

WINTER 2024

ELECTION INFORMATION SESSION

Board elections for 2025 to 2027



Project
Management
Institute.
Ottawa Valley
Outaouais

WELCOME AND INTRODUCTIONS

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

What are you passion about and want to give back to the community?

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

Agenda

Chapter Overview

**Roles and Responsibilities of
Board Members**

Election Process Overview

Election Timeline

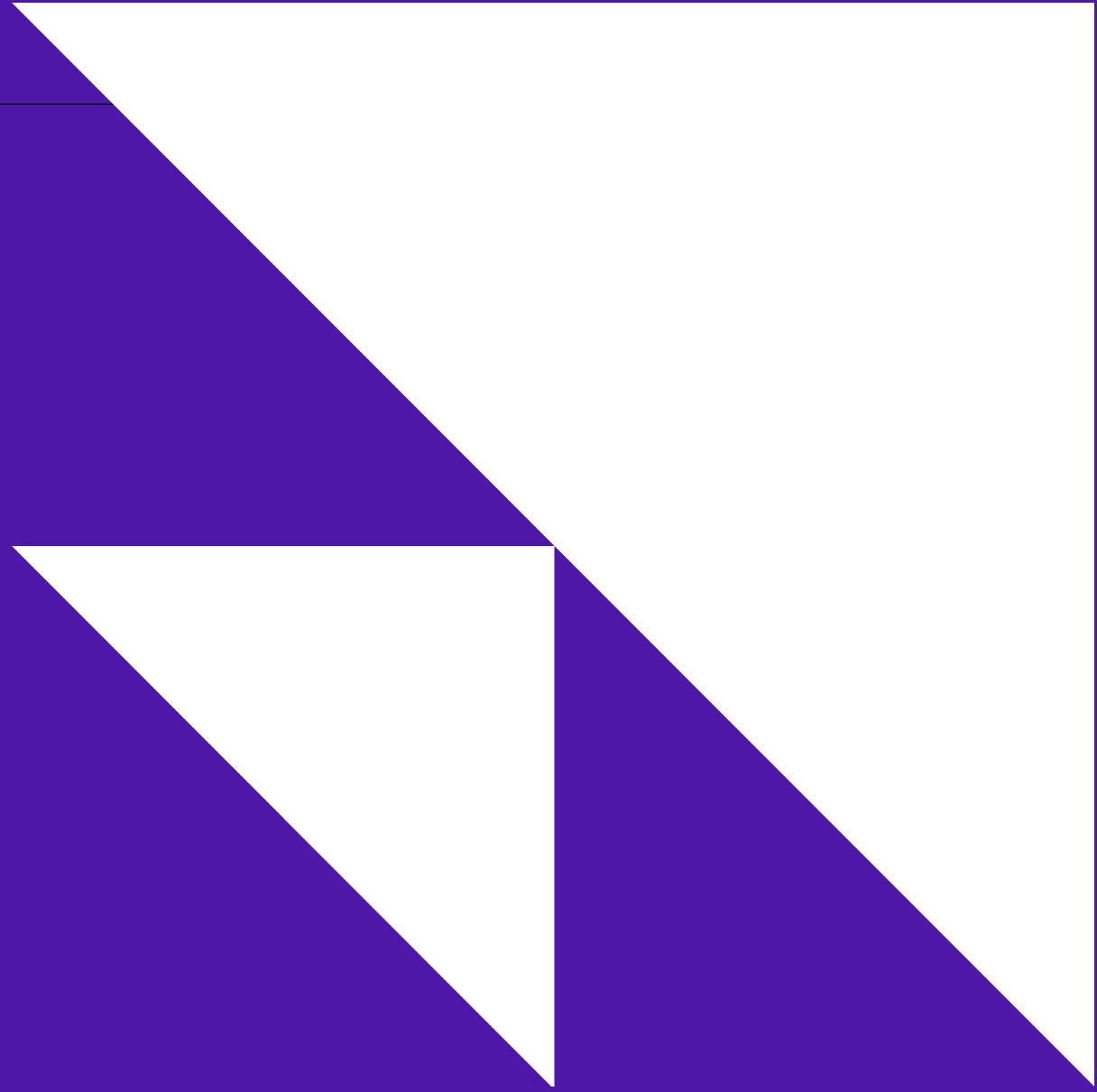
Q&A Session





**Project
Management
Institute®**
Ottawa Valley Outaouais

PMI OTTAWA VALLEY OUTAOUAIS COMMUNITY WHO ARE WE?





