

ELECTION INFORMATION SESSION

Board elections for 2024 to 2027

PMI Ottawa Valley Outaouais Chapter
6 DECEMBER 2023



WELCOME AND INTRODUCTIONS

Can you tell us
about your
background and
what brings you
here today?

What's a unique
or surprising fact
about you?

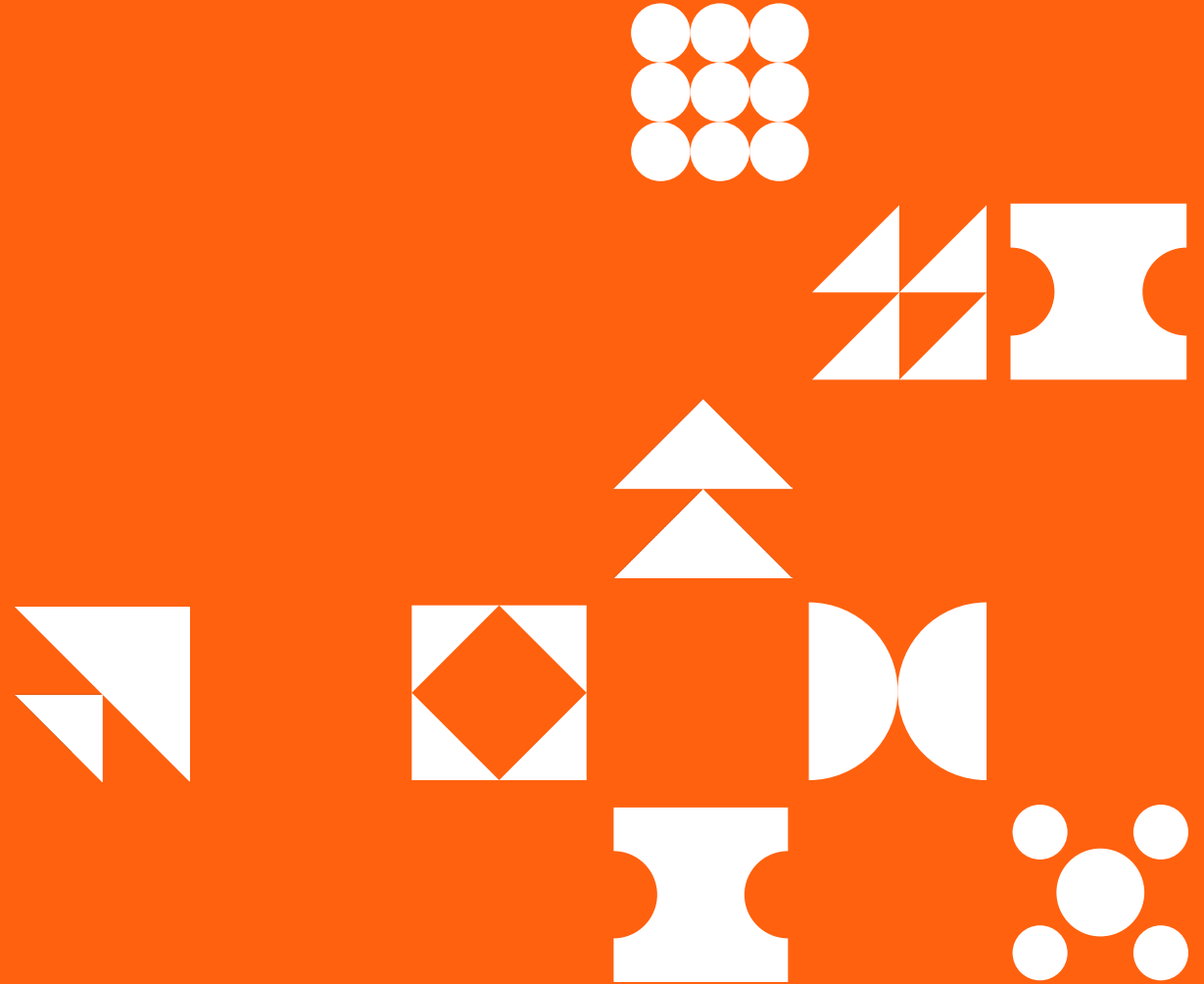
What's
something
you're looking
forward to in
the near future
and why?

Agenda

1. Chapter Overview
2. Roles and Responsibilities of Board Members
3. Election Process Overview
4. Election Timeline
5. Q&A Session



PMI OTTAWA VALLEY OUTAOUAIS COMMUNITY WHO ARE WE?



PMI CULTURE VALUES & BEHAVIORS

Make It Easy

We are easy to deal with.

When things slow us down, we find a better way.

We prioritize the impact that matters most and take the most direct route to it.

Behaviors:

- I speak with candor and kindness to get to the right outcome quickly
- I enable clear, simple and transparent communication and interaction that aligns with the needs of those involved
- I reduce complexity and remove barriers wherever possible
- I involve the right people in the right way
- I act fast where possible, seek input where needed and have the experience and/or data to support my decisions
- I say 'no' to some things, in order to be able to say 'yes' to the ones that matter most

Aim Higher

We set the standard in top quality work to create the greatest impact for the PMI community.

We lead the way by thinking long-term and acting in the short-term.

We fearlessly take ownership of what we do, knowing every action counts.

