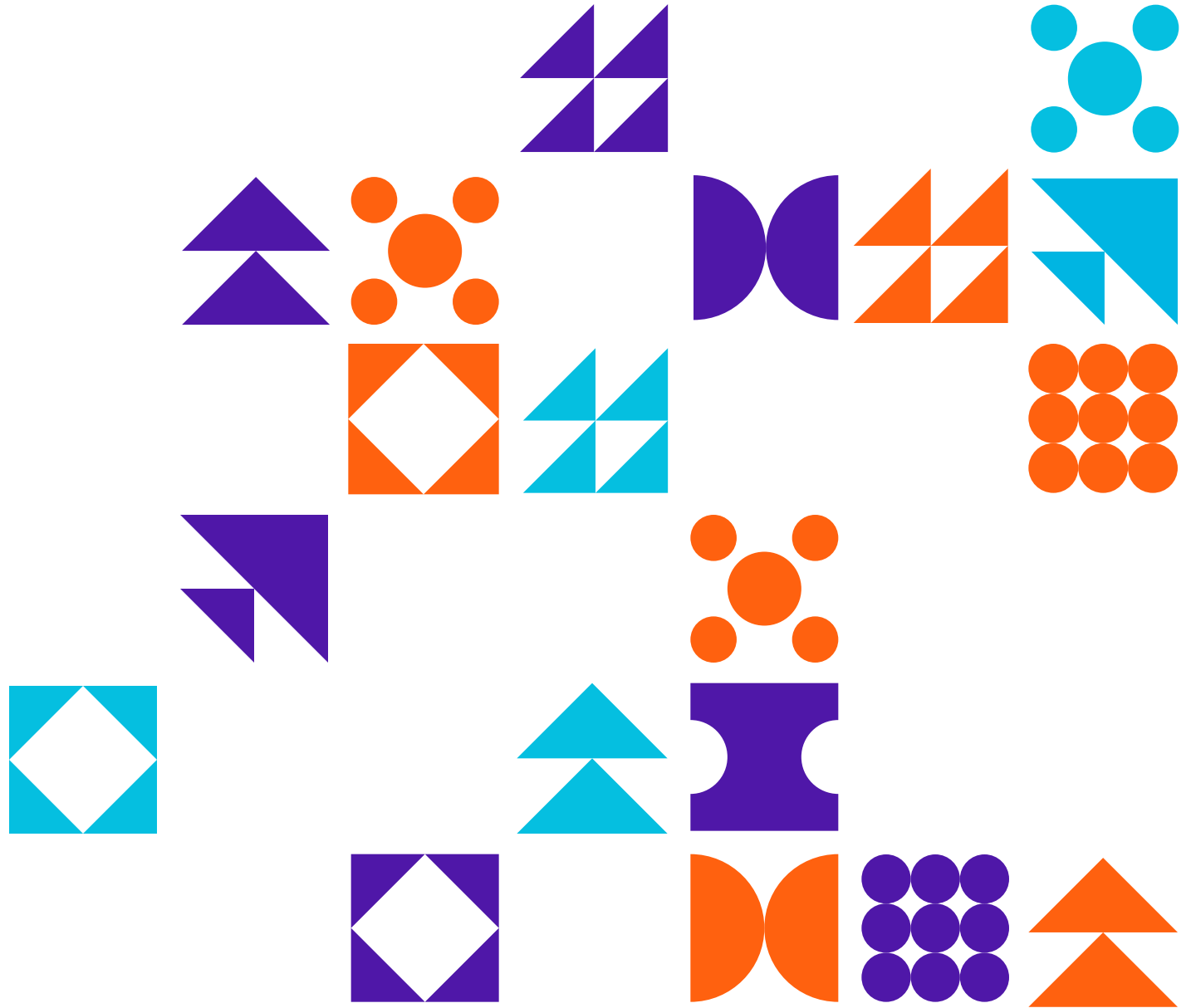




**Project
Management
Institute.**
Ottawa Valley Outaouais

PMI OVOC ELECTION INFORMATION SESSION



Agenda

- Welcome
- Introduction of Board Members in Attendance
- Election Timeline
- PMI OVOC – Mission & Vision
- Plans for 2021 / 2022
- Board Position Selection
- Board Structure
- Expectations of Board Members
- Code of Conduct
- Board Positions
- Roles, Responsibilities for each Board Position
- Next Steps
- Questions

