



Elections 2022: Roles and responsibilities of to-be elected Board Members

1. ORGANISATIONAL STRUCTURE

PMI Luxembourg Chapter is organised as a Chapter without branches, in view of the small size of the country.

2. GOVERNANCE STRUCTURE

The Chapter governance is in the form of a Board of Directors formed by election by the membership. The Board roles of the Chapter are defined in the by-laws as follows:

- President
- **Vice President / Secretary**
- Director of Finance
- **Director of Membership and Volunteers**
- Director of Events and Professional Development
- Director of Marketing & Communication
- Past President (non-elected de-facto position, ex-officio Board member with no voting rights) with a one-year term

In September 2022, elections for a mandate of two years (i.e. from 1 January 2023 to 31 December 2024) will be held for the positions of **Vice President / Secretary and Director of Membership and Volunteers**.

The incoming elected Officers will begin a transition period in December 2022 onboarding in their new role. The call for candidates will be held in September 2022 and elections shall be held in November 2022.

A candidate may apply for multiple Board positions, however, may not combine the positions of President, **Vice President / Secretary** and Director of Finance.

Candidates' results shall be tabulated, rank-ordered by the number of respective votes received. If the candidate is elected for two roles (s)he did apply for, the position with the highest number of votes collected will be offered. In case of a draw, the current Board of directors will decide who gets the position by a majority vote. In case a sole candidate for a role is not elected (majority of negative votes), the current Board of Directors may appoint someone else ad interim until the next round of elections. This appointment does not count as part of the term.

3. COMMON RESPONSIBILITIES AND GENERAL ELIGIBILITY CRITERIA

All Board positions have, but are not limited to, the following common responsibilities:

- Attend a Chapter Leader Orientation session and become familiar with PMI's policy manual for chapters and the Chapter's by-laws before coming into Office in January.
- Plan, execute and monitor activities necessary to achieve the objectives set out in the Business Plan, in collaboration where necessary, with other Board members.



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- Engage with, lead, and provide feedback to the volunteers working in their area of responsibility.
- Act as liaison for all matters related to their position with other parties, such as PMI GOC, PMI EMEA, and other Chapters.
- Develop and implement a succession and transition plan with appointed volunteers.
- Attend the bi-weekly one to two-hour Board meetings and follow-up on any actions item in his/her area of responsibility.

The general eligibility criteria for any Board position are that each person nominated for a position on the Board:

- is a member of PMI and PMI Luxembourg Chapter latest by the end of the application period
- is willing to actively contribute to the development of the Chapter (on average, a minimum of four hours a week will need to be spent to properly fulfil the role), and is honest in expressing the time commitment she or he is able to make
- has read, signed, and delivered all PMI declarations and forms required for their Board position (Confidentiality Agreement and PMI® Conflict of Interest Questionnaire and Ethics Certification),
- is required, during his/her term as a Board Member, to renew membership to PMI and the Chapter no later than one month after the expiry date of each membership.

Further details of the responsibilities and additional eligibility criteria of the Officers of the Chapter Board can be found in Section 4.

4. TO-BE ELECTED OFFICERS OF THE CHAPTER BOARD

Following roles have a current mandate from January 2023 to December 2024 and are up for elections in 2021:

The **Vice President / Secretary is the Chief Operations Officer (COO)** of the Chapter, and has the following responsibilities and additional requirements for eligibility:

Responsibilities:

- Create/update and maintain the Business Plan in collaboration with the Board Members
- Ensure the continuing and effective operations of the Chapter, and of the execution by the Board members of their duties and responsibilities
- Develop and implement the Chapter's strategy, long-term goals and tactical operations plans
- Prepare the annual application for Chapter Charter renewal in collaboration with the Board
- Deputise for the President in case of unavailability
- Responsible for safekeeping of all governing documents (approved bylaws, articles of incorporation, charter agreement, board policies)
- Notice of all annual meetings shall be sent to all members 45 days in advance of the meeting, record actions at such meetings
- Prepare the agenda of Board meetings in collaboration with the President, schedule the Board meetings, and distribute the agenda to the Board



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- Attend the bi-weekly one to two-hour Board meetings and actively follow up on any actions item in his/her area of responsibility
- Act as secretary during all Board meetings in which he or she participates; where they do not participate, ensure that a Board Member acts as secretary
- Produce and distribute the meeting minutes, or ensure that the minutes are produced and distributed if another Board Member acted as secretary
- Develop and implement succession and transition plan

Leadership skills:

- Skilled in Strategic Planning and Process Execution
- Able to see the big pictures and lead by example
- Active Listening Skills
- Decision Making
- Excellent Writing Skills
- Time Management Skills
- Team Building Skills

Strategic and business management skills:

- Ability to Record Minutes
- Knowledge of Chapter Bylaws and Policies
- Knowledge of Meeting Procedures
- Knowledge of PMI Bylaws and Policies
- Knowledge of Records Retention Requirements
- Meeting Coordination

Estimated Volunteer Hours per Month: 15–25

Additional eligibility criteria: Chapter Member in good standing

The **Director of Membership & Volunteers** has the following responsibilities and additional requirements for eligibility:

Responsibilities:

- Identify, attract, and retain members
- Ensure communications with new and renewing members
- Answer general member/non-member information inquiries and other requests for assistance with membership and its benefits
- Conduct member satisfaction survey and assess results
- Update and maintain the Member Attraction and Retention Plans
- Communicate membership value through various delivery methods such as the Membership Benefits Package
- Define and document roles for volunteers for



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- support required for Board to execute tactical work
- spontaneous volunteer initiatives
- Election committee
- Long term succession planning: onboard people for board roles that come up for expiration
- Ad hoc help at events
- Recruit, engage and retain volunteers by providing tools, structure and standards required for their work
- Conduct volunteer satisfaction survey, assess results and take appropriate actions
- Update and maintain the Member and Volunteer Attraction and Retention Plans
- Communicate volunteering value through various delivery methods such as the Volunteer Engagement Toolkit

Strategic and business management skills:

- Data Analysis & Reporting
- Marketing Skills
- Proficient use of Survey Tools/Market Research/Demographic Research
- Ability to match volunteers' skills with interests, or identify a development path
- Understanding of Volunteer Recognition and Appreciation Programs

- Proficiency in using PMI Chapter Reporting System (CRS) and Volunteer Resource Management System (VRMS)- Training will be provided after election.

Leadership skills:

- Persuasion/Motivation Skills
- Public Speaking and Presentation Skills
- Ability to Delegate Effectively
- Coaching and Mentoring
- Team Building Skills
- **Fluency in English and French.**
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Estimated volunteer hours per month: 25-35

Additional eligibility criteria: none