



Policy and Procedure Manual

January 2022

Table of Contents

Introduction:

- Board Member Code of Conduct4**
- Board Training Policy6**
- Budget Formulation Policy8**
- Budget Execution Policy.....10**
- Partnership Program12**
- Reserve Program14**
- Volunteer Acknowledgement of Significant Life Events16**
- Annual Policies and Procedures Review18**
- Confidentiality Policy20**
- Document / Data Retention Policy22**
- Intellectual Property Policy25**
- Social Media Policy26**
- Volunteer Event Participation Policy 28**
- Website Content Policy 30**
- Board Structure Policy..... 32**
- Board Structure and Meeting Definitions 33**
- Position Descriptions 35**

Greetings Board Members and Chapter Volunteers!

Thank you for your continued dedication and commitment to the Project Management Institute, Washington, D.C. Chapter. As Chapter volunteers, it is your duty to uphold PMI's Code of Ethics as a Project Management Professional and volunteering with the Washington, DC Chapter.

As an organization, we have developed policies that must be followed to ensure compliance with PMI, PMIWDC's Charter with PMI, and PMIWDC's Chapter Bylaws.

Who needs to review this document?

PMIWDC Board Members – All PMIWDC Board members (President/CEO, Chair Elect/COO, Past Chair, All Vice-Presidents, and the Trustee) must review all policies within this document in order to be fully compliant.

PMIWDC AVP and all Chapter Volunteers - Assistant Vice Presidents, all chapter volunteers, and local community volunteers must review the following policies within this document in order to be fully compliant with PMI and PMIWDC policies and bylaws. Individuals are welcome to review all, but at a minimum must review the following:

Annual Policy Review

Confidentiality Policy

Data and Document Retention

Intellectual Property

Social Media

Volunteer Event Participation

Website Content Policy

Board Structure Policy

SUBJECT:	Board Member Code of Conduct
Effective Date:	January 8, 2022
Bylaw Reference:	Article II, Section 1, 2, 3; Article IV, Section 1; Article V, Section 2G
Procedure Number:	1
Purpose	The Board of Directors Code of Ethics (the “Code”) serves as a code of conduct for all Board members. Violations of the Code may result in sanctions imposed under the Procedures for Review of Board Member Conduct (the “Procedures”). Members of the Board affirm their endorsement of the Code and acknowledge their commitment to uphold its principles and obligations by accepting and retaining membership on the Board.
Procedure:	<p>Members of the Board (including ex officio members of the Board) shall abide by and conform to the following code of conduct in their capacity as Board members at all times:</p> <ol style="list-style-type: none"> 1. Each member of the Board will abide by the PMIWDC Members’ Code of Ethics, and all other rules and regulations established by the Chapter (including but not limited to the Chapter’s Articles of Incorporation, Bylaws, Policies) and ensure their Chapter membership remains in good standing at all times. 2. All board members shall obey all applicable federal, state and local laws and regulations. 3. Board Members shall conduct the Chapter’s business affairs in good faith and with honesty, integrity, due diligence, and reasonable competence. 4. Board Members shall not engage in or facilitate any discriminatory or harassing behavior directed toward Chapter staff, members, Board Members, directors, meeting attendees, exhibitors, advertisers, sponsors, suppliers, contractors or others in the context of activities relating to the Chapter; 5. Members of the Board will exercise proper authority and good judgment in their dealings with Chapter staff, suppliers and the general public and will respond to the needs of the Chapter’s members in a timely, responsible, respectful and professional manner. 6. No Board member shall misuse Chapter property or resources and shall keep the Chapter’s property secure; and while in their possession ensure unauthorized use of such property.

SUBJECT:	Board Member Code of Conduct
Procedure	<p>7. Each member of the Board shall use his or her best efforts to regularly participate in professional development activities and perform assigned duties in a professional and timely manner pursuant to the Board’s direction and oversight.</p> <p>8. The Board dedicates itself to leading by example in serving the needs of the Chapter and its members, and in representing the interests and ideals of the project management industry at large.</p> <p>9. No member of the Board shall persuade or attempt to persuade any employee of the Chapter to leave the employ of the Chapter or to become employed by any person or entity other than the Chapter. Furthermore, no member of the Board shall persuade or attempt to persuade any member, exhibitor, advertiser, sponsor, subscriber, supplier, contractor, or any other person or entity with an actual or potential relationship to or with the Chapter to terminate, curtail or not enter into its relationship to or with the Chapter, or to in any way reduce the monetary or other benefits to the Chapter of such relationship.</p>
Affective Parties:	Members of the Board (including ex officio members of the Board)
Supporting Documents:	PMI’s Code of Ethics and Professional Conduct PMIWDC Bylaws

Policy Title:	Board Training Policy
Effective Date:	January 8, 2022
Bylaw Reference:	Article V, Section 1 and Section 4
Procedure Number:	1
Purpose:	<p>It is the PMIWDC’s Board responsibility to establish and review, at least annually the PMIWDC’s governing documents (Strategic Plan, Bylaws, and Policies) to ensure relevance and effectiveness, and to propose any required changes, and to ensure the Chapter leaders understand their crucial role in the organization’s success.</p> <p>The <i>PMIWDC Board Training Policy</i> is intended to:</p> <ul style="list-style-type: none"> • Prepare the Board for their Chapter leadership positions, their fiduciary duties, and responsibilities; build a strong leadership team; and enable new Board members to quickly understand their responsibilities as Board members. • Facilitated discussion of governing documents to include the interrelationship between the Chapter Bylaws, Strategic Plan, and active policies and how they support each other • PMIWDC Board Orientation session to include overview of the functional areas, Board member roles, responsibilities, and expectations, and interrelationship • Additional Leadership training provided by the Chapter and/or PMI on topics such as effective leadership strategies, effective communication strategies, Team leadership, Volunteer/Staff engagement, Team motivation
Procedure	<p>Implementation of the <i>PMIWDC Board Training</i> requires the following activities to occur within each calendar year:</p> <ul style="list-style-type: none"> • Prior to the first January board meeting <ul style="list-style-type: none"> ○ the Board will finalize and approve the annual training budget. ○ the VP of Operations Services will validate that all relevant Chapter governing documents are properly stored and identified in the Chapter’s document repository. • No later than January 31 of each year, the Chair/CEO will task all board members with a review/refresher of the governing documents. • No later than May 31 of each year, all Board members will have completed the online PMI leadership training related to governance of the PMIWDC Chapter. • The Chair / CEO will invite the Board to attend the PMI LIM and Region 5 Leadership meetings at the Chapter’s expense.
Affected Parties	PMIWDC Board members and Associate Management Company staff

Policy Title:	Board Training Policy
Supporting Documents	<ol style="list-style-type: none">1. PMI and PMIWDC Strategic Plans2. PMIWDC Bylaws3. Chapter's Policies and Procedures Manual

Subject:	Budget Formulation Policy
Effective Date:	January 8, 2022
Bylaw Reference:	Article V, Section 1 and Section 4 ; Article VIII, Section 1 and Section 3
Procedure Number:	1
Purpose	This policy outlines how the annual PMIWDC budget is created.
Procedure	<p>The Board will handle issues that arise as a result of non-compliance with this policy or if there are any questions about the policy or the approved budget.</p> <ol style="list-style-type: none"> 1. Annual budget preparation for the next fiscal year (beginning January 1) will start no later than June 30 of the preceding year. 2. The Chair will provide the Board with budgetary guidelines and any other documentation deemed necessary for the creation of the annual budget, i.e., Operational plan. 3. Prior to the August Board meeting, the VP of Finance will provide the Board a draft working copy spreadsheet, based on current years' revenue and spending, for the VPs to edit and provide the upcoming year's projected budget. 4. No later than September 30, each board member will edit the Finance VP-provided spreadsheet and save their proposed budget to the appointed document repository/collaboration site for review. 5. The Chair and the VP of Finance will review the proposed budgets and will make any proposed changes to achieve a balanced budget. These changes will be communicated to the Board for their review and comments no later than October 31. 6. The Board will have until November 15 to provide comments and/or recommend changes to the annual budget. If no comments are provided, it will be assumed that the VP has agreed to the proposed budget. If the functional area VP provides comments, the VP of Finance may accept the changes as long as the budget remains balanced and the changes do not affect another functional area. If the proposed change cannot be agreed upon, the proposed change must be documented and presented to the incoming Board. 7. The revised annual budget, along with all proposed changes and those not initially accepted by the VP of Finance and Chair, must be presented to the incoming Board by December 1. The incoming Board will review all proposed changes.

