

## PMI EDUCATIONAL FOUNDATION BOARD STANDING COMMITTEE CHARTER

### COMMITTEE NAME:

## Nominating Committee

**CHARTER EFFECTIVE DATE & DURATION:** 1 January 2011 to 31 December 2011

### COMMITTEE PURPOSE:

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

Recruit a slate of qualified candidates for the PMI Educational Foundation (PMIEF) Board of Directors

### DELIVERABLES:

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

#### Annual/Ongoing Deliverables

- Review for understanding the PMIEF Bylaws, the PMIEF Rules of the Board, and the PMI Rules of the Board relevant to the annual election of PMIEF Board Directors by the PMIEF Board of Directors and the annual appointment of PMIEF Board Directors by the PMI Board of Directors.
- Review the PMI Board-approved criteria to be used by the PMI Board's Volunteer Appointee Committee (VAC) for candidates for PMI Board Support Committees, which for this purpose includes candidates to be appointed to the PMIEF Board of Directors by the PMI Board of Directors. The VAC is responsible for independently recommending to the PMI Board candidates for appointment to the PMIEF Board each year.
- Review existing PMIEF Board Director Candidate criteria and recommend any changes to the PMIEF Board of Directors for approval. Consider and, if appropriate, coordinate criteria with overall PMI Board-approved criteria for membership on PMI Board Support Committees utilized by the VAC.
- Develop and recommend a list of potential PMIEF Board Director Candidates for review by the PMIEF Board of Directors.
- Recruit and recommend qualified candidates for election by the PMIEF Board of Directors to replace outgoing PMIEF Directors in accord with the PMIEF By-laws.
- Work with the VAC in their independent role to identify candidates for appointment to the PMI Educational Foundation Board of Directors by the PMI Board of Directors to replace the outgoing previously-appointed PMIEF Directors.
  - Educate the VAC on the criticality of the PMIEF Board Director Candidate criteria
  - Offer potential candidate names to the VAC in a timeframe consistent with VAC's work process and coordinate with VAC on who will approach/interview which candidates (VAC or PMIEF NomCom). Ensure that candidates being considered by VAC have met VAC requirements for submission of information.
  - Assist the VAC in any way to support their responsibility to recommend qualified PMIEF Board Director Candidates to the PMI Board of Directors for approval.
- Interview and evaluate potential candidates that are not being interviewed and evaluated by VAC.
- Recommend changes to improve the work of the PMIEF Nominating Committee for the following year.

#### One Time Deliverables for 2011

- Recommend to the PMIEF Board one (1) qualified candidate for election to replace the outgoing, previously-elected PMIEF Director whose term of service ended 31 December 2010.
- Recommend to the PMIEF Board one (1) qualified candidate for election to replace the outgoing, previously-elected PMIEF Director whose term of service is ending 31 December 2011.
- Assist the VAC to identify two (2) qualified candidates for appointment by the PMI Board of Directors to replace the outgoing, previously-appointed PMIEF Directors whose terms of service are ending 31 December 2011.
- Develop a work plan with coordinating timeline to reflect the timetables of the VAC/PMI Board and the PMIEF NomCom/Board in their respective roles.
- Develop best practices for the on-going, annual work processes between PMIEF NomCom and VAC.

**CANDIDATE SELECTION CRITERIA:**

**PMIEF Elected Directors**

PMIEF Board-approved criteria to be used by the PMIEF Nominating Committee in their identification and recommendation of candidates to be elected by the PMIEF Board of Directors.

Required (“must”) Criteria:

- Available to serve on PMI Educational Foundation Board of Directors
- Possess basic knowledge of PMI Educational Foundation programs, products and services
- Past financial supporter of the PMI Educational Foundation
- Willing to financially support the PMI Educational Foundation annually
- Willing and enthusiastic to raise funds personally for PMI Educational Foundation and engage other top donors in fundraising
- Willing to speak publicly on behalf of the PMI Educational Foundation
- Willing to represent the PMI Educational Foundation at meetings with donors, community partners, program grantees, PMI Congresses, etc.
- Willing to participate with a growing/maturing foundation

Desired (“want”) Criteria:

- Consistent financial supporter of the PMI Educational Foundation
- Previous experience on a foundation or charity board of directors
- Past experience in a leadership role (volunteer or cabinet member) in a successful multi-million dollar fund raising campaign
- Previous experience leading globally/culturally diverse volunteer teams (especially virtually)
- Understanding of financials for a foundation
- Willingness and experience in effectively planning for a foundation’s future

**PMIEF Appointed Directors**

PMI Board-approved criteria to be used by the VAC in their identification and recommendation of candidates to be appointed by the PMI Board of Directors.