Behaviors:

- I consistently deliver excellent experiences and work, and am always seeking ways to do better
- I stay on top of industry trends and use these insights to drive even higher quality in what I do
- I act quickly, sustainably and take smart risks, while being mindful of the long-term impact
- I am self-aware and regularly seek out feedback, welcoming it as a route to personal growth
- I have a bias for action and take responsibility for the outcome
- I act ethically and with integrity, always following through on my commitments and trusting others to do the same

Be Welcoming

We create genuine belonging for all, because our differences make us stronger.

We act with humanity, showing care, empathy and respect for others' needs.

We assume good intent and seek to understand, not judge.

Behaviors:

- I speak out when there are instances of disrespect, bias, or discrimination
- I create safe, supportive and respectful environments where we can all voice our needs, and every voice is heard
- I am mindful of my own biases and background
- I take time to understand others' unique backgrounds, needs, experiences and perspectives
- I empathize with others, see the best in them and find opportunities for us to succeed in partnership
- I prioritize my own wellness and mental health, and make space for others to do the same

Embrace Curiosity

We are always seeking ways to better serve the PMI community.

We see challenges as opportunities to innovate, and take them.

We feel able to fail fast in order to get it right.

Behaviors:

- I think critically and suggest solutions that could better meet the needs of the PMI community
- I look beyond PMI to find new ways to create value and improve
- I take the initiative and the responsibility for solving the problems I face
- I stay open-minded, inquisitive and embrace opportunities to change
- I create an environment where it's safe to experiment and share mistakes, as a route to improving
- I am constantly learning from others and recognize that there is always more than one possible 'right' path forward

Together We Can

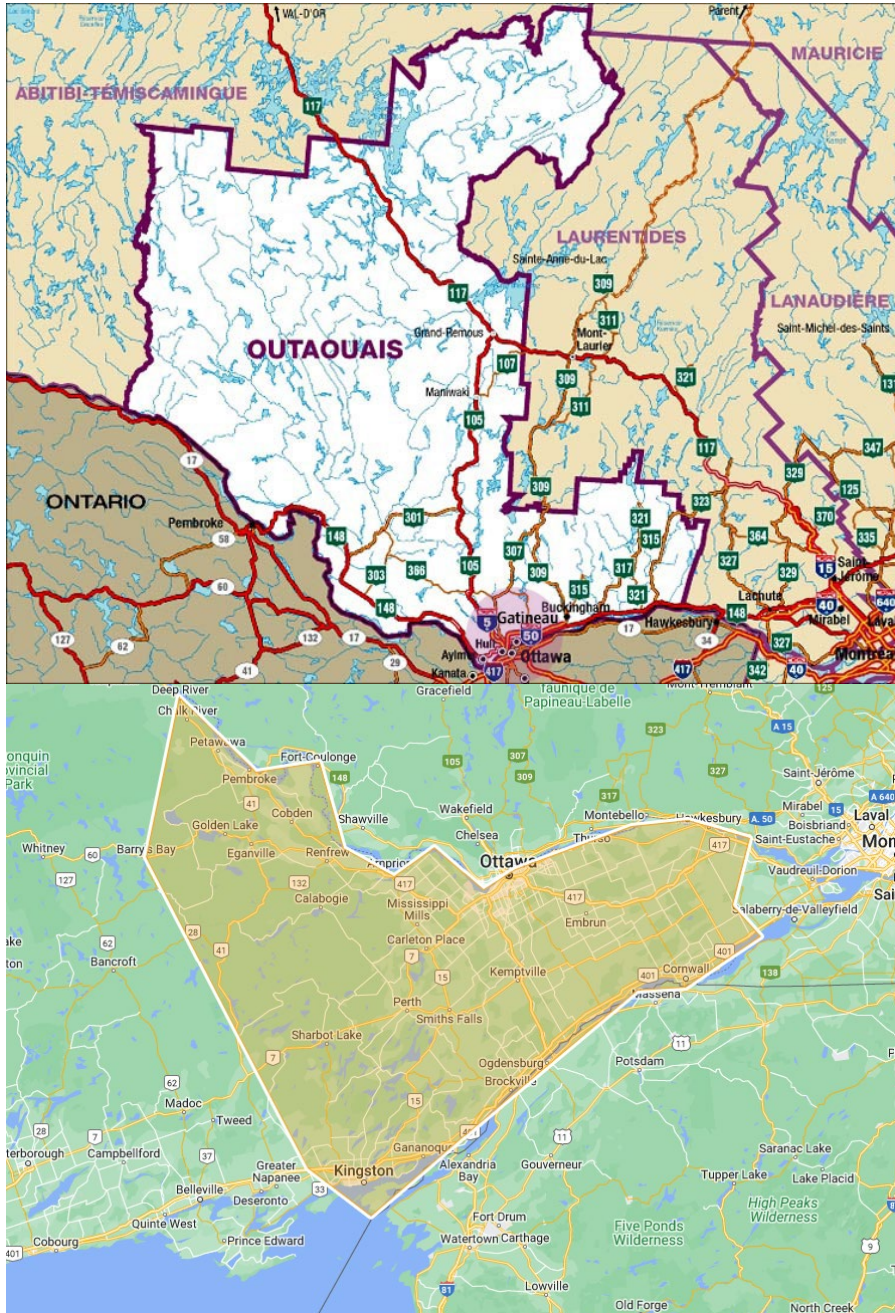
We build deep, trusting relationships that help us work towards our mission together.

We use our shared purpose to unite us as a community and drive us forward to create impact.

We act in alignment with our global goals, while being empowered to deliver locally.