Subject:	Budget Formulation Policy
	<p>8. Once the incoming Board of Directors is officially in place (January 1), the Board will meet and approve the Chapter's Annual budget no later than January 31 of the current calendar year.</p> <p>If a budget cannot be approved by January 31 of the current year, all financial initiatives, other than those expenses previously contracted and committed, must be approved by the Board on a case-by-case basis.</p>
Affected Parties	Board members and the Chapter's Association Management Company (AMC) shall comply with this policy.
Supporting Documents	PMIWDC Bylaws

Subject:	Budget Execution Policy
Effective Date:	January 8, 2022
Bylaw Reference:	Article V, Section 1 and Section 4 ; Article VIII, Section 1 and Section 3
Procedure Number:	2
Purpose	The Board is responsible for the creation and approval of an annual budget at the start of each calendar year. This document will outline how changes may be made after the budget has been approved by the board.
Procedure	<p>Definitions - For the purposes of this policy, the following definitions apply.</p> <p>The term “funds” or “funding” refers to monetary resources required (expenses to the chapter) to support for a new initiative or changes being made to a previously approved initiative.</p> <p>This document will outline the best practices which have been adopted and are already in use by PMIWDC.</p> <ol style="list-style-type: none"> 1. Once the annual budget is approved by the Board, each Vice President has full authority to move funds from one line item to another within his/her budget as long as it is fair, reasonable, honest, and makes good business sense for the Chapter, in consultation with the Chair. This includes establishing pricing for events within a functional area. 2. Any new initiative or changes being proposed to a previously approved initiative that can be funded within the approved budget within a functional area must be documented by a proposal form and presented to the Board for informational purposes (no vote required). 3. If a Vice President cannot find funding for their initiative in the approved annual budget, the proposal form must be brought to the Board of Directors for review/approval. If approved, the COO has the authority to work with other VPs to move funds within and between functional areas to fund the proposed initiative up to a dollar amount equal or less than 5% of the entire PMIWDC budget (e.g., up to \$50,000 of a \$1M budget). This applies to each new initiative or changes being proposed to a previously approved initiative proposed by Board. 4. If a new initiative or a change being proposed to a previously approved initiative (documented by the proposal form) exceeds the 5% allowance stated above and additional funding is needed, the initiative is presented to

	<p>the Board to determine if the funding can be found in the overall budget or in the reserves.</p> <p>5. VPs should be prepared to address variances exceeding 3% at the monthly Board meetings and during the mid-year budget review. The VP Finance shall report deviations exceeding 5% of the total budget to the Board, as needed.</p> <p>Increases in revenue from a new initiative or changes made to a previously approved initiative are not subject to additional approval unless expenses related to the increase in projected revenue fall within the scope of this policy.</p> <p>The Board will handle issues that arise as a result of non-compliance with this policy or if there are any questions about the policy or the approved budget.</p>
Affected Parties	Board members and organizations hired by or working on behalf of the PMIWDC Chapter, shall comply with this policy
Supporting Documents	PMIWDC Bylaws

Subject:	Partnership Program
Effective Date:	January 8, 2022
Bylaw Reference:	Article III, Section 2 ; Article VIII, Section 3
Procedure Number:	1
Purpose	The purpose of the Partnership policy is to establish and promote consistent implementation of PMIWDC's partnership objectives and processes related to academic, corporate, and non-profit organizations
Procedure:	<p>For the purposes of this policy, the following definitions apply.</p> <p>Sponsorship is one-way (benefactor to beneficiary). Sponsorship is usually about giving money, goods, services or connections to a cause or event. A sponsorship exists when one entity provides financial support to another to achieve promotional advantages.</p> <p>Partnership is, ideally, mutually beneficial and two-way. A partnership occurs when each entity shares in the responsibilities, risks, and benefits of the relationship (collaborative).</p> <ol style="list-style-type: none"> 1. Sponsors may be acquired for all Chapter events, including, but not limited to, PM Tools, breakfast meetings, PM Symposium, professional development events, luncheon meetings, and local community events. 2. No later than March of each fiscal year, the VP Partnership Management shall communicate <i>Sponsorship Program offerings</i> and benefits to the Board, Chapter members, and sponsors. 3. Each quarter, the responsible VP of Partnership Management will report on the status of all acquired sponsors and revenue year-to-date.
	<ol style="list-style-type: none"> 4. The Chapter <i>shall not</i>: <ul style="list-style-type: none"> • Endorse products or services of any organization (except PMI® or PMI® Components) • Co-brand products, services, or events with any organization (except PMI or PMI® Components) • Co-sponsor services or events of any for-profit organization • Enter into an agreement with organizations that neither promote the project management profession nor abide by the PMI® member code of ethics • Provide access to the PMI® member directory as a Sponsor benefit • Agree to mass-mail distribution to PMIWDC members as a Sponsor benefit • Include email advertising as a Sponsor benefit, however, email and website banner advertising can be purchased from PMIWDC.

Affected Parties	PMIWDC Board Members and the Partnership Management team
Supporting Documents	PMI® Code of Ethics and Professional Conduct PMI Chapter Bylaws,

Subject:	Reserve Policy
Effective Date:	January 8, 2022
Bylaw Reference:	Article V, Section 1 and Section 4 ; Article VIII, Section 1 and Section 3
Procedure Number:	1
Purpose:	This policy defines the PMIWDC Board’s responsibility and establishment of the Chapter reserve boundaries. The Board has a responsibility to manage its discretionary funds (also referred to as reserves or net assets) prudently so the Board can fund programs and events that will enhance the membership experience.
Procedure	<p>The PMIWDC Board must approve the use of all reserves.</p> <ol style="list-style-type: none"> 1. Reserves shall be maintained primarily in the interest of PMIWDC but also to comply with PMI requirements for annual charter renewal. 2. Reserve analysis shall be conducted at least every 5 years, at the level appropriate for this chapter 3. Reserves may be maintained in cash, short term cash equivalents and / or investments to provide safety, and liquidity. 4. Reserves shall be equal to 6 months of chapter expenses (one half of annual board budget). 5. A portion of the reserves may be invested in accordance with PMIWDC’s Investment policy with the expectation that investments will be exercised with the care, skill, prudence, and diligence, that a prudent person, acting in like capacity and familiar with such matters, would use in the investment of a fund. 6. The account access shall be limited to the Chair (CEO/President), Chair Elect and VP, Finance. <p>If financial Reserves are less than 6 months of expenses: In the event that the current / projected financial reserves do not meet the established minimum requirement, the annual budget must include a plan to increase the reserves to meet the minimum within the next 18 months.</p> <p>If financial Reserves are more than 6 months of expenses but less than 24 months of expenses: In the event that the current / projected financial reserves exceed 6 months of annual spend, the PMIWDC Board of Directors must enhance approved Chapter Programs, in excess of the annual budget, which will result in a drawdown of the reserves.</p>

Subject:	Reserve Policy
Procedure Continued:	<p>If financial Reserves are more than 24 months of expenses: In the event that the current/projected financials reserves will exceed 24 months of annual spend, the PMIWDC Board of Directors will do the following:</p> <ol style="list-style-type: none"> 1. Consult with auditor and/or attorney on tax-exempt obligation to spend reserves and if the chapter is in danger of failing to comply with its tax-exempt status 2. Identify opportunities to provide financial assistance to sister chapters 3. Reduce event and annual membership dues prices to a level where the budget and reserves are drawn down under 24 months of expenses. 4. Holdings: The financial reserves will be held in the Chapter’s checking / savings accounts and / or in other approved appropriate financial instruments, per the Chapter Investment Policy. At least 75% of the reserve must be maintained in cash to be immediately available, should an urgent need arise. The VP Finance will complete a thorough reserve analysis at least every 5 years and report to Board in the first quarter of each new fiscal year (FY) progress and path forward
Affected Parties	Board members shall comply with this policy
Supporting Documents	PMIWDC Investment Policy PMI Charter to PMIWDC

