



# **PMIWDC**

## **Overview of the Operations Board**

**June 16<sup>th</sup>, 2009**  
**Volunteer Leadership Session**

# Agenda



- Board Organization – Governance vs. Operations
- Operations Board Roles and Responsibilities
- Board Roles / Term Limits



# PMIWDC Board



- **Board** - The elected officers filling the positions of:

## *Governance Board*

- President / Chief Executive Officer
- President Elect / Chief Operating Officer
- Chief Finance Officer
- Directors-at-Large
- Trustee

## *Operations Board*

- Chair – President Elect
- Vice Presidents
- Assistant Vice Presidents

## THE BOARD

### EXECUTIVE STAFF

KEY

(Term) (Title) (Elected)

2 President 09  
Chief Executive Officer

2 President Elect 09  
Chief Operating Officer

2 Chief 10  
Financial Officer

Chair  
President Elect

2 VP 09  
Membership

2 VP 09  
Finance

2 VP 09  
Networking Programs

2 VP 10  
Business Services

2 VP 10  
Volunteer Coordination

2 VP 09  
Outreach

2 VP 10  
Records Management

2 VP 10  
Technology

2 VP Professional 10  
Development

2 VP 09  
Marketing and Public Relations

Chair  
President

2 Member 09  
Director-at-Large

Member  
President Elect

2 Member 09  
Director-at-Large

Member  
Chief Financial Officer

2 Member 10  
Director-at-Large

2 Member 09  
Director-at-Large

2 Member 10  
Director-at-Large

Indef Member TBD  
Trustee

### OPERATIONS BOARD

### GOVERNANCE BOARD

# Operations Board



- Chaired by President-Elect/COO
- Comprised of VPs (10) and AVPs
- Meets monthly, via teleconference
- Focused on anything “operational” and “internal” such as:
  - Plans in the approved ops plan/budget
  - Recurring activities
  - Internal communications, including membership communications

This body of Chapter Officers is responsible and empowered to provide chapter internal services to the membership and the community as reflected in annual plans and budgets approved by the Board

# Operations Board



- VP Membership
  - Advocate for membership issues
  - Enrollment and retention
  - Membership recognition
  - Membership benefits tracking
  - Networking programs
  - Member information management
  - Own/maintain, update/administer survey policy and processes for all event PMs to use
  
- VP Volunteer Coordination
  - Volunteer recruitment, posting and retention
  - Volunteer recognition
  - Volunteer badges
  - Volunteer leadership training sessions (3-4 sessions/year to develop volunteer leaders)



# Operations Board



- VP Business Services
  - Registration (on site) for events and records
  - Registration name tags and stand bys
  - Administrative Services (e.g. Association Management Service Contract management)
  - All site negotiations and venue contracts
  - Program/event photographer
  - Printing and distribution (business cards, flyers, etc)
  - Own/maintain/update/administer the Event Management Process and associated policies
  - Conduct audits and ensures event PMs are following the process

# Operations Board



- VP Finance
  - Accounts receivable and payable
  - Budget preparation and reporting
  - Tax reporting
  - Support for VPs regarding accounts payable and reporting
  
- VP Networking Programs
  - (owns all recurring events that are 1-2 PDUs)
  - Dinner program and calendar
  - Luncheon program and calendar
  - Breakfast program and calendar
  - Speaker acquisition and database records
  - Other 1-2 hour programs (e.g. PMTools)



# Operations Board



- VP Professional Development
  - Certification training and site negotiations
  - Instructor selection and training
  - PDU administration
  - Training seminars
  - Scholarship program administration
  - Mentoring programs
  - Educational programs (established by Outreach)



# Operations Board



- VP Outreach
  - Corporate Programs
  - Community Programs
  - High School and College Outreach
  - Chapter-to-Chapter Programs
  - Strategic Alliances
  - PMI Communities of Practice Alliances (formerly Special Interest Groups (SIGs))
  
- VP Records Management
  - Secretarial services for activities as needed
  - Documentation and archives (minutes, SharePoint)
  - Annual Charter renewal
  - Annual Chapter Awards activities

# Operations Board



- VP Technology
  - Overall technology infrastructure that supports/enables the Board and Chapter operations/evolution, to include but not limited to:
    - Website (with secure on-line registration and payment)
    - E-newsletter
    - Board/volunteer e-mail and other messaging mechanisms
    - Collaboration sites (SharePoint, “collaboration hour” technology)
    - LinkedIn
    - Videography
  - Technology vendor management
  - Technology subject matter expert, including liaison to PMI’s Enterprise Architecture initiative

# Roles



- **President**
  - The person elected to lead the Chapter for a term defined in the Chapter By-Laws
  - This position is also defined as the Chief Executive Officer, Chair of the Board, and Chair of the Governance Board
- **President Elect**
  - The person elected to succeed the incumbent President as defined in the Chapter By-Laws
  - This position is also defined as the Chief Operations Officer for the Chapter, serves on the Governance Board, and Chairs the Operations Board
  - Responsible for conducting the business activities of the Chapter.
  - Focuses on the internal Chapter management activities

# Term Limits



- The President and President Elect shall be elected for **two year terms**
  - The President Elect is expected to succeed the incumbent President.
  - At the end of the President's term, he or she may volunteer for other open board positions.