Behaviors:

- I build personal relationships that last, not just connections
- I listen to understand, and find ways to collaborate on solutions
- I celebrate successes and learnings, so we can all grow and move forward faster
- I support those around me, knowing that I can only succeed if we all succeed
- I give freedom within a clear framework, offering meaningful empowerment
- I consider the impact of my actions on all members of the PMI community, and act to create the best overall outcome in service of our mission



ABOUT US

- PMI OVOC represents PMI in the Ottawa Valley and Outaouais Region, with **2500+** members.
- **67%** of PMI-OVOC members have Project Management Professional PMP® certifications.
- Empowering project management community in the Ottawa Valley, Outaouais, and Eastern Ontario region through engagement, resources, and networking for professional growth and development.
- Focus of 2023
 - Reconnecting – Reengage – Revitalize



Thomas Doyle
Interim
President /
VP
Operations



Charles Igwe
VP
Professional
Development



Tarik Almalak
VP
Governance /
Policy



Latifa Baba
VP Volunteers
/ Membership



Srini Balla
VP Finance

CHAPTER OVERVIEW

Purpose

Our purpose is to elevate the project management profession in the Ottawa Valley, Outaouais, and Eastern Ontario region. By championing values and traditions while fostering growth and innovation, we endeavor to unify members, professional groups, and businesses. Our commitment is to offer resources, mentorship, and a thriving community of practice. In partnership with PMI global and our affiliate entities, we are dedicated to constructing a dynamic and inclusive community, leading industry advancements and enriching life in our region through the essential discipline of project management.

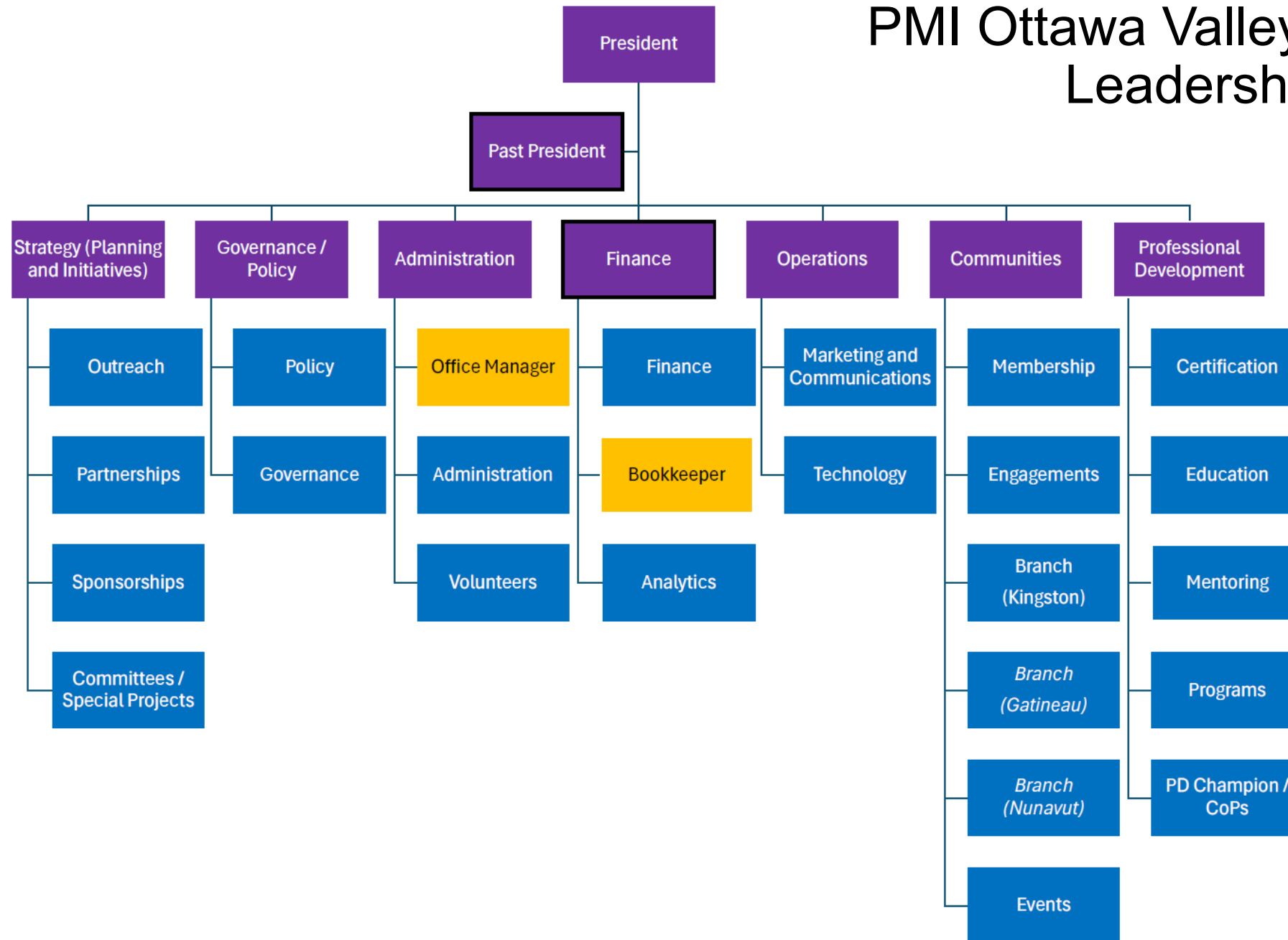
Mission

Our mission is to nurture and empower a diverse project management community in the Ottawa Valley, Outaouais, and Eastern Ontario region. We are dedicated to delivering timely insights, resources, and immersive experiences that heighten awareness and stimulate engagement. With a forward-thinking approach, we strive to be Canada's premier hub for Project Management, addressing the profession's ever-changing demands in both official languages. In harmony with PMI principles, we serve to enrich the journey of current and aspiring practitioners.