- Must be a PMI member in good standing for a minimum of two years.
- Currently not volunteering for any other PMI committee, component, project, etc.
- Has no conflict of interest with PMI
- Has successfully served, with distinction, in one or more of the PMI volunteer positions noted below:

<i>Successful experience in strategic volunteer assignments</i>	<i>Successful experience in high-level operational volunteer assignments</i>
PMI Board member	Member of a PMI MAG for a full term
Member of a PMI Board Support committee	Component regional mentor/mentor
	Chapter/SIG leader (chair, vice-chair, secretary, treasurer)
	Director or Deputy Director of a PMI Standards project

**ACCOUNTABILITY & REPORTING REQUIREMENTS:**

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

- Committee chair reports to the PMIEF Board at each meeting or as needed regarding the progress and challenges of the committee in accomplishing their deliverables.
- Accountable to the PMIEF Board of Directors through the Chair.

**RESOURCES & BUDGET:**

- Routine administrative support (conference calls, mailings)
- Access to boardsource.org

**COMMITTEE COMPOSITION:**

- Committee Chair from PMIEF Board
- Two committee members from the PMIEF Board
- One liaison from the PMI Board's Volunteer Appointee Committee [VAC]
- Staff liaison
- PMIEF Chair as *Ex-Officio* Member

**COMMITTEE & CONTACT INFORMATION:**

- Committee Chair: Debra Miersma - cell: 413-329-9264; [dmiersma10@nycap.rr.com](mailto:dmiersma10@nycap.rr.com)
- Committee members
  - John Patton - work: 503-223-3623; [john.patton@cadencemc.com](mailto:john.patton@cadencemc.com)
  - Kathy Shawver - cell: 419-610-7335; [kjshawver@gmail.com](mailto:kjshawver@gmail.com)
- VAC Liaisons - Ken Li, Lead Liaison, [kenli20031@yahoo.com](mailto:kenli20031@yahoo.com); CJ Walker Waite, Second Liaison, VAC Chair, cell: 206-551-5307; [cj.walker@att.net](mailto:cj.walker@att.net)
- Staff Liaison: Lew Gedansky – cell: 609-636-2903; [lew.gedansky@pmi.org](mailto:lew.gedansky@pmi.org)
- *Ex-Officio* Member – John Rickards, PMIEF Chair – cell: 678 429-9503; [jvrickards@aol.com](mailto:jvrickards@aol.com) and [john.rickards@vanderlande.com](mailto:john.rickards@vanderlande.com)

**COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:**

- a. Guides the committee in accomplishing the purpose and deliverables detailed in its charter and in accordance with the established policies of the Educational Foundation. Keeps the committee focused.
- b. Ensures a robust, proactive, and cooperative working relationship with VAC Liaisons.
- c. Ensures that all committee members are fully oriented on the committee purpose and deliverables.
- d. Develops a work plan that will allow the committee to effectively and efficiently discharge their responsibilities.
- e. Develops meeting agendas and conducts virtual or face-to-face meetings of the committee, as needed, and directs communication of committee matters.
- f. Ensures that meeting notes capture committee consensus agreement items and follow-up actions.
- g. Ensures all committee members are aware of and adhere to the process and timing established by the PMIEF Board for placing items on the PMIEF Board agenda for discussion and deliberation – that is, follows the PMIEF Board calendar, submits completed Board agenda template(s), ensures that Board agenda items are discussed and a straw vote taken in Board informal session, and ensures that motions are adjusted, as needed, before deliberation and voting in Board formal session.
- h. Works to build a sense of trust, productivity, and camaraderie within the committee.
- i. Assigns tasks among the committee members, as necessary.
- j. Works to ensure committee work is carried out between meetings.
- k. Develops and submits timely and accurate quarterly reports, final reports, proposals, and supporting documentation to the PMIEF Board reflecting the committee's work.
- l. Interfaces with the PMIEF Chair on matters impacting completion of the charter objectives.
- m. Represents the committee at PMIEF Board meetings/teleconferences.
- n. Works to build a sense of trust and productivity among committee members, between the VAC, and between other PMIEF committees.
- o. Addresses non-productivity within the committee.
- p. Reviews the charter at year's end and offers recommendations to the incoming committee chair for updates to the following year's charter.
- q. Transitions with the incoming committee chair.