PMI Culture Values



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

PURPOSE:
Why We Exist

We maximize project success to elevate our world

STRATEGY: What We Do to Deliver

WHERE
We Play

Community Generated
Knowledge Platforms
& Resources

Career Long
Learning
& Development

Most Trusted
“Gold Standard”
Professional Certifications

WHO
We Serve

Current and aspiring project professionals

HOW
We Operate

FOCUS ON THE PROFESSION

Leading Authority for Project Success

PMIxAI

Employers’ Support and Advocacy

Unique and Enhanced Membership Value

Expanded Awareness

ACTIVATION MODEL

Innovate

70 / 20 / 10
Resource Allocation

Expand Globally

Leverage growth of PMP, U.S. and China
to support global expansion

Amplify

Across the PMI flywheel

**INTERNAL
CAPABILITY BUILDING**

Data Driven Decision Making

Scalable Product Development

Sustainable Chapters and
Volunteer Support System

Unified Digital Experience

Marketing Effectiveness

CULTURE:
How We Behave

Make it Easy

Aim Higher

Be Welcoming

Embrace Curiosity

Together We Can

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CHAPTER OVERVIEW

Vision

Our vision is to be the premier platform for project management in the Ottawa Valley, Outaouais, and Eastern Ontario region, recognized for our commitment to innovation, collaboration, and continuous growth. We envision a future where our bilingual community thrives by adapting to the evolving demands of the project management discipline, setting a standard of excellence in alignment with PMI's strategic and forward-looking direction.

