Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

Required criteria for all positions
- Must be from senior management in some reputed company/organization or should be business owner
- Must currently be a member in good standing of the Project Management Institute (PMI) and PMI Chennai Chapter (PMICC). Must have held membership with PMI and PMICC for a total duration of at least one year as of the date of nomination
- Must have volunteered for PMICC activities for at least 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 1 years from the date of opening the nominations
- Must have good knowledge and experience in the project management domain and be passionate about “Making Project Management indispensable for Business Results.”
- Must have the bandwidth of around 12 to 16 hours a month and be willing to spend this amount of time to effectively contribute to Chapter activities.
- Should not be the head of Registered Education Provider (REP), be a significant shareholder in a REP, or be employed in a senior management position in an REP.

General Duties and Responsibilities for all PMICC Board Positions
- Adhere to the PMI Code of Ethics.
- Ensure the Chapter Byelaws, Policies and Procedures are upheld and enforced.
- Ensure PMI Policies are upheld as outlined in the ‘PMI Component Policies Manual.’
- Properly utilize the PMI Copyright and Registration of PMI Trade Marks.
- Faithfully support and attend Executive Committee Meetings and Chapter functions.
- Actively participate in Board Meetings and other meetings.
- Create a plan for the year with budgets and targets describing how the assigned duties will be accomplished and come up with volunteer requirements.
- Represent the chapter in community events.
- Represent the chapter in PMI Events as requested and/or approved by the Board.
PRESIDENT

ROLE DESCRIPTION: The President will perform the role of Chief Executive Officer for PMICC and of the Board. The role requires being a visionary, anticipating future trends and constantly looking out for opportunities for Chapter growth and development.

ROLES AND RESPONSIBILITIES:

- Formulate a mission for the chapter and incorporate changes and innovations.
- Provide leadership and direction to the Chapter, develop & review long-term plans, strategies.
- Be the chair of the Board of Directors, preside over all chapter & board meetings.
- Direct the activities of other officers toward Chapter goals and objectives.
- Perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board.
- Serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.
- Serve as the Chapter representative in meetings with other Chapters in the Country and the region.
- Represent the Chapter at the PMI Annual Leadership Meeting or appoint an alternate Board Member to attend.
- With assistance from other Board members, determine whether the Chapter should apply for relevant awards. If so, form teams of Board Members or Volunteers for the purpose and ensure timely assembling and submission of award documents.
- With board approval, establish special committees as needed.
- Act as an advisor to all committees.
- Review Budget proposals by various Vice Presidents and advise changes required to ensure overall Chapter goals are met.
- Be the Decision-maker: Formulate the mission, policies and procedures for the smooth functioning of the chapter.
- Along with the Vice- President & Secretary and the Vice President - Finance & Treasury, serve as a signing authority for contracts, cheques and other important documents.
- Receive all correspondence from PMI Headquarters (HQ).
- Distribute information, materials and/or fees received from the PMI HQ to appropriate officers in a timely manner.
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

- Support a clean and timely transition to the position’s successor, including conducting Lessons Learned sessions, Knowledge Transfer, handover of documents, etc.

ROLE SPECIFIC SKILLS:
- Must possess excellent communication and demonstrated leadership skills.
- Must possess significant senior management experience with knowledge and experience in developing Organizational Vision & Strategies.
- Must have a significant network of contacts in industry

OTHER LEADERSHIP SKILLS:
- Active Listening Skills
- Coaching and Mentoring
- Team Building Skills
- Ability to Delegate Effectively
- Conflict Resolution Skills
- Persuasion Skills

MANDATORY SELECTION CRITERIA
- Must have been a PMI Chennai Chapter member for at least one year prior to the date of call of nominations
- Must have served the PMI Chennai Chapter or any other PMI Chapter in a Board position in the past, at least one full term
- Must NOT be the owner/ partner / major shareholder or employed in Senior Management position of a PMI REP
- Must hold at least one PMI Certification, preferably the Project Management Professional (PMP)
- Must have volunteered for PMICC activities for at least 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 1 years from the date of call for nominations
- Must Commit to the role for the number of annual hours specified in the table below:

| Desired Project Management Experience | 10 to 12 years |
| Desired PMI Volunteer Experience      | 5 to 7 Years   |
| Average Volunteering time to be spent per year on role | 420 – 480 hrs |
VICE PRESIDENT & SECRETARY

ROLE DESCRIPTION: The VP & Secretary will keep the records of all business meetings of PMICC Chapter and meetings of the Board. Also, the Secretary shall focus on administrative or process/procedural functions of Chapter.