Subject:	Volunteer Acknowledgement of Significant Life Events
Effective Date:	January 8, 2022
Bylaw Reference:	Article V, Section 1 and Section 4
Procedure Number:	1
Purpose	The purpose of this policy is to guide the Board in acknowledging and responding to significant life events (birth, marriage, and death) and traumatic injury or illness of a current PMIWDC volunteer, board member (current or former), and/or their immediate family member.
Procedure:	<p>The scope of this document will outline how PMIWDC Volunteers, Board members, and their immediate family member are acknowledged / remembered in a significant life event. For the purposes of this policy, the following definitions apply:</p> <p>Definitions:</p> <p>PMIWDC Volunteer – Any current and active volunteer, recognized in the Volunteer Relationship Management System (VRMS), who has served greater than one year for the chapter. Additional discretion can be left up to the respective functional area VP.</p> <p>PMIWDC Board Member – Any current volunteer who has been nominated to serve as an AVP, appointed by the Chair, or elected by membership to serve as a board member.</p> <p>PMIWDC Past Board Member – Any former PMIWDC volunteer who served on the board and whose term ended within two years of such significant life event.</p> <p>Immediate Family Member – Spouse, Child, or Parent of PMIWDC Volunteer, Board Member, or Past Board Member</p> <ol style="list-style-type: none"> 1. Operations Services may hold a line item in their budget for <i>volunteer remembrances and acknowledgements</i>. 2. Each functional area VP may notify the Board, for awareness, when a life event occurs, and obtain approval from the Ops Services VP before purchasing or committing funds. 3. The functional area VP will be responsible for purchasing the card and appropriate gift and will charge the expense to Operations Services, <i>volunteer remembrances and acknowledgements</i> line item.

Subject:	Volunteer Acknowledgement of Significant Life Events
Policy Description	<p>Marriage: All volunteers may receive a card from and signed by their respective functional area plus the Board Chair and Chair-Elect.</p> <p>Births: All active volunteers, serving greater than one year, who experience the birth or adoption of a child may receive a card and a gift not to exceed \$50 in value from their respective functional area and the Board Chair and Chair-Elect.</p> <p>Death: The immediate family of an active PMIWDC volunteer who succumb to death, may receive a card signed by the Board, a gift not to exceed \$100 in value which may be in the form of a floral arrangement; or a donation to <i>PMIef</i>, another Project Management organization, or a social good organization PMIWDC supports in the name of the deceased.</p> <p>Death of an immediate family member: All families of active volunteers may receive a card signed by their functional area and the Board Chair and Chair-Elect, a gift not to exceed \$100 in value which may be in the form a floral arrangement; or a donation to <i>PMIef</i>, another Project Management organization, or a social good organization PMIWDC supports in the name of the deceased.</p> <p>Traumatic injury or illness of volunteer: All volunteers active on the Board or in any functional area, may receive a card signed by their functional area and the Board Chair and Chair-Elect, and a gift not to exceed \$50 in value.</p>
Affected Parties	PMIWDC Volunteers, Board members, and immediate family member.
Supporting Documents	None

Subject:	Annual Policies and Procedures Review
Effective Date:	January 8, 2022
Bylaw Reference:	Article V, Sections 1 and 4
Procedure Number:	1
Purpose	The Annual Policies and Procedures Manual is designed to complement the Project Management Institute Washington, D.C. (PMIWDC) Chapter (The Chapter) Bylaws. The Manual shall be reviewed annually by the Trustee and updated as needed by the VP of Strategy and Governance. All modifications and amendments shall be presented and ratified by the Board at regularly scheduled chapter business meetings.
Procedure	<p>(PMIWDC) Board of Directors, volunteers, and the Chapters' Association Management Company staff shall review and understand the chapters policies and bylaws to ensure proper governance and compliance.</p> <ol style="list-style-type: none"> 1. In September of each calendar year, the Chair will appointment the Trustee to review all policies and bylaws prior to year-end to ensure all documentation is up to date and current. 2. At the November Board meeting. The Trustee will present a list of current reviewed policies and provide an overview of recommended changes for each policy and further recommendation on policies to be added or removed with rationale for all changes recommended. The Board will determine what recommendations to follow and direct the VP Strategy and Governance to execute the revisions as agreed. 3. The Board members will determine if additional policies are needed. The Strategy and Governance functional area (FA) team will develop any additional policies as needed in concert with the appropriate Board member(s). 4. At the first board meeting of the new year, the VP of Strategy and Governance will present all recommended changes to the Annual Policies and Procedures Manual and any new polices with action to adopt such changes by the next meeting. 5. The VP of Strategy and Governance will execute all updates as directed by the Board and ensure the VP of Operations Services archives all documents on the Chapters shared repository. <p>Additional policies may be added throughout the year as the board deems necessary and appropriate.</p>
Affected Parties	Board members, all volunteers, and the Chapter's Association management company shall comply with this policy

Supporting Documents	Annual Policies and Procedures Manual PMIWDC Bylaws PMI and PMIWDC Strategic Plans
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Subject:	Confidentiality Policy
Effective Date:	January 8, 2022
Bylaw Reference:	Article V, Section 1 and Section 4
Procedure Number:	1
Purpose	Board members and chapter volunteers must maintain the confidentiality of sensitive and/or proprietary information obtained as a result of their service to PMIWDC.
Procedure	<p>CONFIDENTIAL INFORMATION includes all information, in oral, print or electronic form, that relates to the work of the Chapter. Information may include but is not limited to: organizational processes; membership; finances; personnel matters; communications with PMIWDC's legal counsel or professional consultants; pending litigation; matters involving enforcement of the governing documents or policies of PMIWDC; and pending negotiations for transactions involving PMIWDC.</p> <ul style="list-style-type: none"> a) All Confidential Information is the legal property of the Chapter and should reside only on Board-approved repositories. All Confidential Information should be maintained in strict confidence by the Board member both during his/her term of service and upon the expiration of the Board member's term. b) Board members may not disclose any matters addressed in executive session to any person not entitled to participate therein. c) Board members may not disclose to anyone outside any confidential or proprietary information obtained as a result of Board service. d) Board members may not, in disclosing anything about the Board's deliberations, discuss or disclose the votes of the Board or of individual Board members (including his/her own) unless the Board has made these votes public. e) Board members may not disclose Board actions or deliberations if the Board has determined to defer announcement of that action or to control the dissemination of that information. f) Board members may not disclose any written communications from legal counsel that have been denoted as a confidential document.

Subject:	Confidentiality Policy
Procedure (Continued)	<p>g) Board members shall not disclose to any person Confidential Information (defined above) under any circumstances not on the Board without the express consent of a majority of the Board voting at a duly convened meeting of the Board.</p> <p>h) In any instance when a Board member might be uncertain about the confidentiality requirements, and in order to minimize the possibility of inadvertent disclosure, Board members shall consult with the Chair or Chair Elect before disclosure to any third party that might arguably release Confidential Information.</p>
Affected Parties	Board members, all member volunteers, and the Chapter's Association management company shall comply with this policy
Supporting Documents	PMI's Code of Ethics and Professional Conduct

Subject	Document / Data Retention Policy																											
Effective Date	January 8, 2022																											
Bylaw Reference	Article V, Section 1 and Section 4																											
Procedure Number	1																											
Purpose	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> • Identify the types of information to retain • Establish the data and document retention • Establish a retention method • Provide guidance to volunteers in retaining data and documents 																											
Procedure	<p>This policy provides PMI® guidelines on the types of information and the time period the information should be retained.</p> <p><u>Definitions</u></p> <p>Data: General term which applies to all forms of electronic medium: email, text files, sound and movie files, pictures, video, graphics, PDF files, music, and all other forms of formatted electronic documents</p> <p>Documents: Any written, electronic or printed, material of factual or informative nature</p> <p>The terms data and documents within the context of this policy are interchangeable and have similar meaning.</p>																											
Procedure:	<table border="1"> <thead> <tr> <th><u>DESCRIPTION</u></th> <th><u>RETENTION</u></th> </tr> </thead> <tbody> <tr> <td>Board Reports (not included with minutes)</td> <td>3 years</td> </tr> <tr> <td>Conference/Seminar Planning Records</td> <td>3 years</td> </tr> <tr> <td>Correspondence (general)</td> <td>3 years</td> </tr> <tr> <td>Duplicate deposit slips (not needed; deposits are recorded in the reconciliation shown below)</td> <td>3 years</td> </tr> <tr> <td>Election Records</td> <td>3 years</td> </tr> <tr> <td>Internal audit reports</td> <td>3 years</td> </tr> <tr> <td>Membership Rosters</td> <td>3 years</td> </tr> <tr> <td>Program Planning Files</td> <td>3 years</td> </tr> <tr> <td>Volunteer records</td> <td>3 years</td> </tr> <tr> <td>Bank reconciliations</td> <td>3 years after audit</td> </tr> <tr> <td>Cancelled checks</td> <td>3 years after audit</td> </tr> <tr> <td>General Ledgers</td> <td>3 years after audit</td> </tr> </tbody> </table>		<u>DESCRIPTION</u>	<u>RETENTION</u>	Board Reports (not included with minutes)	3 years	Conference/Seminar Planning Records	3 years	Correspondence (general)	3 years	Duplicate deposit slips (not needed; deposits are recorded in the reconciliation shown below)	3 years	Election Records	3 years	Internal audit reports	3 years	Membership Rosters	3 years	Program Planning Files	3 years	Volunteer records	3 years	Bank reconciliations	3 years after audit	Cancelled checks	3 years after audit	General Ledgers	3 years after audit
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Procedure (Cont'd):