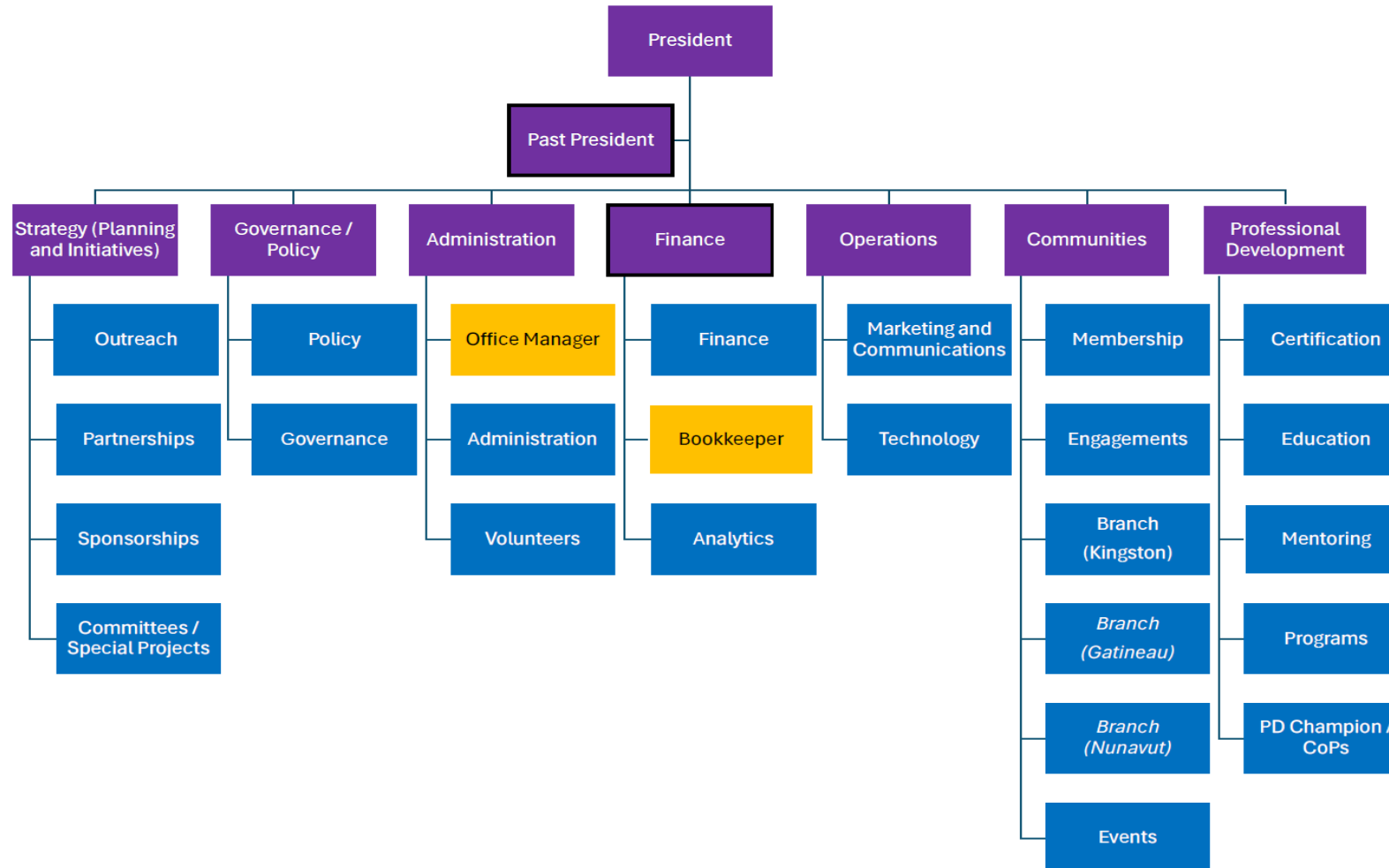
Purpose

Our purpose is to elevate the project management profession by uniting members, professional groups, and businesses. We are committed to delivering impactful outcomes by fostering a dynamic and inclusive community that drives innovation, supports growth, and enhances lives through project management excellence.

Mission

Our mission is to empower a diverse local project management community with the resources, insights, and development opportunities necessary to lead in a rapidly evolving profession. We are dedicated to fostering an environment of innovation, embracing digital transformation, fostering collaboration, and delivering value aligned with PMI's principles of impact and care.

