

PMI EDUCATIONAL FOUNDATION BOARD COMMITTEE CHARTER

COMMITTEE NAME:

PMIEF Program Committee

CHARTER EFFECTIVE DATE AND DURATION: November 15, 2008 to 31 December 2009

Version #: 4

Rev. Date: 27 February 2009

Description of Change: Clarification in grant \$amount approval and addition of Committee Chair Roles and Responsibilities

COMMITTEE PURPOSE:

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

- Responsible for:
 - Reviewing grant requests, recommending and making (bi-annual) approval/decline recommendations to the PMIEF Board. The Committee may approve grants up to and including \$50,000 independent of full Board approval. Grants exceeding \$50,000 require a vote of the full Board.
 - Reviewing funded initiatives and providing (quarterly) status reports to the PMIEF Board
 - Establishing the necessary policies and procedures to execute the functions listed above

DELIVERABLES:

(Products the Committee is tasked to produce.)

Annual/Ongoing Deliverables

- PMI EF Board agenda item regarding the recommended disposition of grant requests (bi-annually)
- PMI EF Board agenda item outlining the status of funded proposals (quarterly)
- Recommendation (annually - July) regarding the PMI EF Program Committee's budget for subsequent year

One-time Deliverables for 2008

- Approved list of Policies to be developed in support of the PMI EF Program Committee mandate, including:
 - Grant proposals to be assessed by Board vs grant proposals to be assessed by staff
 - Other policies to be developed?

One-time Deliverables for 2009

- Revised grant proposal template
- Documented grant proposal selection criteria
- Established reporting/tracking mechanism(s) for PMI EF funded initiatives
- PMI EF Program Committee communication plan

ACCOUNTABILITY AND REPORTING REQUIREMENTS:

(Reports to PMI EF 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 PMI EF Board of Directors through the Chair.

RESOURCES AND BUDGET:

- No expected budget required for the Program Committee work in 2009.

COMMITTEE COMPOSITION:

- Committee Chair from PMIEF
- Two Committee members from the PMIEF Board

COMMITTEE CHAIR AND CONTACT INFORMATION:

2008

Name: Debbie O'Bray
E-mail Address: dobray@shaw.ca
Work Phone: +1-204-254-1947

2009

Name: Kay M. Fleischer
E-mail Address: kayfleischer@hotmail.com
Work Phone: 312-618-0093

- Committee Chair - Kay M. Fleischer
- Committee Members
 - Kenneth Atwater
 - Jo Ferguson

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 incoming committee chair for updates to the following year's charter.
- p. Transitions with the incoming committee chair.