

PMI EDUCATIONAL FOUNDATION (PMIEF) BOARD CABINET CHARTER

PMIEF CABINET NAME:

THE PMI EDUCATIONAL FOUNDATION CAMPAIGN CABINET

CHARTER EFFECTIVE DATE AND DURATION: 1 March 2009 through 31 December 2010

Version #: 2	Rev. Date: 10 February 2009	Description of Change: Initial Charter
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CABINET PURPOSE:

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

Enhance the achievement of PMIEF Development Goals by

- Supporting PMIEF development through
 - Identification of potential major donors individually and/or collectively from professional and personal networks
 - Cultivation of potential major donors through focused meetings and/or other networking events
 - Solicitation of potential major donors
 - Stewardship of major donors
- Offering insight and advice on
 - Timing and level of fund raising campaigns
 - "Case for Giving" statements
 - Approaches to potential major donors
 - Recognition of major donors
 - Cultivation of potential donors
 - Solicitation of potential donors
 - Stewardship of donors

DELIVERABLES:

(Products the Cabinet is tasked to produce.)

Annual/Ongoing Deliverables

- Yearly meeting/teleconference to offer insight and advice on list above
- Identification, cultivation, solicitation, and stewardship of major donors

One-time Deliverables for 2009/2010

- Review PMIEF Program Areas, associated "case statement," campaign goals, and campaign status
- Identify potential major donors who should be solicited
- Conduct cultivation meetings and/or networking events
- Solicit major donors
- Steward major donors

ACCOUNTABILITY AND REPORTING REQUIREMENTS:

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

- Collaborates with the PMIEF Development Committee
- Reviews and tracks progress reports as prepared by the PMIEF Development Manager

RESOURCES AND BUDGET:

- As identified in the annual budget approved by the PMIEF Board of Directors.
- Supported by the PMIEF COO, PMIEF Executive Director, and PMIEF Development Manager

2009/2010 CABINET COMPOSITION:

- Laverne Johnson, IIL
- Joel Koppelman, Primavera
- David Frame, UMT
- John Patton, Cadence
- PMI Chapter representative #1 (PMI Washington DC Chapter)
- PMI Chapter representative #2 (PMI Sao Paulo, Brazil Chapter)
- PMIEF Board Development Committee Chair
- PMIEF COO and/or PMIEF Executive Director
- PMIEF Development Manager, (Executive Liaison for Campaign Cabinet)

As appropriate or necessary, cabinet composition may be adjusted by the PMIEF COO with consultation from the PMIEF Board Development Committee Chair

CABINET CHAIR AND CONTACT INFORMATION:**2009 - 2010**

Name: E. Laverne Johnson (proposed but neither solicited nor confirmed)

E-mail Address: laverne.johnson@iil.com

Work Phone: (212) 758-0177

CABINET CHAIR ROLES AND RESPONSIBILITIES:

- a. Guides the cabinet in accomplishing the purpose and deliverables detailed in the charter
- b. Leads meetings of the cabinet and directs the communication for cabinet matters.
- c. Works with Executive Liaison to ensure cabinet work is carried out between meetings.
- d. Represents the cabinet at PMIEF Board meetings as needed.

EXECUTIVE LIAISON ROLES AND RESPONSIBILITIES:

- a. Works in coordination with the Cabinet Chair to efficiently discharge the responsibilities of the cabinet.
- b. Supports the Cabinet members in their donor identification, cultivation, solicitation, and stewardship activities.
- c. Coordinates all administrative duties and ensures that an online community is established and maintained and that cabinet documents are appropriately archived
- d. Works in coordination with the Cabinet Chair to develop cabinet agendas, set meeting dates and locations, and communicate meeting requirements using the following criteria:
- e. Captures notes that reflect consensus agreements and follow-up actions.
- f. Ensures all reports, proposals, and supporting documentation are developed in a professional and timely manner.
- g. Coordinates and deploys any approved external communications.