Vision

Our vision is to be the premier platform for project management in the Ottawa Valley, Outaouais, and Eastern Ontario region, fostering seamless interaction, enriching networking, and unparalleled educational opportunities. Anchored in PMI best practices, we envision a future where our community flourishes, and the project management discipline ascends to new heights of excellence.

PMI Ottawa Valley Outaouais Leadership Structure 2024



AREAS OF FOCUS

<div>Strategy (Planning and Initiatives)</div> <div><div>Goals:</div><div>Develop strategic initiatives that promote growth and innovation. Foster partnerships and sponsorships that align with the chapter's purpose.</div><div>Activities:</div><div>Coordinate outreach programs. Cultivate relationships with local businesses and professional groups.</div></div>	<div>Professional Development</div> <div><div>Goals:</div><div>Offer educational resources and certification opportunities. Foster a culture of continuous learning and professional growth.</div><div>Activities:</div><div>Provide mentorship programs and development workshops. Coordinate with PD Champion / Communities of Practice (CoPs).</div></div>
<div>Communities</div> <div><div>Goals:</div><div>Strengthen the project management community within the region. Enhance member engagement and satisfaction.</div><div>Activities:</div><div>Develop and manage membership programs. Coordinate with local branches and organize events.</div></div>	

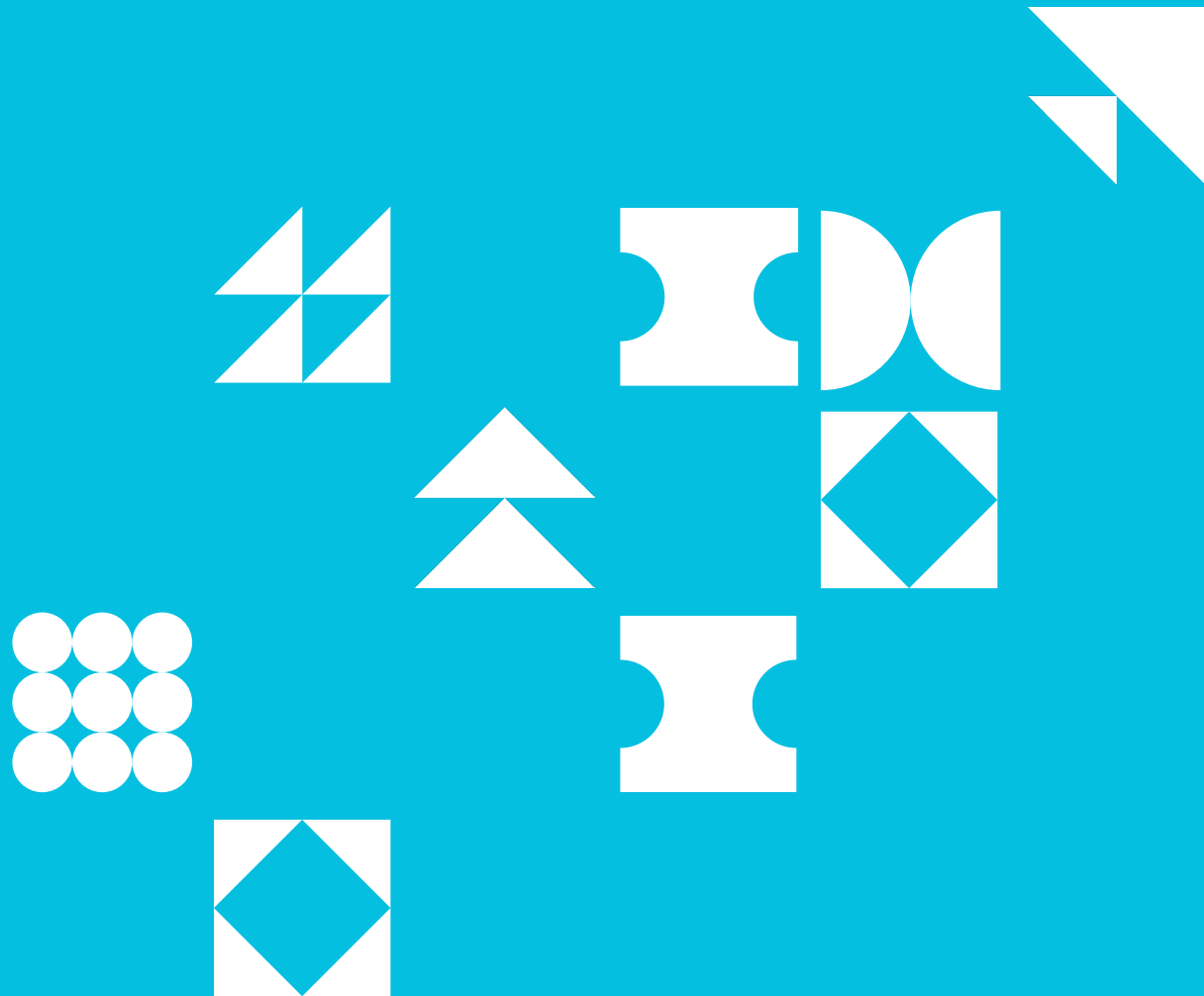
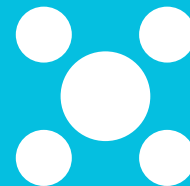