<u>DESCRIPTION</u>	<u>RETENTION</u>
Board Reports (not included with minutes)	3 years
Conference/Seminar Planning Records	3 years
Correspondence (general)	3 years
Duplicate deposit slips (not needed; deposits are recorded in the reconciliation shown below)	3 years
Election Records	3 years
Internal audit reports	3 years
Membership Rosters	3 years
Program Planning Files	3 years
Volunteer records	3 years
Bank reconciliations	3 years after audit
Cancelled checks	3 years after audit
General Ledgers	3 years after audit
Invoices from vendors	3 years after audit
Invoices to customers	3 years after audit
Marketing program files	4 years
Newsletters	4 years
Tax filings	7 years
Confidentiality Agreements	ACT+ 2*
Insurance policies	ACT+3 years**
Contracts and leases	ACT+5 years**
Annual Reports	Life of Organization
Articles of Incorporation	Life of Organization
Auditor's report	Life of Organization
Contribution Records	Life of Organization
Financial statements	Life of Organization
Governing documents	Life of Organization
Legal Files and Court Orders	Life of Organization
Meeting Minutes	Life of Organization
Property Records	Life of Organization
Trade mark registrations	Life of Organization
Strategic/Long Range Planning files	SUP+2 years
Policies and procedures	SUP+3 years

Note: * - ACT means after end of term or assignment
 ** - ACT means until cancellation or termination
 SUP means superseded

Subject	Document / Data Retention Policy
Affected Parties	Board members, all member volunteers, and the Chapter's AMC
Supporting Documents:	None

Subject:	Intellectual Property Policy
Effective Date:	January 8, 2022
Bylaw Reference:	Article I and Article II
Procedure Number:	1
Purpose	This policy defines how PMIWDC will respond to unauthorized use of its intellectual property. The chapter's intellectual property consists of its name ("PMI Washington DC Chapter, Inc.") and, by extension, the PMIWDC logo as granted the right to use by the PMI Headquarters.
Procedure	<p>PMIWDC Board of Directors, volunteers, and the Chapters' Association Management Company staff are responsible for ensuring the Chapter's name and logo are not utilized without permission.</p> <ol style="list-style-type: none"> 1. Upon determination, an individual or an organization has used the chapter's intellectual property without permission, the VP of Technology will notify the person and/or organization and request they cease using chapter intellectual property. 2. If the situation involves a social networking site (Facebook, etc.), and the person does not cease, the VP of Technology will file a complaint with the social networking site. 3. If the problem persists, the Chair will bring the issue to the Board, which will determine whether or not a complaint should be brought before the PMI Ethics Review Committee.
Affected Parties	Board members, all volunteers, and the Chapter's Association Management Company shall comply with this policy
Supporting Documents	PMIWDC Charter with PMI

SUBJECT:	Social Media Policy
Effective Date:	January 8, 2022
Bylaw Reference:	Article V, Section 1 and Section 4
Procedure Number:	1
Purpose	<p>The PMIWDC Social Media Policy supports and encourages the use of web-based collaboration and information sharing tools (“social media”) used to support the chapter’s mission, goals, and operations.</p> <p>PMIWDC’s use of social media shall enable the chapter’s development of community collaboration and participation for both chapter operations and enhancing the professionalism of project management.</p>
Procedure	<p>Definitions - For the purposes of this policy, the following definitions apply.</p> <p>Social Media: Any of several individual web-based applications that aggregate users who can conduct one-to-one and one-to-many conversations.¹</p> <p>Medium (or media): A single social media site or platform, such as Facebook.com or Twitter.com</p> <p>Channel: A single identity or account within a medium. The proper use and management controls of social media tools by the chapter is to communicate with chapter members and with the community at large.</p> <ol style="list-style-type: none"> 1. The activity and control of social media is maintained by the Board. The Board shall delegate this authority to the Director of Communications who is responsible for representing the chapter’s social media communications. <ol style="list-style-type: none"> a. Board Members may request the Communications committee to establish multi-media channels as appropriate for the purposes of their Functional Area.

SUBJECT:	Social Media Policy
Procedure (Cont'd)	<p>b. The Director of Communications is responsible for developing and educating its committee volunteers on the proper use of all social media channels as to its purpose and content, and</p> <ul style="list-style-type: none"> • Define the nature of the content to be expected • Monitor all content for exceptions to this policy • Restate that only the authorized owner speaks for the chapter, to include the statement <i>“The views expressed by participating users of this forum do not necessarily represent the views of the chapter board or its membership at large.”</i> <p>c. PMIWDC reserves the right to remove content that is inappropriate, offensive, or spam</p> <p>2. All social media uses must comply with the following:</p> <ul style="list-style-type: none"> a. Be consistent with PMI Policy. b. Protect confidential and proprietary information. Those who share confidential information or proprietary information do so at the risk of legal action and consequence. c. Respect copyright and fair use. When posting, be mindful of the copyright and intellectual property rights of others and of PMIWDC. d. Not use PMIWDC logos for endorsements, on personal social media sites, to promote a product, cause, or political party or candidate. e. Obey the Terms of Service of any social media platform employed. f. Not be used to advertise personal or business training, services, or products unless permitted by the Board and/or a partnership agreement is in place. <p>3. The Director of Communications will maintain an inventory of approved social media channels: its purpose, authorized users and its owners.</p> <p>4. The Director of Communications will also maintain a list of inactive accounts on non-approved social media channels, for the purposes of maintaining control of “PMIWDC” and related names on these media.</p>
Affected Parties	Board members, all member volunteers, and the Chapter’s Association management company shall comply with this policy
Supporting Documents:	PMI’s Social Media Policy

Policy Title:	Volunteer Event Participation Policy
Effective Date:	January 8, 2022
Bylaw Reference:	Article V, Section 1 and Section 4
Procedure Number:	1
Purpose	PMIWDC is a volunteer-run organization focused on delivering value to its membership. Large or revenue-generating events require advance planning and judicious use of resources to ensure value is delivered to its members. The purpose of this policy is to set expectations for PMIWDC-volunteer participation during PMIWDC sponsored, organized, and executed events.
Procedure	<p>The Functional Area VP responsible for the revenue-generating event (e.g., dinner meetings, PM Symposium) shall:</p> <ul style="list-style-type: none"> • Develop a project planning document utilizing the planning template (stored in chapter templates) outlining the number of volunteers required and their roles, as well as budget, event logistics and location information. • Determine the benefits each volunteer will receive based on their participation and role. <p>Volunteers not included in the project plan may attend revenue-generating events to deliver member value (e.g., New Member Welcome committee, Marketplace, etc.). In these cases, the respective FA VP shall:</p> <ul style="list-style-type: none"> • Coordinate attendance and participation with the VP responsible for the event. • Volunteers must register for the event following the guidance of their FA VP • The FA VP will determine the volunteer benefit based on their participation and role. <p>In general, the Chapter will only cover the costs directly associated with the event, for the volunteer(s) with a specific role and responsibility.</p>
Procedure (Continued)	<p>Volunteer Responsibility:</p> <ul style="list-style-type: none"> • While volunteering for any PMIWDC event, the member volunteer cannot represent themselves or their company. • The volunteers shall affiliate themselves as a "PMIWDC volunteer" and shall limit their discussion with members to the parameters of the event to which they have been assigned. • Volunteers shall refrain from promoting themselves or their company in any manner during the event. <p>The Board will handle issues that arise as a result of non-compliance with this policy or if there are any questions about the policy.</p>

