

PMI EDUCATIONAL FOUNDATION BOARD COMMITTEE CHARTER

COMMITTEE NAME:

PMIEF Program Committee

CHARTER EFFECTIVE DATE AND DURATION: 1 January 2011 to 31 December 2011

COMMITTEE PURPOSE:

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

Facilitate the strategic identification, implementation, and oversight of the charitable programs of the PMI Educational Foundation

DELIVERABLES:

(Products the Committee is tasked to produce.)

Annual/Ongoing Deliverables

- Provide focus and assure that the Program activities align with the vision and mission of the PMIEF through Grant Guidelines
- Review and, if needed, recommend changes to the nature, scope, desired outcomes, boundaries, policies, and procedures of the charitable programs of PMIEF
 - Major program areas
 - Specific programs
 - Grant making procedures including requirements, timing and approval levels
 - Grant performance expectations and protocols
- Provide oversight for the implementation of scholarships, awards and other grants
- Provide oversight of other non-funded Program activities
- Assure timely disposition of grant requests (bi-annually) subject to Program Committee or Board approval
- Provide PMIEF Board Agenda items covering Program Committee Update, status of funded proposals and non-funded programs, available program funds, and issues requiring Board discussion and/or approval
- Recommend budgets for programs and for the Program Committee for subsequent year
- Review and disposition grant requests, per approved thresholds, making (bi-annual) approval/decline recommendations to the PMIEF Board

One-Time Deliverables for 2011

- Develop and execute revised PMIEF Grant Communications Plan and related documents to include grantee reports, grant policy and grant application, Program Committee Update (as stated above), and internally-consistent committee documents
- Establish audit policy and procedure for use of program donations to ensure compliance with donor wishes
- Establish a secure location for storing committee related documents under version control
- Develop and present to the PMIEF board a staff discretionary spending policy as it relates to the Program committee
- Work with the PMI legal staff to develop and implement a disclaimer for products and tools developed for public use that are accessed via our web site.
- Work with legal staff to develop and implement a policy surrounding volunteers acting under the direction of PMIEF or local chapters concerning liability issues with regard to contact with children and various child protection laws

ACCOUNTABILITY AND REPORTING REQUIREMENTS:

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

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

RESOURCES AND BUDGET:

- No expected budget required for the Program Committee work beyond teleconferences in PMIEF Budget

COMMITTEE COMPOSITION:

- Committee Chair from PMIEF
- Two Committee members from the PMIEF Board
- PMIEF Chair as *Ex-Officio* Member
- PMIEF COO or PMIEF Executive Director
- PMIEF Program Administrator

COMMITTEE AND CONTACT INFORMATION:

- Committee Chair: Ken Atwater – cell- 708-227-6830; kenneth.atwater@ge.com
- Committee members
 - Jo Ferguson - 303-423-2072; jo@ccswa.com
 - Pedro Ribeiro - cell: +55 11 8339-8997; PedroCRibeiro@yahoo.com
 - Ken Hartley – cell 206-225-0063 work: 916-384-1474; hartley@pbworld.com
 - PMIEF Program Administrator Diane Fromm; work: 610-356-4600 ext 1128; diane.fromm@pmi.org
- *Ex-Officio* Members – John Rickards, PMIEF Chair; cell: 678 429-9503; jvrickards@aol.com and john.rickards@vanderlande.com; PMIEF Executive Director Lew Gedansky – cell: 609-636-2903; lew.gedansky@pmi.org

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/teleconferences.
- 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.