AREAS OF FOCUS

<p>Administration</p> <p>Goals:</p> <p>Maintain the chapter's operational efficiency. Support the board and committees through administrative functions.</p> <p>Activities:</p> <p>Manage day-to-day operations, including volunteer coordination. Oversee the Office Manager's tasks and ensure proper record-keeping</p>	<p>Finance</p> <p>Goals:</p> <p>Ensure fiscal responsibility and transparency. Align financial strategy with the chapter's goals.</p> <p>Activities:</p> <p>Oversee budgeting, financial reporting, and bookkeeping. Conduct financial analysis to guide strategic decisions.</p>
<p>Governance / Policy</p> <p>Goals:</p> <p>Ensure the organization's operations adhere to PMI's principles and bylaws. Develop policies that support the organization's mission.</p> <p>Activities:</p> <p>Regularly review and update the chapter's bylaws and policies. Provide governance oversight and policy development.</p>	<p>Operations</p> <p>Goals:</p> <p>Ensure the smooth operation of the chapter's initiatives. Implement effective systems and technology solutions.</p> <p>Activities:</p> <p>Manage the chapter's marketing and communications. Oversee technology deployment and analytics.</p>



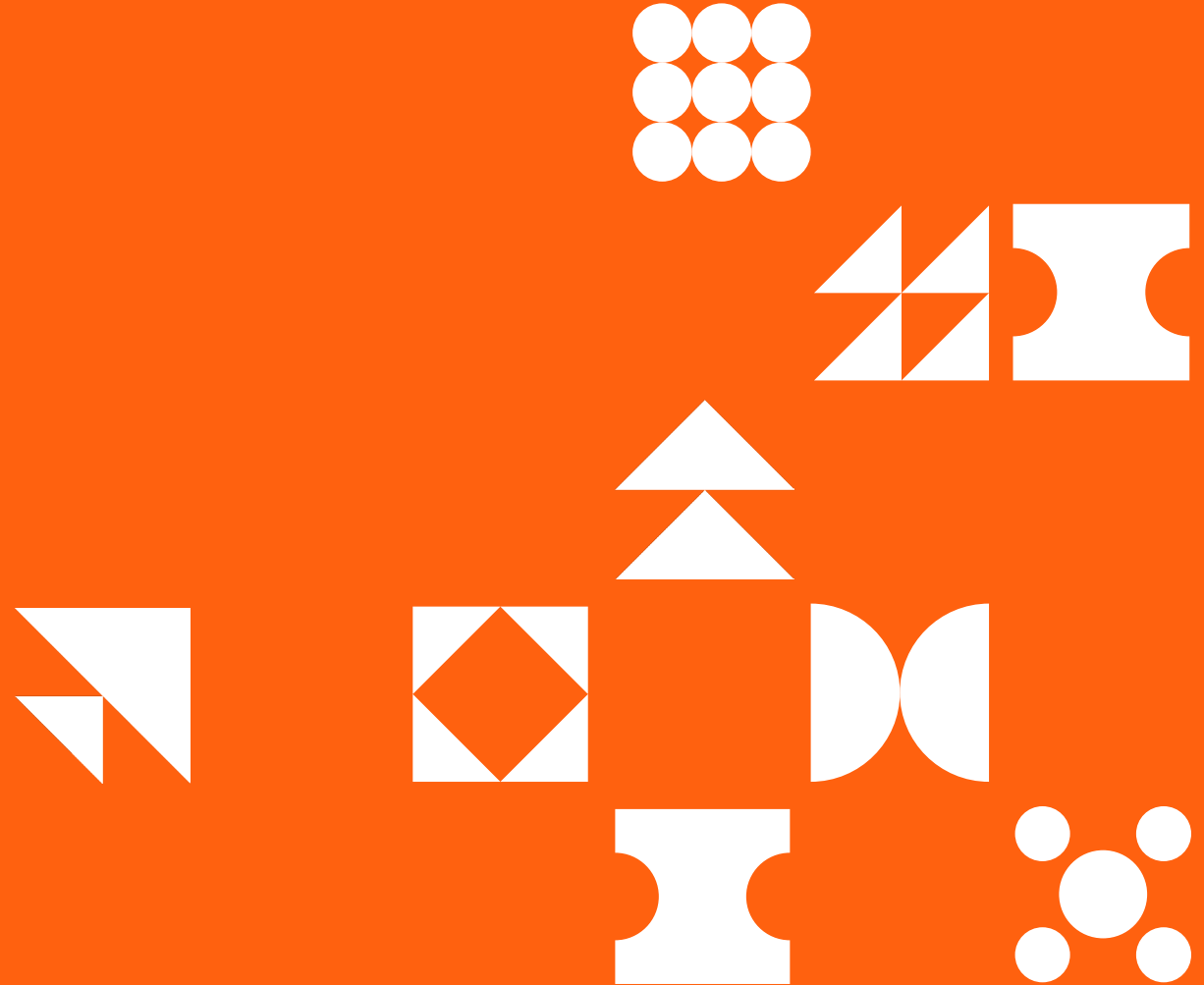
ROLES AND RESPONSIBILITIES OF BOARD MEMBERS



**The efforts of volunteers worldwide are equal to
109 million full-time workers
There are over 1 billion volunteers worldwide**

Why volunteering?

- Meet new people
- Access to industry leaders
- Giving back to the profession
- Develop professional relationships
- Sharpen existing skills
- Develop new skills
- Safe space to practice skills
- Build your resume



IS VOLUNTEERING AS A PMI OVOC BOARD MEMBER RIGHT FOR YOU?