Policy Title:	Volunteer Event Participation Policy
Affected Parties	PMIWDC Member Volunteers and all Board members
Supporting Documents	None

Policy Title:	Website Content Policy
Effective Date	January 8, 2022
Bylaw Reference	Article V, Section 1 and Section 4
Procedure Number	1
Purpose	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> • Incorporate the Project Management Institute’s (PMI) Global policies on Terms of Use and Privacy Policy • Define the type of content permitted on PMIWDC’s website; operational versus strategic • Establish a framework for content branding and messaging
Procedure	<p>This policy identifies the type of content that is permitted on PMIWDC’s Website, the terms of use, privacy, and content messaging and branding.</p> <p>Definitions:</p> <p>Terms of Use: The conditions and responsible parties who post information to the website.</p> <p>Privacy: The Personal information a member provides to PMIWDC (name, address, email address, phone number, etc.) will only be used to support the member / customer relationship unless the member dictates otherwise.</p> <p>Allowable site content is defined as:</p> <p>Operational content is developed to promote the daily operations of the chapter. This content can be updated by a volunteer or support staff and does not require board approval. Operational content should be reviewed and audited annually.</p> <p>Strategic content is defined as content developed to promote the long-term business of the chapter. Strategic content updates require board approval. Strategic content should be audited by the Board every three years for accuracy and relevance.</p>

Policy Title:	Website Content Policy
Procedure	<p>The purpose of www.pmiwdc.org is to promote and support the activities and business of the PMI Washington, DC Chapter (PMIWDC) as defined by its Charter with PMI®</p> <p>Permissible Content – Includes, but is not limited to:</p> <ul style="list-style-type: none"> • Sharing Organizational Documents (chapter by-laws, strategic plan, and mission statement) • Promoting revenue and non-revenue generating opportunities for our partners, i.e., chapter events, sponsorships, professional development opportunities, and volunteer opportunities • Sharing multimedia content to members behind a login wall • Sharing multimedia content to the public • Providing job opportunities through a third-party application <p>Unallowable Content is content that promotes a business or organization that is not PMIWDC for financial gain. This includes but is not limited to:</p> <ul style="list-style-type: none"> • Content that is for the promotion of a specific business/organization, excluding paid advertisers and sponsors • Utilization of an online store for goods and services that are not chapter sponsored <p>Terms of Use and Privacy Policy - PMIWDC will follow the PMI® terms of use and privacy policies. https://www.pmi.org/terms https://www.pmi.org/privacy</p> <p>Branding and Messaging. PMIWDC will follow PMI® Visual Identity (VisID) Guidelines.</p>
Affected Parties	Board members, all member volunteers, and the Chapter’s AMC
Supporting Documents:	<p>PMI Terms of Use - https://www.pmi.org/terms PMI Privacy Policy - https://www.pmi.org/privacy PMI Visual Identity (VisID) Guidelines, Version 2.0 https://marketing.pmi.org/cd/campaign/select/campaign/35</p>

Policy Title:	Board Structure Policy
Effective Date	January 08, 2022
Bylaw Reference	Bylaws Article V, Sections 2 and 3
Procedure Number	1
Purpose	<p>The purpose of this policy is to:</p> <ul style="list-style-type: none"> • Clarify organization terminology • Summarize the Board's organizational structure • Define the Board positions, primary responsibilities, and term limits
Affected Parties:	This policy applies to all Board members, Assistant Vice Presidents, and member Volunteers
Supporting Documents:	<p>Attachment 1. Board Structure and Meeting Definitions</p> <p>Attachment 2. Board Position Descriptions</p>

Attachment 1 - Board Structure and Meeting Definitions

The Project Management Institute, Washington, D.C. (PMIWDC) Chapter is chartered by the Project Management Institute, Inc. (PMI®) and separately incorporated as a non-profit, tax-exempt corporation organized under the laws of Commonwealth of Virginia, United States, as a 501(c) (6) organization.

As stated in the PMIWDC Bylaws, Article V, Section 2, The Chapter is governed by a Board of Directors comprised of elected Chapter Officers responsible for carrying out the PMIWDC purposes and objectives.

The following sections provide a description of PMIWDC Board supporting positions not specifically defined in the Chapter Bylaws and definition of the board meetings and leadership training the Officers are required or expected to attend.

SUPPORTING BOARD POSITION DEFINITIONS

Supporting Board position definitions not included in the PMIWDC Chapter Bylaws, Article V, Section 3 include the following:

Assistant Vice President (AVP)

- Members appointed by Vice Presidents (VPs) for a one-year term and approved by the Board to assist with operational activities and to facilitate succession planning.
- Continuing AVPs must be reconfirmed annually by the Board.
- AVP positions are established to help address operational workload, provide for Vice Presidential succession, and provide volunteer opportunities for chapter members who seek leadership responsibility.
- There are no limitations on the number of AVPs a VP may establish within their term as VP, but each VP must have at least one active AVP.
- While these are not voting board positions, a Vice President may, in writing, delegate their voting right to an AVP when they are unable or unavailable to vote on an issue.
- AVPs are responsible for addressing special matters relative to the overall functional responsibility of their VPs.
- AVPs are not listed as Board Officers (voting board members) with PMI® or PMIWDC.
- AVP's service is eligible for PDUs, per PMI®'s Continuing Certification Requirements.
- Time served as an AVP can count towards the board service time requirement specified by the Chapter Bylaws for eligibility to run as a board officer.

Committee Chair or Event PM

- These positions are appointed standing or ad hoc positions established by the Board and / or Functional Area VP to address specific chapter activities within a delineated area of responsibility or a functional area committee.
- The appointed volunteers are leaders for performance for operational and strategic initiatives in support of the chapter members and/or the Chapter community.
- There is no term limit for these positions with the approval of their sponsor.
- These positions are neither Board members nor voting positions, but they must be filled by Chapter members in good standing.
- Committee Chairs and Event PMs are not listed as Board Officers with PMI® or PMIWDC.
- They are not included on the PMIWDC Board of Directors' distribution email list but are included in PMIWDC volunteer list.
- Their service is eligible for PDUs, as per PMI®'s Continuing Certification Requirements.
- Committee Chairs and Event PMs have access to their respective functional area of the Board's Document Repository.

BOARD MEETINGS

- Article V, Section 5, defines the board's responsibilities during meetings. The Board will meet at a minimum of nine times annually to manage chapter business.
- After the elections have concluded, the board, along with newly elected officers, meet to review and develop the subsequent year's Operations Plan and budget and begin transitioning newly elected officers
- Newly elected officers are expected to attend all remaining Board meetings as non-voting members.
- Dates and location for Board meetings are posted on the Document Repository.

PMIWDC Annual Board Training Meeting

During the first fiscal year Board meeting, PMIWDC provides facilitated leadership training, at the Chair/CEO's discretion. All Board members are expected to attend. If not available for the training, the Board member is expected to obtain information or follow-on training if available.

BOARD LEADERSHIP TRAINING EVENTS

PMI® Regional Leadership Meetings

- All Board members are eligible to attend the annual Regional Leadership Meeting. The budget will dictate how many members are able to attend, if the event is designated as in-person and travel is required.
- AVPs may also be invited to participate depending on the total number of attendees and the chapter budget.
- Chapters within Regions take turns hosting this event that provides opportunities for chapters to exchange ideas, share knowledge, and network.

