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 PMI Chennai Chapter for 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 365 days from the date of call of nomination.
- Must have good knowledge and experience in the project management domain and be passionate about PMI Chennai Chapter’s vision.
- Must have the bandwidth 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 an 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.
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

VICE PRESIDENT - VOLUNTEER DEVELOPMENT

ROLE DESCRIPTION: Elected volunteer is responsible for addressing the needs of the volunteers, including recruitment, retention, recognition and leadership development training and support in accordance with chapter policies and bylaws.

ROLES AND RESPONSIBILITIES:

➢ Responsible for volunteer recruitment and/or retention
➢ Responsible for providing clear expectations to volunteers regarding their roles
➢ Understand and leverage experience of volunteers and direct them to various initiatives in the chapter
➢ Responsible for identifying and developing programs to involve, develop, engage and manage volunteer members
➢ Responsible for the development and recognition of volunteers
➢ Build quality into volunteering by introducing and refining different processes for managing the work from volunteers
➢ Develop and implement succession and transition plan
➢ Responsible for providing awareness of volunteer opportunities at the local and global levels

ROLE SPECIFIC SKILLS:

➢ Understanding of Volunteer Resource Management
➢ Understanding of Volunteer Recognition and Appreciation Programs
➢ Ability to use Volunteer Management Software Tools to match volunteer skills with interests
➢ Proficient in Email Communications (e.g., MS Outlook, Google Mail)
➢ Proficient Usage of Online Collaboration/Tools (e.g., Facebook, LinkedIn)
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

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 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 PMI Chennai Chapter for 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 365 days from the date of call of nomination.
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Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

VICE PRESIDENT – ADVOCACY & OUTREACH

ROLE DESCRIPTION: Elected volunteer is responsible for public relations and new reaching out to newer markets, industries, etc. The VP of Outreach shall be responsible for developing corporate relations and partnership programs in accordance with chapter bylaws and policies.

ROLES AND RESPONSIBILITIES:

➢ Develop and implement a Outreach plan in support of the chapter strategic objectives
➢ Publicize the chapter within the community
➢ Create and disseminate the chapter’s announcements, press releases and marketing activities
➢ Facilitate chapter communications to external sources (local newspapers, radio stations and organizations) and share information with PMI and other PMI communities
➢ Collaborate with local businesses to publicize the chapter and PMI
➢ Publicize the chapter and PMI through internal and external publications
➢ Oversee the relationship with the press and the relation with the public authorities, government bodies and non-governmental organizations
➢ Monitor and coordinate presentations to external stakeholders and other organizations interested in the activities of PMI
➢ Increase awareness of PMI and the chapter
➢ Develop and implement succession and transition plan

ROLE SPECIFIC SKILLS:

➢ Outreach Strategy and Development
➢ Outreach Plan Execution and Delivery
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

➢ Knowledge of PMI’s Brand Strategy (Marketing Portal)
➢ Newsletter Tools
➢ Collaboration and Networking

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

VICE PRESIDENT - MARKETING

ROLE DESCRIPTION: Elected volunteer is responsible for marketing activities. The VP of marketing shall be responsible for developing marketing, and communication programs in accordance with chapter bylaws and policies.

ROLES AND RESPONSIBILITIES:

➢ Develop and implement a marketing plan in support of the chapter strategic objectives
➢ Develop and implement marketing campaigns to promote the chapter and its activities to members and the community at large
➢ Market and publicize the chapter within the community
➢ Develop an awareness of PMI’s marketing tools and resources
➢ Develop and distribute marketing materials, newsletter, etc.
➢ Drive the chapter’s advertisement process and ensure results
➢ Maintain relationships with sponsors for revenue generation to fund the chapter’s activities
➢ Coordinate and organize presentations to potential chapter sponsors, event sponsors and other sponsors
➢ Develop and implement succession and transition plan

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

OTHER LEADERSHIP SKILLS:

➢ Public Speaking/Presentation Skills
➢ Excellent Writing Skills
➢ Ability to Delegate Effectively
➢ Negotiation Skills

