

# Candidate Criteria for PMI Board Appointees

<b>Policy Level:</b>	1	<b>Responsible:</b>
<b>Effective Date:</b>	January 2020	Chief Community Officer
		<b>Accountable:</b>
<b>Last Update:</b>	September 2025	PMI Board of Directors

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## 1. Purpose

This policy outlines the baseline criteria, application eligibility and skills required to serve as a volunteer on a PMI Board Reporting Committee, Board Council, Board Task Team, or on the PMI Educational Foundation (PMIEF) Board of Directors.

In accordance with his/her authority to implement policies of PMI, the President and CEO shall execute, with the Board Volunteer Advisory Committee (BVAC), a process where experienced and knowledgeable volunteers are recruited to serve on PMI Board Reporting Committees, Board Council, Board Task Teams, and the PMIEF Board.

The BVAC recruits, interviews, and recommends the most qualified, experienced, and knowledgeable volunteers to serve on PMI Board Reporting Committees, Board Councils, Board Task Teams, and the PMIEF Board.

The PMI Board of Directors (Board) then reviews the BVAC recommendations and appoints candidates to serve on PMI Board Reporting Committees, Board Councils, Board Task Teams, and the PMIEF Board.

## 2. Policy Statement

This policy supports a well-organized process of evaluation and recommendation by providing initial eligibility requirements that allow Board Reporting Committee, Board Council, Board Task Team, and PMIEF Board candidates to be vetted to ensure qualified candidates are recruited, recommended, and appointed.

### 2.1. Requirements for PMI Board Appointees

All candidates are initially screened by BVAC on the following minimum criteria:

- a. Member in good standing for two (2) years
  - Not required for appointments to the PMIEF Board or the Global Accreditation Center for Project Management Education Programs (GAC).
  - Subject to exemptions written in approved PMI Board Reporting Committee, Board Council, and Board Task Team charters.
- b. Currently not involved in any other PMI volunteer activities
  - Exceptions may be made regarding appointments in accordance with Rule of the Board 12.1, PMI Board and Board Reporting Committee Member's Code of Conduct.

- c. Have no conflict of interest as all PMI members and volunteers are bound to Rule of the Board 12.1, Board Member's Code of Conduct and the PMI Code of Ethics and Professional Conduct.
- d. Meets any requirements for education, certification, professional and volunteer experience and other qualifications. These are specified in the current version of the PMI Board-approved Board Reporting Committee, Board Council or Board Task Team charter that the candidate is recruited for.

## **2.2 Skills**

Candidates that meet the initial screening requirements will be evaluated on the following criteria:

- a. Have a clear understanding of PMI, its mission, vision, values, and strategic plan.
- b. Have direct experience and skills that will be beneficial to the work of the Board Reporting Committee, Board Council, Board Task Team, or PMIEF Board.
- c. Able to set a vision to identify the action steps and to motivate others to maintain their commitment to the deliverables.
- d. Able to create and foster an environment for shared understanding of multiple viewpoints and healthy debate.
- e. Possess basic knowledge and general understanding of different communication styles.
- f. Demonstrates active listening skills.

## **2.3. Application Eligibility**

- a. Candidates interested in Board Reporting Committee and PMIEF Board roles may only apply for up to two (2) Board Reporting Committees and/or PMIEF Board roles per year.
- b. Term limits apply to all Board Reporting Committee candidates per Rule of the Board 6.6.11 a) and 6.6.11 b) .
- c. Current PMI Board of Directors cannot apply for a Board Reporting Committee, except for the Nominating Committee, or PMIEF Board until Board service is complete.

## **2.4. Diversity Statement**

PMI leadership and the PMI Board value and strive for inclusive representation of volunteer leaders on Board Reporting Committees, Board Councils, Board Task Teams, and the PMIEF Board that reflects PMI, PMI membership, and the profession. PMI's success today and in the future relies on the ability to capitalize on diverse perspectives and points of view resulting from a balance of race, gender, age, experience, industry, skill set, nationality, ethnicity, sexual orientation, and other factors deemed relevant. The evaluation, recommendation, and appointment process fully appreciate, consider and is informed by the value derived from diverse representation.

### **3. Monitoring**

This policy will be monitored regularly by members of the BVAC and Volunteers Programs and Services team to ensure that the criteria included reflects accurate minimum requirements needed to serve on a Board Reporting Committee, Board Council, Board Task Team, or PMIEF Board. Any future changes will be submitted to the PMI Board for review and approval.

### **4. Policy Distribution**

Internal for action and awareness:

- President and CEO
- Chief Community Officer
- Manager, Volunteer Programs and Services
- Volunteer Services Specialist
- Employee Volunteer Engagement Liaisons, responsible for Board Reporting Committees, Board Councils, Board Task Team, and other PMI Board appointments

External for action and awareness:

- PMI Board of Directors
- Board Volunteer Advisory Committee
- Posted on PMI.org

### **5. Related Documents**

Related procedures, forms, and other support documents enforce, maintain, and verify policy compliance. These procedures and forms support this policy:

<b>Document Name</b>	<b>Document Type</b>
December 2016 Governance Committee (currently Chairs Committee) Meeting	GovCom Meeting Binder
PMI Board Reporting Committee Charters	Governing Document
PMI Code of Ethics and Professional Conduct	Governing Document
Rule of the Board 12.1, Board Member's Code of Conduct	Governing Document
BVAC Operations Guide	Procedure
Volunteer Engagement Platform	Online platform

## 6. Review and Revision History

Changes to this policy are made as necessary under the direction of the preparers and approvers. The change log describes new topics and other changes.

<b>Action</b>	<b>Action Date</b>	<b>Changes Made</b>
Creation	September 2011	
Revision	October 2012	Revised purpose statement, added additional requirement of experience working in collaborative group for Board appointees, and removed the desire for a chapter leadership role from the volunteer experience section.
Revision	January 2016	General review and update; removed criteria and added reference to specific requirements in each charter for Board Reporting Committee.

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Action	Action Date	Changes Made
Revision	September 2019	General review and update; added application eligibility section. Approved by the Board at October 2019 meeting.
Revision	January 2021	General review and update, added Diversity Statement.
Revision	September 2025	General review and update.

**7. Glossary**

This policy uses the following specific terms, acronyms, and abbreviations:

Term	Definition
Board Volunteer Advisory Committee (BVAC)	Evaluates and recommends candidates for Board approval to serve on Board Reporting Committees, Board Councils, Board Task Teams, and the PMIEF Board as needed annually. Note: the BVAC does not recommend members to serve on the Nominating Committee.
PMI Board Appointees	Volunteers appointed to serve on PMI Board Reporting Committees, Board Councils, Board Task Teams, PMIEF Board, or other potential areas to assist the Board perform its work.
Board Reporting Committee	A committee consisting of PMI volunteers appointed by the PMI Board who are mandated to carry out specified functions, programs, or projects assigned by the PMI Board Directors.

<b>Term</b>	<b>Definition</b>
Board Task Team	A team consisting of PMI volunteers appointed by the PMI Board of Directors temporarily to accomplish a task or to be engaged in a project set by the PMI Board.
PMI Educational Foundation (PMIEF)	A public charity and supporting organization of PMI.
Board Engagement Partners (BEP)	The term 'Board Engagement Partner' is used for convenience as an overarching term to refer to Board Reporting Committees and other entities that are assigned to a Board Liaison, for example PMI Educational Foundation (PMIEF).