While it is understood that “life happens” and it is not always possible for a Board member to finish their term, *ideally* it is preferable for the Board composition in January to be the same as the Board composition the following year.

Consider these circumstances/possibilities:

- **Your personal situation** – your health; the health of others close to you; family demands on your time; changes in family circumstances (children/parents)
- **Your education** – the demands of being a full-time or part-time student; responsibilities to a study/project group; balancing work and study time
- **Your job/career** – the demands of your job; seeking work/starting new work; potential for work-related travel or move; impact of promotion/new responsibilities
- **Your motivation** – volunteer work is, fundamentally, unpaid work. You are donating your time for the greater good of the project management profession in general, and your local PMI Chapter in particular. It takes drive and energy to be a full participant in the PMI OVOC Board

Are you willing and able to give back, now?

EXPECTATIONS OF ALL BOARD MEMBERS

- Attend Monthly Board Meetings (once a month)
 - In-person and via MS Teams when viable/permitted
 - Time – 1800–2100 hrs
- Monthly Reporting prior to meetings (Monthly Portfolio Status Reports)
 - Review and understand materials from other portfolios
- Provide advance notice of absences as part of status report
 - Provide a contact for all ongoing work during your absence
- Maintain and promote an open communication environment
- Manage your portfolio(s) budget
- On average, approximately 15 to 25 hrs. per month
- Respond to email within a typical business timeframe (48-72 hours)

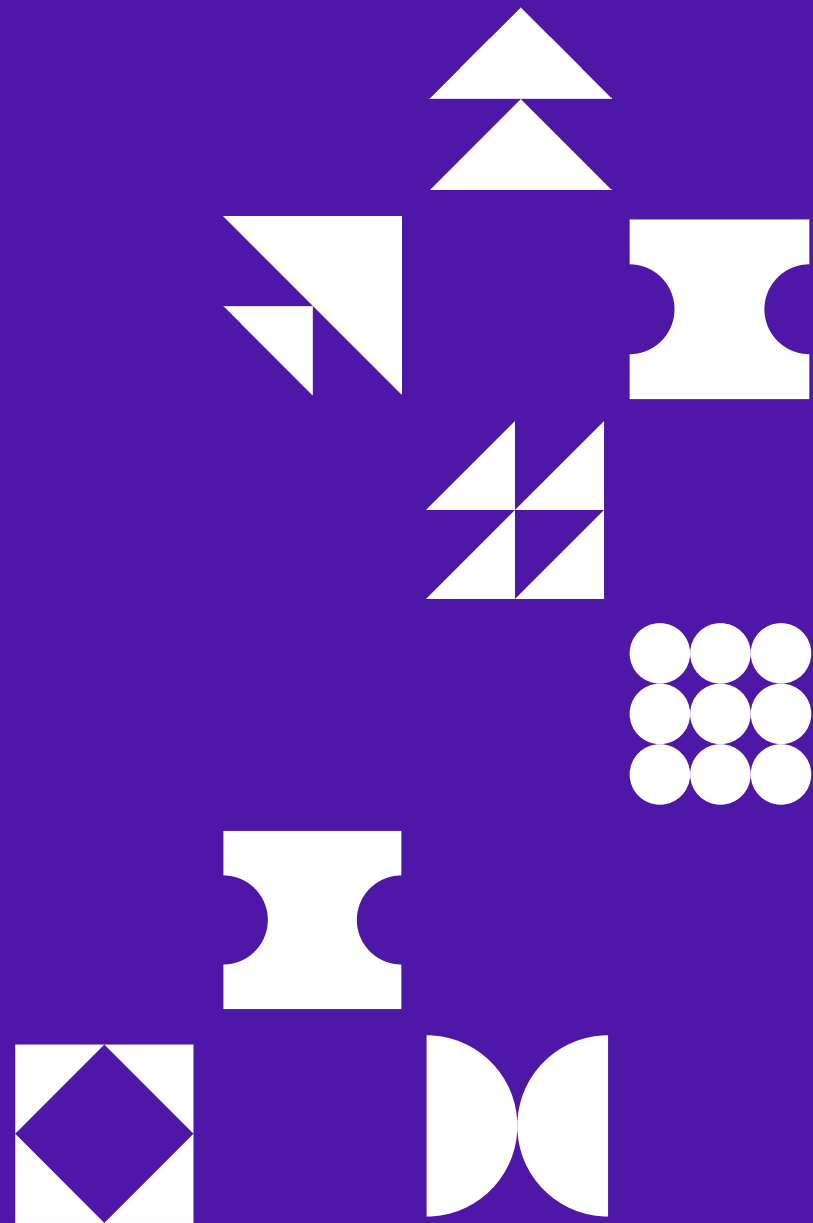
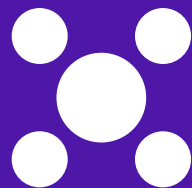
To serve on the PMI OVOC Board of Directors, you must be a member in good standing of both PMI and PMI OVOC

CHAPTER LEADERS' CODE OF CONDUCT

As a Chapter Leaders, you are expected to:

- Transform the PMI OVOC vision into action with solid operational plans
- Identify problems and come forward with alternatives and recommended solutions
- Remember that we are there to serve our Chapter members
- Be an ambassador for PMI and the Project Management Profession
- Act with professionalism and to treat each other with respect both in verbal and written communications
- Listen and be supportive of fellow board members
- Actively participate in Board meetings by adding value to discussions
- Come prepared to all Board meetings
- Not interrupt Board members when they are speaking
- Be willing to mentor new Board members, Chapter Leaders and volunteers
- Share your functional and leadership knowledge
- Attend the annual planning sessions
- Propose new initiatives to expand existing portfolios always thinking of ways to add value for Chapter members

ELECTION PROCESS



ELECTIONS

Once candidate profile have been received, they will be posted on the PMI OVOC website, and promoted on social media during the 12 December to 27 December.