# Summary



- PMIWDC Board and Chapter exists to serve our members by:
  - ✓ Promoting the practice of the profession of Project Management by and for its members
  - ✓ Providing opportunities for the project management education and professional development of its members
  - ✓ Providing a framework for professional networking and social interaction among its members



# Back-Up



# Roles



- **Chief Financial Officer**

- The person elected to manage Chapter accounting and financial matters and serves as trustee of management reserves
- This position is a member of the Executive staff that is responsible for budgeting activities, treasury matters, financial risk management, insurance coverage and related matters and regulatory reporting obligations to the membership, IRS, State, and PMI

- Shall be elected for two years

- May run for additional terms if desired or may volunteer for other positions
- **The CFO may not serve more than to consecutive terms.**

# Roles



- **Director-at-Large**
  - An elected officer of the Chapter's Governance Board that exercises independent accountability and responsibility on matters of governance, strategic formulation and oversight in the best interest of the membership
  - Ensures chapter strategy, activities and decisions are in alignment with Chapter Bylaws, Vision and Mission Statement by exercising fiduciary duties including “acting in good faith” and “proper purpose”.

# Term Limits



- A Director-at-Large (DAL) shall be elected for two year teams with option of volunteering for one additional term
  - **After four years in office as a DAL, the person must vacate that office for at least two years before volunteering again for a similar position**
  - A DAL may run for other elected positions or volunteer for an appointed position

# Roles



- **Trustee**
  - This is an appointed position on the Governance Board that is responsible for maintaining the Chapter history and official artifacts
  - Provides advice and counsel to the Board
  - Appointed by the Chair of the Governance Board to a Chapter volunteer who has extensive experience on the Board and is responsible for providing counsel and advice to the Board on matters of responsibility to the membership and PMI
- The Trustee is a **selected** position and that person may stay in that position at the pleasure of the Governance Board



# Roles



- **Vice President**
  - The persons elected to address the operational aspects of chapter activities. There is no limit on the number of VP positions that the Operations Board may designate
  - Each VP has the prerogative to create Assistant Vice President positions as needed, with the approval (i.e. election) of the Operations Board. VPs each have one vote on operational matters

# Roles



- **Assistant Vice President**
  - Members are nominated by Vice Presidents as Assistant Vice Presidents to assist with operational activities and to facilitate succession planning.
  - Nominations require approval (i.e. election) by the Operations Board, and once approved, AVPs are non-voting members of the Operations Board.
  - Positions are established to help address operational workload, provide for Vice Presidential succession, and provide volunteer opportunities for chapter members who seek leadership responsibility.
  - No limitations on the number of AVPs that may be established within the term of any VP, but each VP must have at least one active AVP.



# Term Limits

- A Vice President shall be elected for a **two year term**
  - Planned succession to be filled by an Assistant Vice President, Committee Chair, or Event Project Manager as approved by the Election Committee
  - **An individual may not hold any specific Vice President position for more than two consecutive terms**
- Assistant Vice President positions are appointed by Vice Presidents for a **two year term**
  - Approved (**i.e. elected**) by the Operations Board
  - Assistant Vice Presidents may be appointed to additional terms by their Vice Presidents

# Roles



- **Committee Chair or Event PM**
  - These are appointed standing or ad hoc positions established by the Board Members to address specific Chapter activities within specific areas of responsibility
  - These are neither Board members nor voting positions, but they must be filled by Chapter members
  - They represent volunteer leadership positions within the Chapter to perform operational and strategic initiatives in support of the membership and/or the Chapter community

# Term Limits



- Committee Chairs are **appointed** by a Board Member
  - Responsible for specific activities and may retain their position as long as they wish with approval of their sponsor.
  - It is encouraged, however, that the committee chair be rotated among committee members who wish to assume that responsibility and gain experience for higher level positions

# Roles



- **Branch Leader (future position)**
  - This is an elected position on the Board responsible for leadership of designated activities
  - Branch Leaders guide operational activities within their specific organizations as sub-functions of the Chapter
  - They report to the President Elect / COO and maintain separate financial accounting for their activities as budgeted by the Chapter
  - Branch Leaders have their own operational structure but operate under Chapter governance, policies and procedures

# Executive Staff



- President, Chief Executive Officer
  - Chapter leader
  - Chair, Board
  - Chair, Governance Board
- President Elect
  - Member, Governance Board
  - Chair, Operations Board
  - Deputy to the President
- Chief Financial Officer
  - Corporate financial risk manager
  - Member, Governance Board



# Governance Board



- President
- President Elect
- Chief Financial Officer
- Director-at-Large (five positions)
- Trustee (appointed by the Governance Board for an indefinite term)

This body of Chapter Officers is responsible for chapter governance, strategic planning, approving the annual budgeting, maintaining the Chapter By-Laws and oversight of Chapter operations.

# Governance Board



- Liaison with the PMI Board of Directors and Global Operations Center
- Preparation of the Chapter strategic plan
- Approval of the annual budget and changes thereto
- Approval of Chapter Policies and recommended waivers thereto
- Approval of alliances with other professional organizations
- Maintenance of the Chapter Bylaws and the Charter with PMI
- Oversight of ongoing activities to ensure compliance with policies and bylaws and fulfillment of due diligence responsibilities
- Administration of ethics violations and actions warranting the removal of a person from office
- Approval of management reserve disbursements