Election Requirements, Timeline & Process

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

Timeline

- Nomination Period – Now to 28 Feb 21
- Information Session – Today (16 Feb 21)
- Election Voting – 8 Mar 21 to 7 Apr 21
- Announcement of Election Results – 9 Apr 21
- Board Transition Meeting / Selection of Board Positions – 14 Apr 21
- Introduction of New Board at ABM – 6 May 21
- Board Transition / Handover – 14 Apr 21–30 Jun 21
- New Board in Place – 31 May 21

PMI Ottawa Valley Outaouais Chapter

Core Purpose

- To advance the practice, science and profession of project management throughout the Ottawa Valley and Outaouais region in a conscious and proactive manner by engaging all existing and potential members, relevant professional communities, and businesses and by providing current information, resources, and activities.

Mission

- To build professionalism and awareness in project management as well as portfolio, program management, business analysis, risk management and scheduling.

Vision

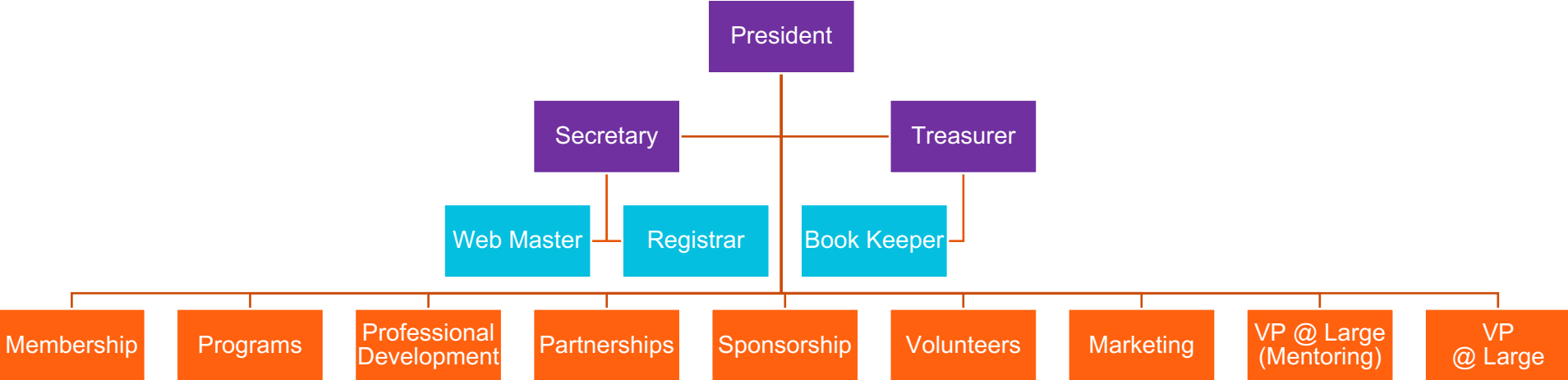
- To provide project management practitioners opportunities for interaction with their peers through networking, meetings, education, partnerships, and training opportunities that support certification efforts and professional development.



Plan for 2021/2022

- Focus and enhance existing offerings such as:
 - Webinars
 - Educational training
 - Mentoring
 - Professional Development days
- Conduct member networking and volunteer appreciation events (in person if viable and allowed)
- Programming in both official languages
- Establish new partnerships that provide member benefits
- Focus on Membership – provide value to our members; give members the services they want; promote retention; increase recruitment

2020/2021 Board Structure



Note: this is the existing board structure. It is anticipated that it will change in the very near future



Board Positions for 2021/2022

Board Positions are for a 2 year term

Executive Positions

(must have at least one year of PMI OVOC Board Experience)

- **President** – To be filled by Nadine Fortin, current President-Elect, should she be re-elected
- **Treasurer** – Currently filled by Marie-Eve Belzile – completing second year of two-year term
- **Secretary** – Currently filled by Kerry Campbell – completing second year of two-year term

Board (two-year term)

