

PMI EDUCATIONAL FOUNDATION BOARD STANDING COMMITTEE CHARTER

COMMITTEE NAME:

Nominating Committee

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

COMMITTEE PURPOSE:

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

Provide a slate of qualified PMI EF Board member candidates for approval

DELIVERABLES:

(Products the Committee is tasked to produce.)

Annual/Ongoing Deliverables

- Provide a qualified PMIEF Board member candidate to the PMI EF Board for approval

One Time Deliverables for 2009

- Provide a joint recommendation of one qualified PMIEF Board member candidate to the PMI Board of Directors for approval. This recommendation will be developed jointly between the PMIEF Nominating Committee and the PMI Board support committee VAC (Volunteer Appointment Committee)
- Develop PMIEF candidate criteria for review and acceptance by the PMIEF Board of Directors
- Develop and recommend a list of potential PMIEF Board candidates for review and acceptance by the PMIEF Board of Directors
- Develop weighting criteria for the candidate assessment process
- Interview, weigh, and recommend 1 qualified PMIEF Board of Director candidate to the VAC to put forth before the PMI Board of Directors for approval and 1 qualified PMIEF Board of Directors candidate to recommend to the PMIEF Board of Directors for election
- Recommend changes to improve the work of the Nominating Committee in 2010

ACCOUNTABILITY & REPORTING REQUIREMENTS:

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

- Committee chair reports to the PMI EF Chair regarding the progress and challenges of the committee in accomplishing their deliverables.
- Provides a written report to the PMI EF Board of Directors.
- Accountable to the PMIEF Board of Directors through the Chair.

RESOURCES & BUDGET:

- No expected budget required for the Nominating Committee work in 2009
- Access to boardsourcenet.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]

COMMITTEE CHAIR & CONTACT INFORMATION:

- Committee Chair – Kathy Shawver (Phone: (419) 610-7335, kjshawver@gmail.com)
- Committee members
 - Kay Fleischer
 - Bob Cook
 - VAC Liaison to be named

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 that all committee members are fully oriented on the committee purpose and deliverables.
- c. Develops a work plan that will allow the committee to effectively and efficiently discharge their responsibilities.
- d. Develops meeting agendas and conducts virtual or face-to-face meetings of the committee, as needed, and directs communication of committee matters.
- e. Ensures that meeting notes capture committee consensus agreement items and follow-up actions.
- f. Ensures all committee members are aware of and adhere to the process and timing established by the PMI EF Board for placing items on the PMI EF Board agenda for discussion and deliberation – that is, follows the PMI EF 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.
- g. Works to build a sense of trust, productivity, and camaraderie within the committee.
- h. Assigns tasks among the committee members, as necessary.
- i. Works to ensure committee work is carried out between meetings.
- j. Develops and submits timely and accurate quarterly reports, final reports, proposals, and supporting documentation to the PMI EF Board reflecting the committee's work.
- k. Interfaces with the PMI EF Chair on matters impacting completion of the charter objectives.
- l. Represents the committee at PMI EF Board meetings.
- m. Works to build a sense of trust and productivity between committee members and other PMI EF committees.
- n. Addresses non-productivity within the committee.
- o. Reviews the charter at year's end and offers recommendations to the PMI EF Board for updates to the following year's charter.
- p. Transitions with the incoming committee chair.