Depending on the number of nominees, one or two methods maybe decided:

1. More than 6 nominees – elections will occur during the timeline above, and total votes received by the 27th will determine the top 6 for acceptance to the board. (eVoting by the membership)
2. Less than 6 nominees – elections will not need to occur, and the election committee may recommend to move forward without the timeline above for the new board members.

PROCESS OF SELECTING BOARD POSITIONS ON INITIAL BOARD MEETING (JAN 2024)

- Each Board roles will be described
- New Board members will have the opportunity to ask questions about all roles
- Board Executive positions are decided upon first:
 - President will be filled by President Elect / Interim President
 - VP Finance (Treasurer) and VP Administration (Secretary) are asked if they want to continue in their existing roles
 - If yes, they maintain their current role
 - If no, other Board members who have one year experience will be asked if they are interested in whichever role is available. If no Board member with the required one year of Board experience is interested, newly elected Board members will be offered whatever roles are available
 - If more than one person is interested in a role, there will be a vote among current Board members to determine who gets the role
- Board Positions
 - Current Board members are asked if they want to retain their roles
 - If yes, the current board member maintains their role
 - If no, newly elected board members will be asked, for each role, if they are interested in the role
 - If more than one person is interested in a role, there will be a vote among current Board members to see who gets the role



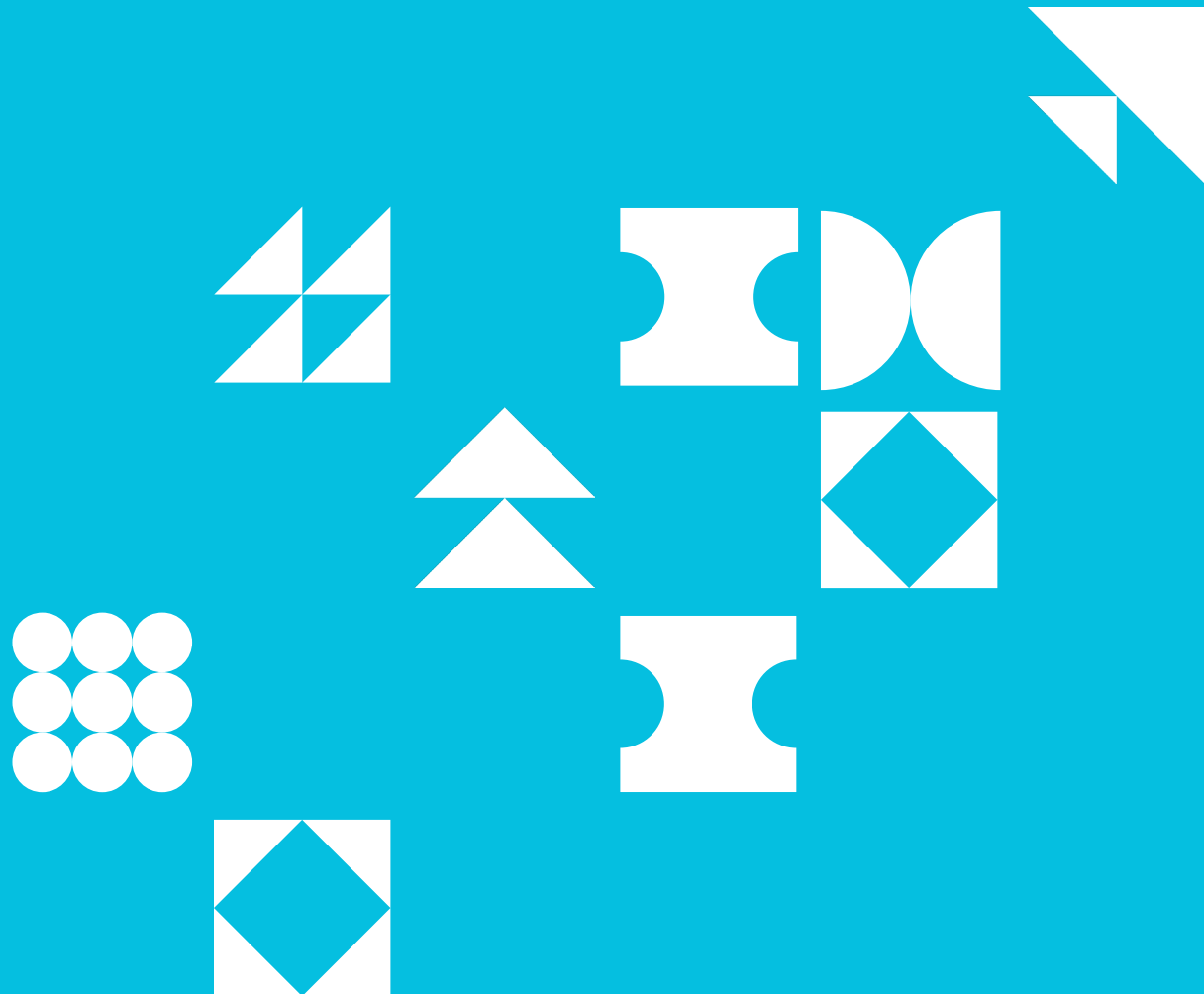
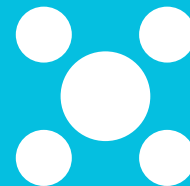
Project
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Ottawa Valley Outaouais