- **Marketing** – Will be vacant, currently filled by Laura Paul, who is leaving the board
- **Membership** – Will be vacant, currently filled by Nadine Fortin, who is running for re-election
- **Partnerships/Outreach** – Currently filled by Daria Alshehabi
- **Programs** – Currently filled by Ruki Efejuku who is running for election
- **Professional Development** – Will be vacant, currently filled by Nadine Fortin, who is running for re-election
- **Sponsorship** – Will be vacant, currently filled by Violeta Samardzic, who is leaving the board
- **Volunteers** – Will be vacant, currently filled by Jon Christie, who is running for re-election
- **VP at Large 1 (Mentoring)** – Currently filled by Zara Palevani
- **VP at Large 2** – Currently filled by Natasha Murphy

Roles, Responsibilities, Expectations - President

- Oversight of Chapter and Board, and mentoring of Board members
- Direct activities in accordance with Chapter By-Laws
- Operational direction of the Chapter
- Attend monthly R3 Chapter Leaders conference calls
- Liaison with R3 and PMI GHQ as required
- Attend R3, LIM as Chapter representative, along with other Board members as available and approved to attend
- Annual Business Meeting
- Assign projects to VP(s) at Large
- Complete Annual Chapter Charter Renewal; and Catalog of Core Services and Annual Plan Template and submit to GHQ
- Responsible for the PMI OVOC PMI EF Volunteer Team
- Cheque signatory and corporate credit card holder
- Responsible for the President's budget
 - Includes travel (LIM, R3), Elections, ABM, Business Development, and Annual Planning
- Time Commitment: 30-40 hrs per month
- Additional qualifications: Minimum 1 year served on the PMI OVOC Board of Directors (preferably more)



Roles, Responsibilities, Expectations - Treasurer

- Prepare Annual Budget
 - Facilitate Annual Budget exercise
- Provide monthly status updates on income and expense
- Provide budget status and statement for each portfolio; store these on Box
- Review budget on a quarterly basis and make recommendations
- Cheque signatory and corporate credit card holder
- Responsible for the Treasurer budget
 - Bookkeeper, Annual Review, Banking Fees
- Manage the Bookkeeper (contractor)

- Time Commitment: 15-20 hrs/month

Roles, Responsibilities, Expectations - Secretary

- Prepare agenda for monthly Board meeting
 - Friday prior to Board meeting, issue request for agenda items at least one week prior to the Board meeting
 - Publish agenda along with links to meeting materials the Sunday before the board meeting
- Take minutes for Board meetings (containing a summary of all discussions and votes), maintain a decision and action item log, maintain the Chapter calendar. Send all four out for review no later than one week after the Board meeting
- Establish and maintain Board meeting folder on Box
- Responsible for maintenance of all Chapter policies
- Coordinate the release of The Leader with Multiview (issued mid-month)
- Cheque signatory
- Responsible for the Secretary budget
 - Board Meeting Costs, Secretariat Costs (mailbox, storage locker)
- Manage the Technology volunteer

Roles, Responsibilities, Expectations - Programs

- Responsible for all Programs Events: Breakfasts, Saturday Seminars, Dinner Meetings, Webinars. This includes activities such as:
 - Securing speakers
 - Providing event content text for event registration
 - QA of all Event information on website
 - Liaising with Registrar/Webmaster regarding event questions
- In collaboration with the VP Marketing, ensure that programs events are broadly advertised, through multiple mediums
- Storing all program related information (speaker bios, presentation slides, etc.) in Box
- Recruit and manage a Programs Volunteer team
- Provide, as part of monthly status report, attendance figures for all events since the previous Board meeting showing:
 - Registered attendance vs actual attendance
 - Feedback from event attendees
- Responsible for the Programs budget
 - All events; Registrar cost in support of events
- Qualifications: prior experience in event planning, programs coordination and project management



Time commitment: 25–30 hours/month

Roles, Responsibilities, Expectations – Professional Development

- Responsible for all Certification training events
- Provide, as part of monthly status report, attendance statistics on Certification training events held since previous Board meeting
- In collaboration with the VP Marketing, ensure that certification events are broadly advertised, through multiple mediums
- Maintain partnership with ATP Organization(s) to offer PMP Exam Preparation courses and Disciplined Agile courses to our members
- Prepare the Professional Development budget
- Answer member questions about credentialing as well as credentialing preparation events
- Collaborate with training partners (organizations, instructors, past students) to create, offer, maintain or improve credentialing preparation courses, and to assist members in obtaining credentials
- Maintaining all training materials and other required information on Box
- Be well-versed, or able to ramp-up quickly, with respect to PMI Credentials and credentialing processes
- Time Commitment: 20-25 hrs/month