ROLES AND RESPONSIBILITIES:

- Work closely with President and other Vice Presidents in ensuring efficient running and growth of the Chapter.
- Schedule and call for Board Meetings, Annual General Meetings and where necessary, Extraordinary General Meetings of the Chapter.
- Present the Chapter’s Annual Report at every Annual General Meeting (AGM).
- Along with the President and the Vice President - Finance, serve as a signing authority for contracts, cheques and other important documents.
- Keep records of all meetings and prepare/issue minutes of such meetings within 15 business days of the meeting to the meeting participants.
- Maintain written record of all resolutions and decisions by the Board.
- Maintain records such that they are available for inspection for a period of not less than three (3) years.
- Ensure custody of the original of this Constitution and of the By-Laws, and of the amendments thereto.
- Assist the President in preparing the Annual Chapter Report and PMI Awards application for submission to PMI Headquarters.
- Provide the President with all relevant portfolio information required for Annual Charter Renewal with PMI, and in Chapter meetings.
- The Secretary will also be responsible for administrative or process/procedural functions of PMICC.
- Support a clean and timely transition to the position’s successor including Knowledge Transfer, handover of documents, etc.

ROLE SPECIFIC SKILLS:

- Must possess excellent communication skills.
- Must be very methodical and organized
- Must have knowledge of PMI Bylaws and Policies
- Must have experience in vendor management
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

- Must have the Knowledge of meeting procedures as mandated by the Tamilnadu Government

OTHER LEADERSHIP SKILLS:
- Public Speaking/Presentation Skills
- Excellent Writing Skills
- Ability to Delegate Effectively
- Negotiation Skills

MANDATORY SELECTION CRITERIA
- Must have been a PMI Chennai Chapter member for at least one year prior to the date of call of nominations
- Must have served the PMI Chennai Chapter or any other PMI Chapter in a Board position in the past, at least one full term
- Must NOT be the owner/ partner / major shareholder or employed in Senior Management position of a PMI REP
- Must hold at least one PMI Certification, preferably the Project Management Professional (PMP)
- Must have volunteered for PMICC activities for at least 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 1 years from the date of call for nominations
- Must Commit to the role for the number of annual hours specified in the table below:

<table>
<thead>
<tr>
<th>Desired Project Management Experience</th>
<th>8 to 10 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired PMI Volunteer Experience</td>
<td>4 to 5 Years</td>
</tr>
<tr>
<td>Average Volunteering time to be spent per year on role</td>
<td>300 – 360 hrs</td>
</tr>
</tbody>
</table>
VICE PRESIDENT - FINANCE

ROLE DESCRIPTION: Finance & Treasury will oversee the management of funds for duly authorized purposes of the PMI – Chennai Chapter.

ROLES AND RESPONSIBILITIES:

- Maintain Statutory and Regulatory Financial compliance.
- Manage Chapter financial transactions including the collection of Chapter dues from PMI, guest payments for Chapter meetings or special events, and the payment of all Chapter bills in accordance with Chapter Board recommendations.
- Establish and maintain all required Chapter bank accounts and or similar financial transactions, arranging for officer signatures as required.
- File all State, Local, and Central Tax forms as required.
- Prepare and submit Annual Budgets to the Board of Directors for annual planning purposes.
- Prepare monthly financial reports on the activities and financial status of the Chapter.
- Along with the President and the Vice President & Secretary, serve as a signing authority for contracts, cheques and other important documents.
- Assist the President in preparing the Annual Chapter Report and PMI Awards application for submission to PMI Headquarters.
- Provide the President with all relevant portfolio information required for Annual Charter Renewal with PMI, and in Chapter meetings.
- Conduct timely audits in conformance with the chapter laws.
- Protect the Chapter from legal and financial liability by applying Chapter standards, best practices and the Volunteer Code of Conduct.
- Support a clean and timely transition to the position’s successor.