Chapter's trip to the PMI® Headquarters

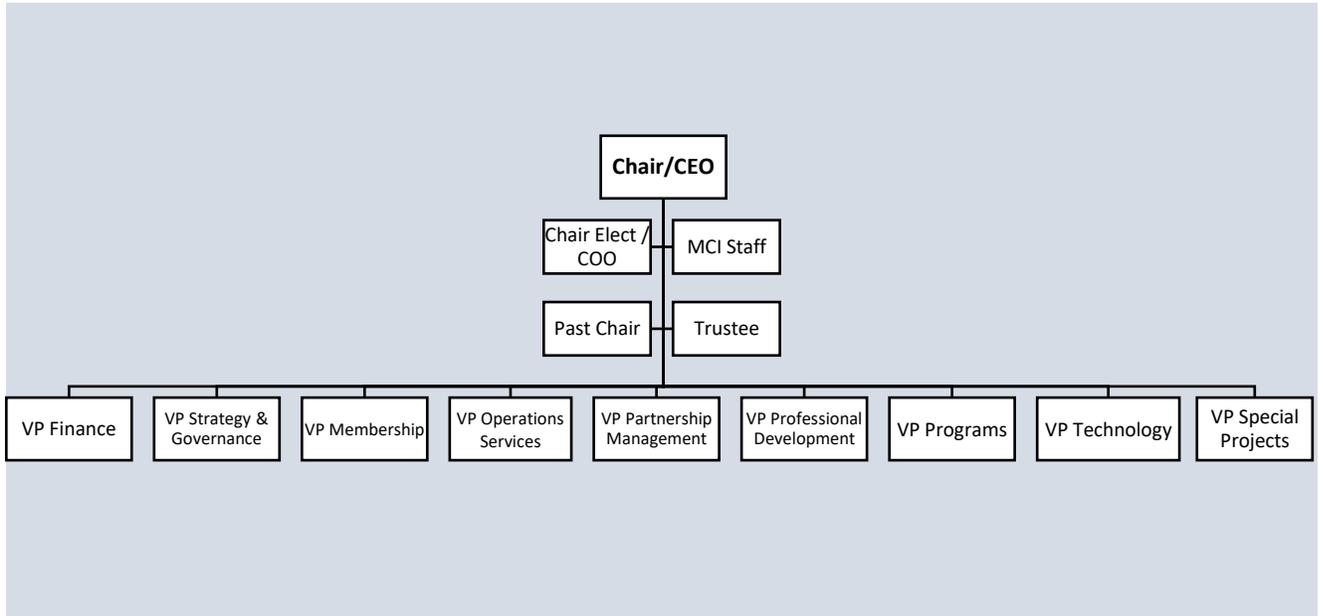
- All Board members are eligible to attend the Chapter's trip to PMI® Headquarters in Newtown Square, PA.
- AVPs may also be invited to participate depending on the total number of attendees and the chapter budget.
- The trip to PMI® occurs at the discretion of the Chair and its purpose is to discuss chapter business, address concerns, and advance the relationship between the Chapter and PMI®.

PMI® North American Leadership Institute Meeting (LIM)

- All Board members are eligible to attend this event held in various cities throughout North America.
- The budget will dictate how many members are be able to attend, if the event is designated as in-person and travel is required.
- AVPs may also be invited to participate depending on the total number of attendees and the chapter budget.
- PMI® hosts the Leadership Institute Meeting (LIM) for chapters in North America.
- The LIM provides chapter attendees opportunities for networking and knowledge exchange.
- Sessions are held for specific functional areas that provide an opportunity for chapters to share successes and challenges.
- Training sessions are held on chapter management for both seasoned and new officers.
- Chapter awards for the previous year are presented at the conference.

Attachment 2

Board Position Descriptions and PMIWDC Organizational Chart



The following sections include a description of all Board officer positions including responsibilities, required and recommended skill sets, and position descriptions.

In addition to the duties and responsibilities as outlined in the Chapter Bylaws, Article V, the following additional duties and skills are expected of all board members.

Management and Administrative Duties

Focus on continuous improvement within their functional area.

- Build a team to manage the functional area's activities and ensure that each team member receives orientation, on-boarding, and training for their role.
- Collaborate with all functional areas and be aware of their needs.
- Act as a chapter ambassador and represent the chapter's mission, vision and values at every event attended.
- Provide volunteers with leadership development opportunities including board progression, where appropriate.
- Develop or maintain a succession plan and training materials for their functional area.
- Document all functional area processes and procedures.
- Create and maintain an operational plan and budget for the area of responsibility.
- Use PMIWDC-provided technologies for collaboration and communication.
- Manage and share functional area information with the Board and other teams.
- Attend Board meetings and annual board training events.

Strategic and Business Management Skills

- Strategic Planning and Process Execution
- Organization Management
- PMI® Knowledge and Experience
- Volunteer Engagement
- Stakeholder Management
- Vendor Management
- Change Management
- Financial and Risk Management
- Time & Resource Management
- Matrix Team Management
- Effective communications - Ability to effectively collaborate across the board

Leadership Skills

- Ability to Delegate Effectively
- Willingness to accept and drive change
- Proven ability to lead under pressure and multi-task
- Coaching and Mentoring
- Conflict Resolution
- Team Building
- Strong Public Speaking and Facilitation

The following list of qualifications are expected of all board members.

- PMIWDC Member in good standing.
- Demonstrated understanding of PMI®'s Code of Ethics.
- Demonstrated understanding of PMIWDC policies.
- Demonstrated ability to communicate effectively at all levels within the organization.
- Minimum of four (4) years project management experience
- Minimum of two (2) years volunteer and/or professional leadership experience, unless specifically stated otherwise for the position

1. **Chair / Chief Executive Officer (CEO)**

Job Title: Chair / CEO
Role: Governance and Oversight
Term: 1 Year Work Hours Per Month: 30+

Position Overview:

Board confirmed volunteer board member responsible for oversight of the chapter. The chair shall provide strategic guidance and direct operational activities of the board in accordance with the chapter bylaws.

Qualifications (Prerequisites):

- Appointed as chair elect in the past year or member elected PMIWDC board member. VPs who are not currently serving on the board, but who have served in the past are also eligible for appointment.
- Minimum of four (4) years PMIWDC Board volunteer experience.

Responsibilities:

PMIWDC Chair is responsible for

- Acting as Executive leader of the Board.
- Fulfilling the chapter's mission, vision, values and strategic plan.
- Acting as a liaison between the chapter and PMI®
- Ensure the chapter is compliant with all requirements as established by PMI®; annual charter renewal and development of a 5-year Strategic Plan ensuring alignment with PMI®.
- Presides and plans all board meetings, the annual membership meeting, and the chapter's annual board leadership training
- Provide guidance on development of the Operational Plan and annual budget.
- Review functional areas performance metrics quarterly.
- Ensure statutory and regulatory compliance in consultation with the VP Finance.
- Ensure prudent disbursement of chapter funds.
- Drive implementation of PMI® policies and guidelines are reflected in chapter processes.
- Ensure that VPs develop and implement a succession and transition plan.
- Adjudicate ethics violations and other complaints as outlined in PMI® Code of Ethics which may result in the removal of a person from the board and/or chapter membership.
- Act as a liaison between PMIWDC's association management firm and the chapter.

2. Chair-Elect / Chief Operating Officer (COO)

Job Title: Chair-Elect / COO
Role: Governance and Oversight
Term: 1 Year Work Hours Per Month: 30+

Position Overview:

Successor to the Chair; Elected volunteer who will assist the Chair with managing the chapter and assume the role of the chapter Chair, if the Chair is unwilling or unable to perform duties for any reason.

Qualifications (Prerequisites):

- Minimum of 3 years PMIWDC Board volunteer experience.
- Must have been elected by the PMIWDC membership and served on the PMIWDC Board and does not currently have to be an active board member.

Responsibilities:

- Represent the Chair in his or her absence.
- Assume the role of Chair the year following successful completion of duties in this role.
- Assume the role of Chair if the Chair is unwilling or unable to perform duties for any reason.
- Engaging with Chair to ensure a seamless transition.
- Assist with the Chair with his or her duties as requested.
- Oversee ongoing activities to ensure compliance with policies and bylaws.
- Reviewing Chapter Policies and recommend changes.
- Serve as member ex-officio with the right to vote on all committees except the nominating committee.
- Mentor board leaders for their next leadership role.
- In coordination with the Chair, assist in the development and implementation of a succession and transition plan.

3. Past Chair

Job Title: Past Chair
Role: Advisory
Term: 1 Year Work Hours Per Month: 20

Position Overview:

Immediate former elected volunteer that was responsible for overall oversight of the chapter and the board in accordance with chapter policies and bylaws for at least 1-year prior to taking on the role of Past Chair. The main responsibility of the Past Chair is to ensure a smooth transition of board responsibilities to the incoming Chair and provide continuity on newly or recently established committees or policies.

Qualifications (Prerequisites):

- Must have been elected by the PMIWDC membership and served as the PMIWDC Board Chair.
- Strategic and business management skills to include diplomacy, staffing management, and parliamentary procedures, i.e., Robert's Rule of Order.
- Leadership skills to include coaching/mentoring, conflict resolution, motivation, team building.