Roles, Responsibilities, Expectations - Volunteers

- Address the needs of the volunteers, including recruitment, retention, recognition
- Recruit and manage a Volunteer support team
- Manage volunteer opportunities through VRMS
- In collaboration with the VP Marketing, ensure that volunteer opportunities are broadly advertised, through multiple mediums
- Maintain a record of all current Chapter volunteers.
- Provide, as part of monthly status report, current statistics to the Board on:
 - Number of engaged volunteers
 - Number of open volunteer positions, and their status
- Store all information related to volunteers and volunteer opportunities (opportunity descriptions, signed confidentiality documents, resumes etc.) in Box
- Organize two volunteer appreciation events annually
- Responsible for the Volunteer budget
- Time Commitment – 15-20 hours/month

Roles, Responsibilities, Expectations - Marketing

- Responsible and accountable for Chapter Website content, Newsletter, and all social media channels
- Develop and execute an integrated marketing and public relations program in alignment with the Chapter's objectives and in accordance with PMI brand guidelines and global marketing strategy
- Prepare an overall marketing strategy for PMI OVOC
 - Work with other Board members to determine their portfolio-specific marketing requirements
- Recruit and manage the social media volunteer team
- Provide, as part of monthly status report to the Board, statistics on the month's:
 - Number of Tweets
 - Number of Facebook postings
 - Number of LinkedIn postings
 - Etc.
- Prepare the Marketing budget
- Time estimate – ~20 hours/month

Roles, Responsibilities, Expectations - Membership

- Address the needs of Chapter membership, including membership recruitment, retention, and value delivery
- Provide, as part of monthly status report, a membership dashboard
- Review the membership dashboard at every Board meeting
- Recruit and manage a volunteer team to provide outreach to the following groups:
 - New Members – to let them know what PMI OVOC has to offer
 - Newly Certified Members – to congratulate them on their certification
 - Members with Chapter anniversaries (i.e. 1, 2, 5, 10, etc.) to congratulate them
 - Members with Certification anniversaries to congratulate them
 - Members who did not renew their membership to ask why, and present this information as part of the membership dashboard
- Responsible for Annual Membership Survey
- Responsible for New Member Events, and Networking Events
- Prepare the Membership budget
- Time Commitment – ~20 hrs/month



Roles, Responsibilities, Expectations – Partnership/Outreach

- Responsible for establishing mutually beneficial partnerships with like-minded organizations (such as universities, colleges, Registered PMI Education Providers, other non-profits)
- Collaborate with Kingston Section to facilitate local activities
- Reach out to academia to promote project management-related professions
- Collaborate with business and academia to support project management professionals
- Reach out to community for social-good contributions in coordination with the PMI OVOC PMI EF team
- Responsible for Member Benefits Program
- Responsible for Job Board
- Prepare the Partnership/Outreach budget
- Time Commitment: 15-20 hrs/month

Roles, Responsibilities, Expectations - Sponsorship

- Establish Sponsorship offerings
- Recruitment of new sponsors/continuing engagement of existing sponsors
- Co-ordination of sponsor benefits with each portfolio
- Finalize Sponsorship Plan – present to Board for approval at June meeting
- Work with other Board members to identify and engage potential sponsors
- Recruit and manage a volunteer team to reach out, secure, and maintain sponsorships
- Prepare the Sponsorship budget
- Time Commitment: 15-20 hrs/month

Roles, Responsibilities, Expectations - Mentoring

- Oversee the performance of the mentoring team
- Meet with the volunteer team and provide direction and support in a timely manner
- Ensure availability of support to the participants via recruiting volunteers
- Establish and oversee the coordination of the cohorts
- Maintain/update the mentoring database and website content
- Present updates to the board members
- Democratize access to mentoring assets among mentors/mentees/board members
- Advocate and promote the program in a timely manner
- Establish/maintain/nurture relationship with mentors
- Build mentoring opportunities for participants
- Develop mentoring aids and ensure support to participants
- Oversee the matching process
- Oversee closing the cohorts, collect feedback, and issue certificate of participation
- Time Commitment: 15-20 hrs/month