TIMELINE FOR ELECTIONS

ELECTION TIMELINE

Activity	From	To
<i>Call for nominations</i>	November 12	December 11
<i>Information session hosted by the Board</i>	November 23 December 6	November 23 December 6
<i>Elections</i>	December 12	December 27
<i>Announcement of election results</i>	December 30	January 4
<i>Board Transition Meeting</i>	January 13	January 13
<i>Board Transition/Handover</i>	December 30	February 13
<i>New Board in Place</i>	January 1	

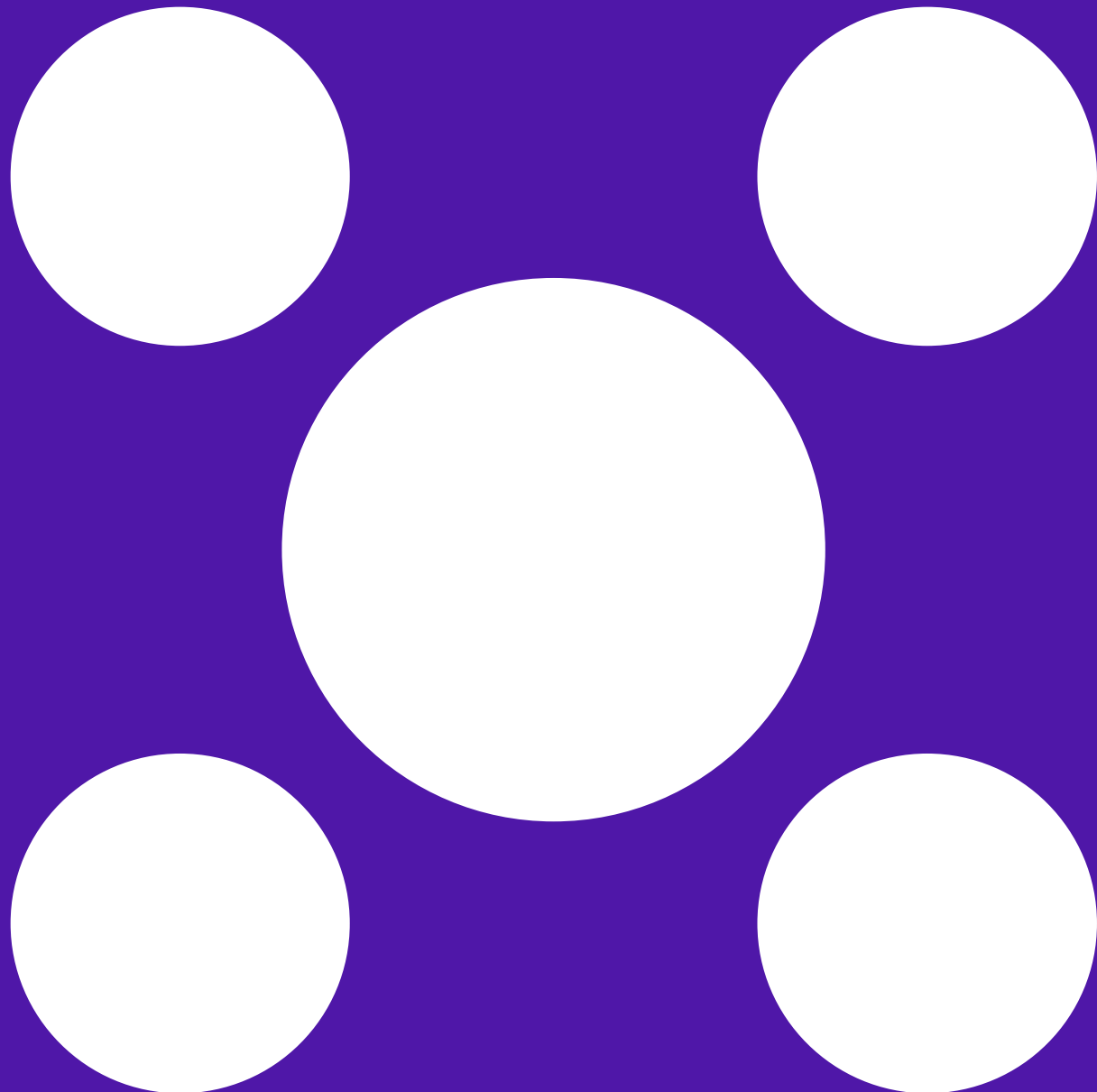
HOW TO APPLY/NOMINATE



NEXT STEPS

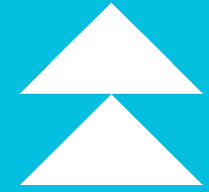
- Send any questions you still have to the [Elections Chair](#)
- E-mail [Elections Chair](#) to express your interest in participating in the election
- Elections Chair will validate your PMI OVOC Membership
- Elections Chair will send you the following documents to complete:
 - Candidate Profile
 - ✓ Photo
 - ✓ One paragraph profile describing yourself
 - ✓ Why you are interested in serving on the Board of Directors
 - ✓ Why you are qualified to serve on the Board of Directors
 - ✓ What three portfolios are you interested in and why
 - PMI OVOC Conflict of Interest form
 - PMI OVOC Confidentiality Agreement
- Submit election package to [Elections Chair](#)
- Wait for Elections to start and vote
- Wait for results on 30 December – 4 January

Q&A SESSION





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THANK YOU

Tarik Almalak

Election Chair

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