to help the PMI Board do its job.)*

Develop a list of potential appointees for 2010 PMI Board Committees for PMI Board approval. List is developed via recruiting, interviewing, scoring and recommendations.

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

Ongoing Deliverables:

1. Review Committee charter, including roles and responsibilities section, at first committee meeting
2. Draft a committee work plan that aligns with the Volunteer Internal Application Process
3. Work with PMI Leadership Staff to put forward key recommendations to the Board of Directors pertaining to the strategic management of volunteers.
4. Identify and evaluate potential candidates and chairs using the committee-specific criteria for the following teams:
 - a. VAC – Volunteer Appointee Committee
 - b. ERC – Ethics Review Committee
 - c. EAC – Ethics Appeals Committee
 - d. CGC – Certification Governance Council
 - e. Nominating Committee for the PMI Board of Directors
 - f. PMI Board Appointments to the Educational Foundation Board

One Time Deliverable:

1. Assess and recommend process improvements or re-design to the current Volunteer Internal Application Process (team member has opportunity to assume lead PM role with assessment and recommendations)

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

- PMI Rule of the Board 6.4, PMI Board Committee Principles
- PMI Rule of the Board 6.5, PMI Board Standing Committees and Subcommittees
- PMI Rule of the Board 12.1, PMI Board Member's Code of Conduct (also applies to Committees)
- Volunteer Records Management Policy
- Volunteer Internal Application Process 2008 is the most recent version (subject to change)

ACCOUNTABILITY AND REPORTING REQUIREMENTS: *(Reports to PMI Board through whom, when, how and about what?)*

Reports to the Governance Committee quarterly

RESOURCES AND BUDGET:

- Web-based and telephone based interviewing services

COMMITTEE COMPOSITION & CRITERIA:

Composition:

- 5-7 appointed VAC Committee Members (includes VAC Chair), staggered 2 years term (at the PMI Board's discretion)
VAC Committee members may not apply for PMI volunteer positions that VAC is recommending for (nominated and appointed by PMI Chair subject to Board approval)
- 1 PMI Staff Liaison as non-voting member providing support (appointed by the CEO)
- Overall Committee composition should have a representative from each PMI region.

Criteria:

- At least two members should have served on the previous year's VAC.
- At least one member should have served on the PMI Board of Directors within the past two years.
- Ideally, all members should have demonstrated experience in a PMI Leadership role.
- Possess a basic knowledge and general understanding of PMI's organizational structure.
- Possess a basic knowledge and general understanding of different communication styles.
- Understand and adhere to PMI member ethical standards.
- Possess a basic knowledge and general understanding of how volunteers support organizational success at PMI.
- Possess basic knowledge of volunteer responsibilities and accountability to the organization.
- Understand 'conflict of interest,'
- Advocate and utilize diversity (e.g., gender, age, race, professional affiliation, geographic location) to maximize results to benefit all constituencies.
- Demonstrate active listening skills (i.e., be able to concentrate on a person's spoken thoughts and restate them through paraphrasing).
- Possess superior screening and interviewing skills.

COMMITTEE CHAIR AND CONTACT INFORMATION:

Chair: Giora Lavy, PMP
Giora.Lavy@Amdocs.com

PMI Staff Liaison: Becky Anderson
E-mail: Rebecca.anderson@pmi.org

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. Works toward building a sense of trust, productivity, and camaraderie within the committee.
- d. Develops agendas and ensures advanced distribution.
- e. Promotes consistent participation and timely connection to all teleconference meetings and addresses non-productivity within the Committee.
- f. Conducts meetings of the committee and directs the communication for committee matters.
- g. Works to ensure that meeting notes capture consensus agreement items and follow-up actions of the committee using the standard meeting notes template.
- h. Assigns tasks among the committee members, as necessary.
- i. Works with staff Liaison to develop final reports, proposals and supporting documentation for the committee accurately reflects the work of the committee and is submitted in a timely fashion.
- j. Addresses non-productivity within the committee.

PURPOSE OF A BOARD LIAISON:

- a) The Board Liaison will maintain a connection or provide a link between the Committee and the Board.

DEFINED ROLE OF A 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 President/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, President/CEO.

STAFF LIAISON ROLES & RESPONSIBILITIES:

The roles and responsibilities are valid as defined in the Committee Charter and are quoted here partly for convenience only:

- a) Serves as a focal point for communication and coordination with the Board and drafts a motion for Board Appointees.
- b) Reviews and approves any formal communication to candidates.
- c) Resolves issues and questions for the VAC.
- d) Participates in the lessons learned process to revise and improve the VAC process.