Roles, Responsibilities, Expectations – VP at Large

- Support other portfolios by taking on special projects/tasks as assigned by the President, for example:
 - Elections
 - Networking and special events
 - Membership surveys
 - Prepare business cases for new/special projects
- Provide ,as part of monthly status report, updates/statistics for each project/task assigned/completed

PMI OVOC Contract Positions

- Bookkeeper – Marion Parisien
 - Maintain and present all financial records in accordance with Chapter policies and by-laws
 - Managed by Treasurer
- Registrar – Tina Hughes (until 31 March 2021)
 - Program Support - Booking Venues, Notice to Members, Updates to Registration on the Website
 - Managed by Secretary
- Webmaster – Brenda Williamson
 - Day-to-day management of the PMI OVOC Website
 - Managed by Technology Volunteer reporting to the Secretary

Expectations of All Board Members

- Attend Monthly Board Meetings (2nd Wednesday of the month)
 - Currently done via Zoom; in-person when viable/permitted
 - Time – 1800–2100 hrs
 - RSVP by prior Sunday to Secretary & President if unable to attend
- Submit meeting materials (including Monthly Status Report) to Box by the Sunday prior to the Board Meeting, to allow members time to review materials
- Review and understand materials from other portfolios

Expectations of All Board Members (cont'd)

- Provide advance notice of absences as part of status report
 - Provide a contact for all ongoing work during your absence
 - Add absence to PMI OVOC calendar
- Update PMI OVOC Calendar with portfolio activities
- Review your portfolio budget
- Provide feedback on items when requested
- Respond to email within a typical business timeframe (48-72 hours)

Board Member Code of Conduct

As a member of the PMI OVOC Board of Directors, 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 and volunteers
- Share your functional and leadership knowledge
- Attend the annual planning session
- Propose new initiatives to expand existing portfolios always thinking of ways to add value for Chapter members



Process of Selecting Board Positions at 14 April 2021 Board Meeting

- 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
 - Treasurer and 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 (2020/21) 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

Transition Activities

- Board members leaving roles are expected to transition their current role to the Board member taking it on by the end of May 2021
- Board members leaving roles are expected to brief and assist Board members receiving their portfolio *at least* through June 2021

Technology Support

- Each Board member will receive an Office 365 account (email and access to Office Online) and a Box account (access to PMI OVOC files)
 - Specific portfolios will also receive a 1Password account
- All new Board members are required to sign the PMI OVOC Technology Acceptable Use Policy and return it to the Secretary by 30 April 2021
- Office 365 and Box accounts will be transferred on 1 Jun 2021

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 June to be the same as the Board composition the following May.

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?*

Next Steps

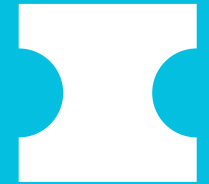
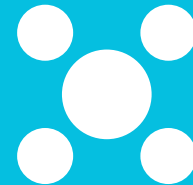
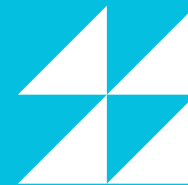
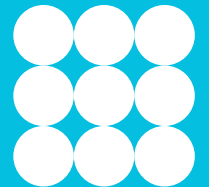
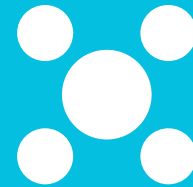
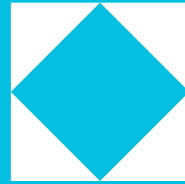
- Send any questions you still have to the [Elections Chair](#)
- E-mail [Elections Chair](#) to express your interest in participating in the election
- Elections Chair will validate your PMI OVOC Membership
- Elections Chair will send you the following documents to complete:
 - Candidate Profile
 - 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
 - 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 April 9th, 2021



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THANK YOU



JENNIFER READ
ELECTIONS CHAIR
elections@pmiovoc.org
(613) 863-6781