ROLE SPECIFIC SKILLS:

- Must have served the PMI Chennai Chapter or any other PMI Chapter in a Board position in the past.
- Must possess at least a basic knowledge of accounting and accounting procedures.
- Must have knowledge about PMI Financial Guidelines
- Must be very methodical and organized
- Legal Awareness and knowledge of taxation Laws

OTHER LEADERSHIP SKILLS:
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

- Technical Tools Skills
- Negotiation Skills

MANDATORY SELECTION CRITERIA

- Must have been a PMI Chennai Chapter member for at least one year prior to the date of call of nominations
- Must have served the PMI Chennai Chapter or any other PMI Chapter in a Board position in the past, at least one full term
- Must NOT be the owner/partner/major shareholder or employed in Senior Management position of a PMI REP
- Must hold at least one PMI Certification, preferably the Project Management Professional (PMP)
- Must have volunteered for PMICC activities for at least 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 1 years from the date of call for nominations
- Must Commit to the role for the number of annual hours specified in the table below:

<table>
<thead>
<tr>
<th>Desired Project Management Experience</th>
<th>8 to 10 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired PMI Volunteer Experience</td>
<td>4 to 5 Years</td>
</tr>
<tr>
<td>Average Volunteering time to be spent per year on role</td>
<td>300 – 360 hrs</td>
</tr>
</tbody>
</table>
VICE PRESIDENT - CERTIFICATION

ROLE DESCRIPTION: The Vice President Certification will be responsible for promoting all Training programs related to CAPM, PMP, ACP PMI Certification, Other PMI Certifications Certificate courses in Project Management, Soft skills development trainings and Training on areas such as Six Sigma, ITIL, MS-Project, etc.

ROLES AND RESPONSIBILITIES:

- Establish and oversee a volunteer group charged with the task of developing and delivering periodical training workshops on the above areas.
- Establish and maintain a chapter library of project management reading material and professional publications.
- Co-ordinate and maintain certification preparation workshop modules to insure they reflect the types of changes being made to the PMI certification test.
- Identify and procure certification tools such as test software for use by prospective certification candidates.
- Identify and procure any required training aids as decided by the Board.
- Establish appropriate honorarium and other reimbursement to faculty / instructors / mentors and get approval from the Board of Directors.
- Ensure that appropriate instructors / facilitators / faculty / mentors are available for all Education and training events and that they are properly briefed on the expected course outcomes. On completion of a course, work with the VP – Finance to ensure disbursal of honorarium and other expensies as approved by the committee.
- Develop a Faculty Development, Review and Deployment process, and run the process effectively.
- For any training program jointly with other organizations, prepare and submit Memorandums of Understanding (MOUs) for all operational and financial matter to the Board of Directors.
- Prepare and submit annual budget to the Board of Directors for annual planning purposes.
- Prior to the last quarter of the term expiry, prepare and hand over documentation and all related files and information for successor ‘s transitioning and take over On Expiry of the term; Attend the immediate first committee meeting for the hand over process; Continue to be guide the successor for at least one immediate quarter.
- Protect the Chapter from legal and financial liability by applying Chapter standards, best practices and the Volunteer Code of Conduct.
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

- Work in conjunction with the VP-Programs & Public Relations to come up with topics for knowledge sharing sessions.
- Facilitate information sharing [books & articles] among members – can use the website as a platform
- Provide information to members about public webcasts.

ROLE SPECIFIC SKILLS:
- Must have good knowledge about all the PMI certifications, the latest updates and PDUs
- Must have excellent Program/event planning skills
- Must have excellent Contract and Vendor Management skills
- Must have experience in Content and Curriculum development

OTHER LEADERSHIP SKILLS:
- Public Speaking/Presentation Skills
  - Excellent Writing Skills
  - Ability to Delegate Effectively
  - Negotiation Skills

MANDATORY SELECTION CRITERIA
- Must have been a PMI Chennai Chapter member for at least one year prior to the date of call of nominations
- Must have served the PMI Chennai Chapter in the past or Currently serving the PMICC board
- Must NOT be the owner/ partner / major shareholder or employed in Senior Management position of a PMI REP
- Must hold at least one PMI Certification, preferably the Project Management Professional (PMP)
- Must have volunteered for PMICC activities for at least 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 1 years from the date of call for nominations
- Must Commit to the role for the number of annual hours specified in the table below:

| Desired Project Management Experience | 5 to 6 years |
| Desired PMI Volunteer Experience      | 2 to 4 Years |
| Average Volunteering time to be spent per year on role | 300 – 360 hrs |
VICE PRESIDENT – PROFESSIONAL DEVELOPMENT

ROLE DESCRIPTION: Professional Development will be responsible for the development and delivery of programs relating to Project Management conducted by the PMI Chennai chapter and work with media in publicizing the Chapter’s activities