Responsibilities:

- Maintain continuity in the chapter leadership and ensure smooth Chair transition.
- Provide advice and counsel to the Chair.
- Assist the Chair with any assigned duties as needed.
- Assume role of mentor to the Chair.
- Assist the Chair in liaison with PMI when required.
- Provide ethics enforcement and guidance at the Board of Directors level.
- Support conflict resolution.
- Develop and implement a succession and transition plan

4. Trustee

Job Title: Trustee
Role: Advisory
Term: 1 Year Work Hours Per Month: 20+

Position Overview:

Volunteer appointed by the Chair with the consent of the Board

Qualifications (Prerequisites):

- Minimum of 5 years active service on the PMIWDC Board.
- Excellent understanding of PMIWDC bylaws, policies, and PMI and PMIWDC Strategy.

Responsibilities:

- PMIWDC Trustee is responsible for:
 - Providing advice and counsel to chapter leadership.
 - Completing policy review per the Annual Policies and Procedure Review policy, and recommending changes to the Board.
 - Create and maintain chronology of PMIWDC from creation to date.
 - Maintaining chapter historical artifacts.
 - Review and recommend changes to the Board for PMIWDC Website updates.
 - If appointed, chair the Nominating Committee.
 - Perform other duties as assigned by the Chair.

5. VP Technology

Job Title: VP Technology
Role: Operational Leadership
Term: 3 Years Work Hours Per Month: 30+

Position Overview:

Membership elected volunteer leader responsible for responsible for assessing, recommending, and providing guidance on implementation of technology infrastructure to enable the Board and Chapter volunteers to communicate, collaborate, and share information and documentation of record to include but not limited to:

- Website (with secure on-line registration and payment)
- Customer Relationship Management (CRM) software/platform
- Electronic newsletter distribution
- Board/volunteer e-mail and messaging
- Collaboration and document retention capability (ex., SharePoint)
- Videography capability

Qualifications (Prerequisites):

- Minimum of 2 years PMI® volunteer experience (1 year PMIWDC experience required).
- Minimum of **2 years volunteer** and/or professional leadership experience.
- Basic understanding of current trends in social media technology and applications.
- Basic understanding or desire to learn/utilize social media management tools (e.g. Hootsuite, Sprdfast, Sprinkl, etc.).
- Basic understanding of social media terms and metrics.
- General understanding of social media apps such as Facebook, Twitter and LinkedIn.
- Demonstrated online community moderation ability.
- Background in IT or technology

Responsibilities:

- Technology vendor management.
- Ensuring Ops Services has all contracts/agreements with PMIWDC technology providers.
- Technology subject matter expert, including liaison to PMI® s Enterprise Architecture initiative.
- Advising the chapter regarding opportunities and threats in the online environment.
- Advising the chapter on the security and supportability of the chapter website.
- Managing the IT infrastructure and working with Operations Services to establish process for implementation and ongoing support.
- Maintaining a list of all PMIWDC-approved and provided tools.
- Providing training to new board members on how to properly use PMIWDC selected technology tools.
- Staying abreast of social media trends and technology and advising the chapter how to leverage them as applicable.
- Managing all digital content on the PMIWDC website.

6. VP Finance

Job Title: VP of Finance
Role: Financial and Strategic Leadership
Term: 3 Years Work Hours Per Month: 30+

Position Overview:

Membership elected volunteer leader responsible for overseeing the chapter's finances and implementing appropriate financial management controls. The VP of Finance shall drive PMIWDC toward achieving its financial objectives by providing a forward-looking and proactive stance on managing chapter finances, and supporting sound business decisions

Qualifications (Prerequisites):

- Minimum of 2 years PMI® volunteer experience (1-year PMIWDC experience required).
- Minimum of **2 years volunteer** and/or professional leadership experience.
- Minimum of 5 years accounting, finance, or project control experience

Desired Skills:

- MBA or CPA
- Decision making
- Risk assessment and management
- Financial Management – Tools, strategic planning and execution

Responsibilities:

- Managing chapter accounting, and financial services (i.e., bookkeeper, auditor, and AMC) includes Engaging with and alerting bookkeeper of major transactions, changes, or audit findings.
- Informed of any and all financial laws that affect chapter operations
- Submitting required tax filings to appropriate government authorities.
- Supporting an external audit firm in conducting annual audit
 - Sharing audit results with the Chapter board and membership.
 - Coordinating remediation of audit findings with the Board.
- Managing and reporting monthly on chapter **reserves** including annual reserves analysis.
- Managing **investments** as defined in the chapter's financial strategy
 - Chairing the investment committee.
 - Reporting state of investments and performance against budget baseline to the Board monthly.
- Assessing and managing **financial risk** for all operational activities.
- Maintaining financial records required for Chapter operations in accordance with the bylaws.
- Performing regulatory **reporting** obligations to the membership, IRS, State, and PMI® Reporting financial performance to the Board monthly and during Board meetings.
- Reporting the state of finances and Chapter activity to Chapter membership.
- Establishing policies and procedures to govern the management of Chapter finances.
- Maintaining the annual budget and preparing financial guidelines and procedures for the budget.
- Engaging with the Board to perform a mid-year re-baseline of the budget (Mid-year, approx. June timeframe).

7. VP Membership

Job Title: VP Membership
Role: Operational Leadership
Term: 3 Years Work Hours Per Month: 30+

Position Overview:

Membership elected volunteer leader responsible for addressing the needs of chapter membership, including member recruitment, retention, and associated value delivery in accordance with chapter policies and bylaws.

Qualifications (Prerequisites):

- Minimum of 2 years PMI® volunteer experience (1-year PMIWDC experience required).
- Minimum of **2 years volunteer** and/or professional leadership experience.

Responsibilities:

PMIWDC VP Membership is responsible for

- Educating members on chapter offerings.
- Developing strategies to attract and increase membership.
- Developing strategies to increase membership retention.
- Planning new Book Club locations and ongoing management of existing Book Club events.
- Recognizing new members.
- Developing and maintaining the chapter guest pass program.
- Recognizing long term (repeat) members during the monthly events.
- Revising/maintaining new member orientation material.
- Scheduling and facilitating new member orientation.
- Reporting membership statistics.
- Measuring member satisfaction and reporting results.
- Create and coordinate events to influence and engage our Youth and Social Impact
- Develop strategies to reach our defined targets identified through the Diversity, Equity, and Inclusion Committee.
- Create and coordinate events to influence and engage Military

8. VP Operations Services

Job Title: VP Operations Services
Role: Management and Coordination
Term: 3 Years Work Hours Per Month: 30+

Position Overview:

Membership elected volunteer leader responsible for support of activities necessary for the day-to-day operations of the Board by providing centralized business services, volunteer management, and contract administration. Ensure all the functional area activities are in accordance with the chapter bylaws.

Qualifications (Prerequisites):

- Minimum of 2 years PMI® volunteer experience (1 year PMIWDC experience required).
- Minimum of **2 years volunteer** and/or professional leadership experience.

Responsibilities:

PMIWDC VP Operations Services is responsible for

- Providing requested services, materials and management support across functional areas.
- Primary Liaison with the Association Management Company (AMC).
- Negotiating and reviewing all Chapter Contracts.
- Managing and providing oversight of all chapter contractual agreements and ensuring contracts are legally compliant.
- Ensuring appropriate insurance coverage is maintained
- Ensuring all chapter's operational processes are documented and maintained.
- Modifying processes as necessary to align with chapter's goals.
- Managing chapter's internal support processes including but not limited to event management process, honoraria management, business cards and badge ordering.
- Providing records management services by recommending a naming convention and performing a periodic review of Document Repository to ensure documents are stored appropriately enabling effective collaboration.
- Providing Project Management support to include risk analysis.
- Maintaining chapter documentation and historical records in coordination with the Trustee.
- Defining document management processes (content, retention, etc.).
- Managing and overseeing the MOU process.
- Maintaining all Chapter business meeting records (plans, budgets, status, etc.).
- Maintaining records associated with Chapter assets.
- Managing volunteers including recruiting, administration, development, retention, and recognition.
- Managing the chapter's volunteer recognition celebration.
- Aligning Chapter processes for managing volunteer opportunities within the PMI® Volunteer Relationship Management System (VRMS).