MANDATORY SELECTION CRITERIA

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

VICE PRESIDENT - MEMBERSHIP

ROLE DESCRIPTION: Elected volunteer is responsible for an 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 Marketng, for public announcements in periodicals on a regular basis.
➢ Execute various membership drives to reach out to the nonmembers 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.
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

➢ 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.
➢ 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 atleast 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
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

➢ Must hold at least one PMI Certification, preferably the Project Management Professional (PMP)
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Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

VICE PRESIDENT - TECHNOLOGY

ROLE DESCRIPTION: Elected volunteer is responsible for the appropriate use of technologies for effectively and timely communicating to members and external stakeholders of the Chapter, PMI headquarters and others. This position will include, but not strictly be limited to the following Roles & Responsibilities:

ROLES AND RESPONSIBILITIES:

➢ Effectively use various technologies and tools to ensure effective, clear, accurate and timely communication with various stakeholders
➢ Strategize, implement and maintain technological tools as required including but not limited to websites, webinars, live feeds, social media, reporting, policy access, governance related needs, member related programs and their benefits achieved, member related of data, communication methodologies, presentation tools, learning materials, outreach needs, partners and like-minded organization needs etc at all times and as when needed.
➢ Device effective technological strategies, standardize technologies and tools across the chapter. Tools and technologies should be effectively used for communicating information about monthly chapter meetings, facilities and programs, including the following:
➢ Should be able to effectively assimilate information, edit and publish Chapter Quarterly Newsletter on time.
➢ Enable collating, preparing and submit Annual Budgets to the Board of Directors for annual planning purposes.
➢ Enable reports on various Chapter meetings and initiatives are easily minuted, edited, and disseminated in a timely manner for PMI and PMI India publications such as Manage India, PMI Today, PM Network, etc.
➢ Appropriate use of tools and technologies for PMICC information dissemination to PMI websites and groups. Constantly maintain and improve the Chapter
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

website for usability, enable regular updates so that information is up-to-date, accurate and presented in a timely manner.
➢ Technologically leverage social media such as Facebook, LinkedIn, Youtube, Blogs, Twitter, webcast and any other effective media to improve Chapter engagement with members and the community.
➢ Enable managing the Chapter Google group to ensure member information is kept up-to-date and communications reach members and others in a timely manner.
➢ Enable access of all relevant portfolio information required for Annual Charter Renewal with PMI, and in Chapter meetings for President and Board Members as necessary at all times.
➢ Enable the VP – Governance to monitor ethical, policy related governance, access to information for statuary needs.

ROLE SPECIFIC SKILLS:
➢ 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.

OTHER LEADERSHIP SKILLS:
➢ Must possess good knowledge of latest technologies, tools, trends and applications
➢ Must have excellent communication skills.
➢ Must have excellent knowledge of the benefits of web, mobile technologies and various social media and how they can be used for the benefit of the Chapter.
➢ Knowledge of PMI Ethical code and guidance
➢ Ability to develop transition and succession planning with appropriate support
➢ Association / Not-for-profit knowledge
Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

➢ Ability to use / solicit the available / required resources to accomplish the roles and responsibilities
➢ Excellent leadership skills

MANDATORY SELECTION CRITERIA
➢ Must have been a PMI Chennai Chapter member for at least one year prior to the date of call of nomination
➢ Must hold one PMI certification, preferably PMP
➢ Must NOT be the owner, partner or major stakeholder or employed in PMI registered Education Provider (REP)
➢ Must have volunteered with PMI Chennai Chapter for 60 hours of volunteering effort in the span of 2 years and 25 hours in the past 365 days from the date of call of nomination
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Board of Directors Roles, Responsibilities, Skillsets & Key Selection Criteria

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

➢ Ability to Develop Transition and Succession Planning with appropriate support
➢ Ability to comply with Local Regulations and Laws with appropriate support
➢ 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
  o Conflict Resolution Skills
  o Negotiation Skills
  o Team building Skills

MANDATORY SELECTION CRITERIA

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

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 work shop 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 expanses 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
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