ROLES AND RESPONSIBILITIES:

∙ Promote professional development among various corporates/sectors.
∙ Promote chapter events/seminars/workshops/projects in various corporate/ sectors.
∙ Work to get sponsors from various corporates/sectors for Chapter events and programs.
∙ Prepare and submit Annual Budgets to the Board of Directors for annual planning purposes.
∙ Provide high quality, professional programs that meet the PMI qualification criteria for Professional Development Units (PDUs).
∙ With inputs from the Board, develop a calendar of events and share with the VP – Marketing for publication in the Chapter website and various other media.
∙ Ensure that the content of these programs must be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board.
∙ Identify and schedule eminent qualified speakers for various Chapter events.
∙ Arrange for suitable facilities, registration desk, special equipment, speaker handouts, and other activities necessary for a successful meeting.
∙ With the Secretary and VP Finance, ensure timely payment for meeting expenses.
∙ At the end of events, collect and compile meeting feedback, collect presentation information from Speaker(s) and send to the VP – Marketing for loading onto the Event page.
∙ Maintain an interface with various media and the press to attain good coverage for Chapter activities.
∙ Provide the President with all relevant portfolio information required for Annual Charter Renewal with PMI, and in Chapter meetings.
∙ Protect the Chapter from legal and financial liability by applying Chapter standards, best practices and the Volunteer Code of Conduct.
∙ Support a clean and timely transition to the position’s successor including Knowledge Transfer, handover of documents, etc.

ROLE SPECIFIC SKILLS:
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

- Must have experience in working with various corporate sectors (private, public & government)
- Must possess excellent organizational and coordination skills.
- Must have Program/event management skills
- Must have knowledge of PMI Credentials and PDUs
- Must be good in Contract and Vendor Negotiations
- Must have basic budget management skills

OTHER LEADERSHIP SKILLS:
- Public Speaking/Presentation Skills
- Excellent Writing Skills
- Ability to Delegate Effectively
- Negotiation Skills

MANDATORY SELECTION CRITERIA
- Must have been a PMI Chennai Chapter member for at least one year prior to the date of call of nominations
- Must have served the PMI Chennai Chapter in the past or Currently serving the PMICC board
- Must NOT be the owner/partner/major shareholder or employed in Senior Management position of a PMI REP
- Must hold at least one PMI Certification, preferably the Project Management Professional (PMP)
- Must have volunteered for PMICC activities for at least 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 1 years from the date of call for nominations
- Must Commit to the role for the number of annual hours specified in the table below:

<table>
<thead>
<tr>
<th>Desired Project Management Experience</th>
<th>5 to 6 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired PMI Volunteer Experience</td>
<td>2 to 4 Years</td>
</tr>
<tr>
<td>Average Volunteering time to be spent per year on role</td>
<td>300 – 360 hrs</td>
</tr>
</tbody>
</table>
VICE PRESIDENT - MEMBERSHIP

ROLE DESCRIPTION: The Vice President – Membership will serve as a strong advocate for excellent member service, satisfaction, retention and growth. This position will include, but not strictly be limited to the following Roles & Responsibilities.

ROLES AND RESPONSIBILITIES:

- Review the monthly DEP (PMI chapter membership data). Communicate with unpaid members for collection and retention purposes.
- Work with the members who did not renew membership and understand the reason for not renewing – suggest corrective measures based on findings.
- Work and achieve the Annual Membership growth and retention goals for the chapter.
- Serve as the Chapter’s liaison with PMI HQ for database updates/information.
- Provide membership status and statistics to the Board of Directors, and in particular, the Vice President Marketing, for public announcements in periodicals on a regular basis.
- Execute various membership drives to reach out to the non-members within the city and increase the chapter membership count.
- Work with PMI in solving any membership related issues.
- Design & Develop a Member Relationship Program and implement it effectively.
- Design & Develop Membership Feedback Programs and implement them effectively.
- Design & Develop & Implement a Member retention program and implement them effectively.
- Guide and oversee volunteers for Membership Relationship improvement, delegate and monitor feedback program execution.
- Design, Develop and effectively implement Membership Marketing programs in association the President and PMI staff.
- Describe, Design and circulate details of PMI Member Benefits, and those offered by the Chapter.
- Prepare and submit Annual Budgets to the Board of Directors for annual.
- Provide the President with all relevant portfolio information required for Annual Charter Renewal with PMI, and in Chapter meetings.
- Protect the Chapter from legal and financial liability by applying Chapter standards, best practices and the Volunteer Code of Conduct.
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

- Support a clean and timely transition to the position’s successor including Knowledge Transfer, handover of documents, etc.