9. VP Partnership Management

Job Title: VP Partnership Management
Role: Partnership coordination and support
Term: 3 Years Work Hours Per Month: 30+

Position Overview:

Membership elected volunteer leader responsible for developing and sustaining relationships with project management entities. Marketing the value of PMIWDC and obtain sponsorships to sustain events that promote the profession among our membership and within our communities.

Qualifications (Prerequisites):

- Minimum of 2 years PMI® volunteer experience (1 year PMIWDC experience required)
- Minimum of **2 years of volunteer** and/or professional leadership experience
- Experience in projects related to business value propositions, business development, negotiation, account management, marketing, stakeholder management, cross functional collaboration, and joint ventures
- Sales and Marketing Background a plus

Responsibilities:

- Establishing and Maintaining Alliances
 - Promoting engagement within and between corporations, government, non-profit organizations, educational institutions, and other PMI® chapters.
 - Participate and attend events including other “partner” sponsored events to promote the profession of project management.
 - Promoting growth for future project management professionals and the project management profession within their organization.
- Establishing and Maintaining Educational Institution Partnerships and PMI® Authorized Training Partners (ATPs)*
 - Promoting the chapter’s mission as the local educational partner liaison.
 - Managing relationships between chapter operations and local educational institutions.
 - Providing a platform for promoting PMIWDC to future PMs (e.g. students and young professionals).
 - Establishing and maintaining partnership with PM PMI® I Authorized Training Partners (ATPs)
- Building Relationships with Sponsors
 - Supporting and disseminating the messages of chapter functional areas.
 - Providing revenue stream to the chapter through online advertising and sustained sponsorships.
 - Defining strategic sponsorship packages that incorporate various Chapter events, offerings and online advertising.
 - Providing sponsorship revenues to other PMIWDC functional areas to support the chapter events.
- Exploring new Local Communities (LC)
 - Researching the need for new LC.
 - Recruiting organizations and volunteers for new LC locations.
 - Assisting new local community leaders to develop LC sustaining infrastructure.
 - Assisting with launch activities and, once fully operational (approx. 3 events), facilitating the seamless transfer of LC operations support to VP Programs.

10. VP Professional Development

Job Title: VP Professional Development
Role: Professional Development Leader
Term: 3 Years Work Hours Per Month: 30+

Position Overview:

Membership elected volunteer leader responsible for professional development, educational, and chapter events in accordance with chapter policies and bylaws.

Qualifications (Prerequisites):

- Minimum of 2 years PMI® volunteer experience (one-year PMIWDC experience required)
- Minimum of **2 years of volunteer** and/or professional leadership experience

Desired Skills:

- Content Development (understanding of curriculum development beneficial)
- Knowledge of PM PMI® I Credentials and PDU requirements and administration

Responsibilities:

- Preparing members and potential members to attain and maintain PMI® certifications
- Delivering high quality PM education, training, certification courses, and programs events in-person/live and/or virtual, longer in duration than the Programs' FA events but does **not** include responsibility for the PM Symposium.
 - **All-day educational seminars** subjects generally include leadership training, risk, agile enterprise, and soft skills.
 - Virtual courses generally include: Agile for PMs, and Risk Management.
- Managing the chapter mentorship program(s).
- Defining strategies for improving Chapter professional development and training programs.
- Developing and implementing a chapter professional development plan, including a program roadmap for professional development content.
- Developing plans for and coordinating the chapter's external educational activities, such as study groups, seminars, workshops, courses, and other educational activities.
- Providing information to members and nonmembers on career development.
- Providing information and guidance to members and nonmembers on PMI® certification/recertification.
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of educational programs and mentoring program.
- Working with the Partnership Management team to promote the Project Management (PM) profession, PM education, PMI® certifications discounts and opportunities, as well as training opportunities offered by the chapter.
- Developing and delivering project management presentations and sessions including leadership development training programs.
- Seeking **new project management professional development programs** through networking with other educational organizations, corporations, and PMI® chapters.
- Developing and maintaining customer satisfaction survey(s) to evaluate the effectiveness of all training and educational programs offered; thereby ensuring we are staying current and meeting the community's needs.

11. VP Programs

Job Title: VP Programs
Role: Operational Leadership
Term: 3 Years Work Hours Per Month: 40+

Position Overview:

Membership elected volunteer leader responsible for managing recurring educational and networking events that provide value to PMIWDC members and the project management community in the Washington DC metropolitan area.

Qualifications (Prerequisites):

- Minimum of 2 years PMI® volunteer experience (1 year PMIWDC experience required).
- Minimum of **2 years volunteer** and / or professional leadership experience.
- Ability to develop and manage program and event schedules
- Program and event planning skills

Responsibilities:

PMIWDC VP Programs is responsible for:

- Providing members with educational and networking opportunities in convenient locations (live and virtual).
- Surveying members and event attendees to better understand their needs and feedback regarding program satisfaction, topics and speakers of interest, meeting times, and location of venues.
- Incorporating feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter.
- Collaborating with chapter VPs to ensure successful monthly chapter events.
- Planning and hosting monthly chapter events to help attendees enhance project management knowledge and skills.
- Hosting networking events in interesting venues to provide a comfortable environment for members to connect with other project management professionals within the PMIWDC's footprint.
- Planning and managing PMIWDC Webinars to offer an alternate mode of learning
- Planning and managing monthly lunch-and-learn events throughout PMIWDC's footprint.
- [Managing PMIWDC's Speakers' Database.](#)
- Identifying speakers who offer relevant and engaging project management topics
- Inviting key industry influencers to participate in chapter events.
- Identifying venues to host events convenient for members to attend in person.
- Working with Operations Services VP on Speaker and Venue contract negotiations.
- Recruiting and training volunteers to help manage events.

12. VP Special Projects

Job Title: VP Special Projects
Role: Special Projects coordination and support
Term: 3 Years Work Hours Per Month: 40+

Position Overview:

Membership elected volunteer leader responsible for planning and executing projects that may be outside of the scope of chapter defined functional areas or span across all functional areas and are critical to chapter strategy.

Qualifications (Prerequisites):

- Minimum of 2 years PMI® volunteer experience (1 year PMIWDC experience required).
- Minimum of **2 years volunteer** and/or professional leadership experience.
- Minimum of 2 years Project or Program Management experience.
- Prior Project and/or Program leadership experience leading large teams.

Responsibilities:

PMIWDC VP Special Projects is responsible for

- Creating and executing special projects aligned with the chapter strategy.
- Establishing committees to plan and execute special and pilot chapter projects:
 - Annual PM Symposium
 - New, Board-approved pilot projects recommended and presented to the Board via a “Board Idea Presentation”
 - Documenting the planning process, pilot execution plan, lessons learned, and recommendations (with rationale) to the Board to continue or reject the project

13. VP Strategy and Governance

Job Title: VP Strategy and Governance
Role: Strategy & Governance
Term: 3 Years Work Hours Per Month: 20+

Position Overview:

Membership elected volunteer leader responsible for assessing and guiding the strategic direction of the chapter while ensuring the policy, bylaws, and organizational infrastructure are adapted appropriately to achieve the desired goals including enforcement of chapter policies and bylaws. Translate conceptual strategy into an actionable plan.

Qualifications (Prerequisites):

- Minimum of 2 years PMI® volunteer experience (1-year PMIWDC experience required).
- Minimum of 2 years professional experience in strategic planning and policy development.
- Excellent knowledge of Chapter's mission, vision, values and 5-year strategic plan.

Responsibilities:

PMIWDC VP Strategy and Governance is responsible for

- Strategic planning in coordination with the entire board -
 - Engaging VPs across functional areas to monitor trends that will provide value to our members.
 - Managing the chapter's 5-year strategic plan document and process
 - Review the chapter strategic plan on an annual basis.
 - Lead a major assessment and revision effort every 5 years.
 - Ensuring alignment between the annual operational plans, process and guidelines set forth by the strategic plan by engaging with VPs.
- Managing and overseeing the Chapter's Policies and Bylaws
 - Maintaining and updating bylaws/ policy documents.
 - Leading the effort to develop new policies, as the need arises.
 - Orienting and educating board members on chapter policy and by-laws.
- Executing the Strategic Plan and Chapter Governance in coordination with the Chapter Chair
 - Evaluating quality of organization activities to ensure chapter is creating and delivering programs/events that are of value to our members.
 - Recommending structural governance changes that will improve delivery of value to members.