ROLE SPECIFIC SKILLS:
- Marketing Strategy and Development
- Marketing Plan Execution and Delivery
- Knowledge of PMI’s Brand Strategy (Marketing Portal)
- Proficient Usage of Online Collaboration/Tools (e.g., Facebook, LinkedIn)
- Newsletter Tools
- Knowledge of Fundraising Techniques

OTHER LEADERSHIP SKILLS:
- Must have a passion for excellent customer service to members.
- Must have strong problem-solving skills.
- Must possess excellent interpersonal skills.
- Must have a strong commitment to Membership Retention & Growth.

MANDATORY SELECTION CRITERIA
- Must have been a PMI Chennai Chapter member for at least one year prior to the date of call of nominations
- Must NOT be the owner/partner/major shareholder or employed in Senior Management position of a PMI REP
- Must hold at least one PMI Certification, preferably the Project Management Professional (PMP)
- Must have volunteered for PMICC activities for at least 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 1 years from the date of call for nominations
- Must Commit to the role for the number of annual hours specified in the table below:

<table>
<thead>
<tr>
<th>Desired Project Management Years</th>
<th>5 to 6 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired PMI Volunteer Experience</td>
<td>2 to 4 Years</td>
</tr>
<tr>
<td>Average Volunteering time to be spent per year on role</td>
<td>300 – 360 hrs</td>
</tr>
</tbody>
</table>
VICE PRESIDENT - GOVERNANCE

ROLE DESCRIPTION: Elected volunteer responsible for addressing governance and policy issues, including ensuring the maintenance and enforcement of Chapter polices, Bylaws and local laws.

ROLE AND RESPONSIBILITIES

- Ensure the polices are consistent and compliant with all applicable governmental jurisdiction and regulations (e.g., TN Society rules, IRS, Government Compliance, PMI Policy, Sarbanes Oxley)
- Review and update bylaws
- Ensure the Chapter Handbook and/or bylaws are upheld and enforced
- Develop and maintain a comprehensive policy manual
- Oversee PMI Global Operating Center and Chapter policy ad identify any gaps
- Develop and maintain information security/personal information policy
- Ensure and oversee roles/function definitions
- Ensure handling any breaches that may be brought up against a member and/or the Chapter
- Establish policies & Processes to oversee and ensure smooth transition and transition planning
- Be aware of the Ethics Review Process
- Perform as region liaison for the Chapter
- Support and attend Annual General Meetings and any Extraordinary General meetings
- Develop and implement succession and transition plan
- Provide all role-related information required for Chapter Award submissions

ROLE SPECIFIC SKILLS

- Policy Development Experience
- Organization Change Management
- Knowledge of PMI Ethical Code and Guidelines
- PMI Knowledge and Experience
- Ability to Develop Roles and Responsibilities with appropriate support
- Association/Not-for-Profit Knowledge
- Ability to Develop Transition and Succession Planning with appropriate support
- Ability to comply with Local Regulations and Laws with appropriate support
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

- Ability to use/solicit the available/required resources to accomplish the roles and responsibilities

**OTHER LEADERSHIP SKILLS:**

- Excellent Writing Skills
- Active listening skills
- Nice to have skills
  - Conflict Resolution Skills
  - Negotiation Skills
  - Team building Skills

**MANDATORY SELECTION CRITERIA**

- Must have been a PMI Chennai Chapter member for at least one year prior to the date of call of nominations
- Must NOT be the owner/ partner / major shareholder or employed in Senior Management position of a PMI REP
- Must hold at least one PMI Certification, preferably the Project Management Professional (PMP)
- Must have volunteered for PMICC activities for at least 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 1 years from the date of call for nominations
- Must Commit to the role for the number of annual hours specified in the table below:

<table>
<thead>
<tr>
<th>Desired Project Management Years</th>
<th>5 to 6 years</th>
</tr>
</thead>
<tbody>
<tr>
<td>Desired PMI Volunteer Experience</td>
<td>2 to 4 Years</td>
</tr>
<tr>
<td>Average Volunteering time to be spent per year on role</td>
<td>300 – 360 hrs</td>
</tr>
</tbody>
</table>