PMI Ottawa Valley Outaouais Structure 2024



AREAS OF FOCUS

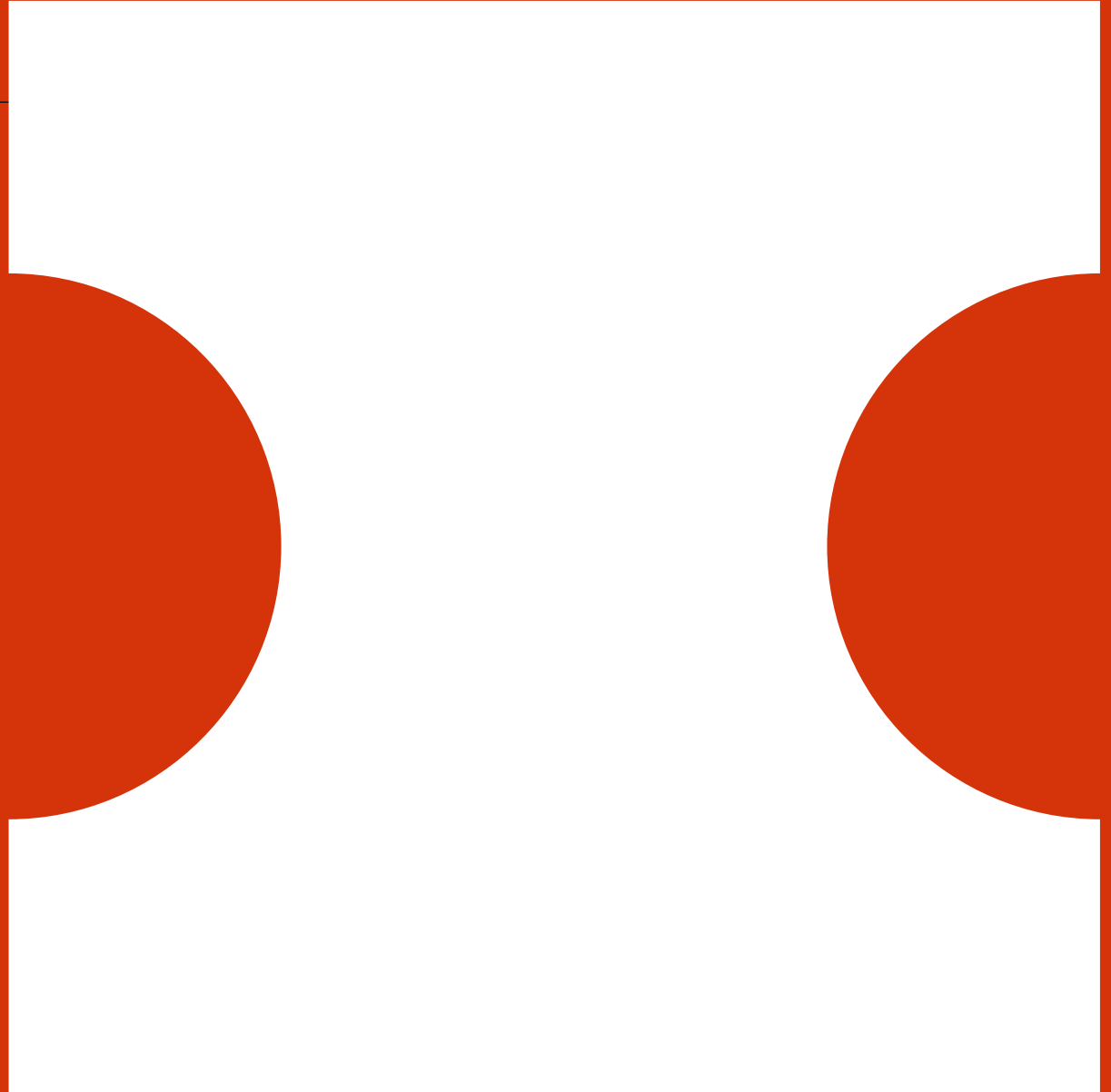
<p style="text-align: center;">Strategy (Planning and Initiatives)</p> <p style="text-align: center;">Goals: Develop strategic initiatives that promote growth and innovation. Foster partnerships and sponsorships that align with the chapter's purpose.</p> <p style="text-align: center;">Activities: Coordinate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

AREAS OF FOCUS

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



ROLES AND RESPONSIBILITIES OF BOARD MEMBERS



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

**The efforts of volunteers worldwide
are equal to 109 million full-time
workers**

**There are over 1 billion volunteers
worldwide**

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

1. All board members will complete a Portfolio Plan and Portfolio Terms of Reference for their roles.
2. On average, approximately 15 to 25 hrs. per month
3. Monthly 1 on 1 meetings with the President
4. Attend Monthly Board Meetings (up to 7 per year)
 - i. In-person and via MS Teams when viable/permitted
 - ii. Time: 1000–1200 hrs
5. Chapter Leadership Meetings (up to 3 per year)
 - i. In-person and via MS Teams when viable/permitted
 - ii. Time: 4 hrs session
6. Monthly Reporting prior to meetings (Monthly Portfolio Status Reports)
 - i. Review and understand materials from other portfolios
7. Provide advance notice of absences as part of status report
 - i. Provide a contact for all ongoing work during your absence
8. Maintain and promote an open communication environment
9. Manage your portfolio(s) budget
10. 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

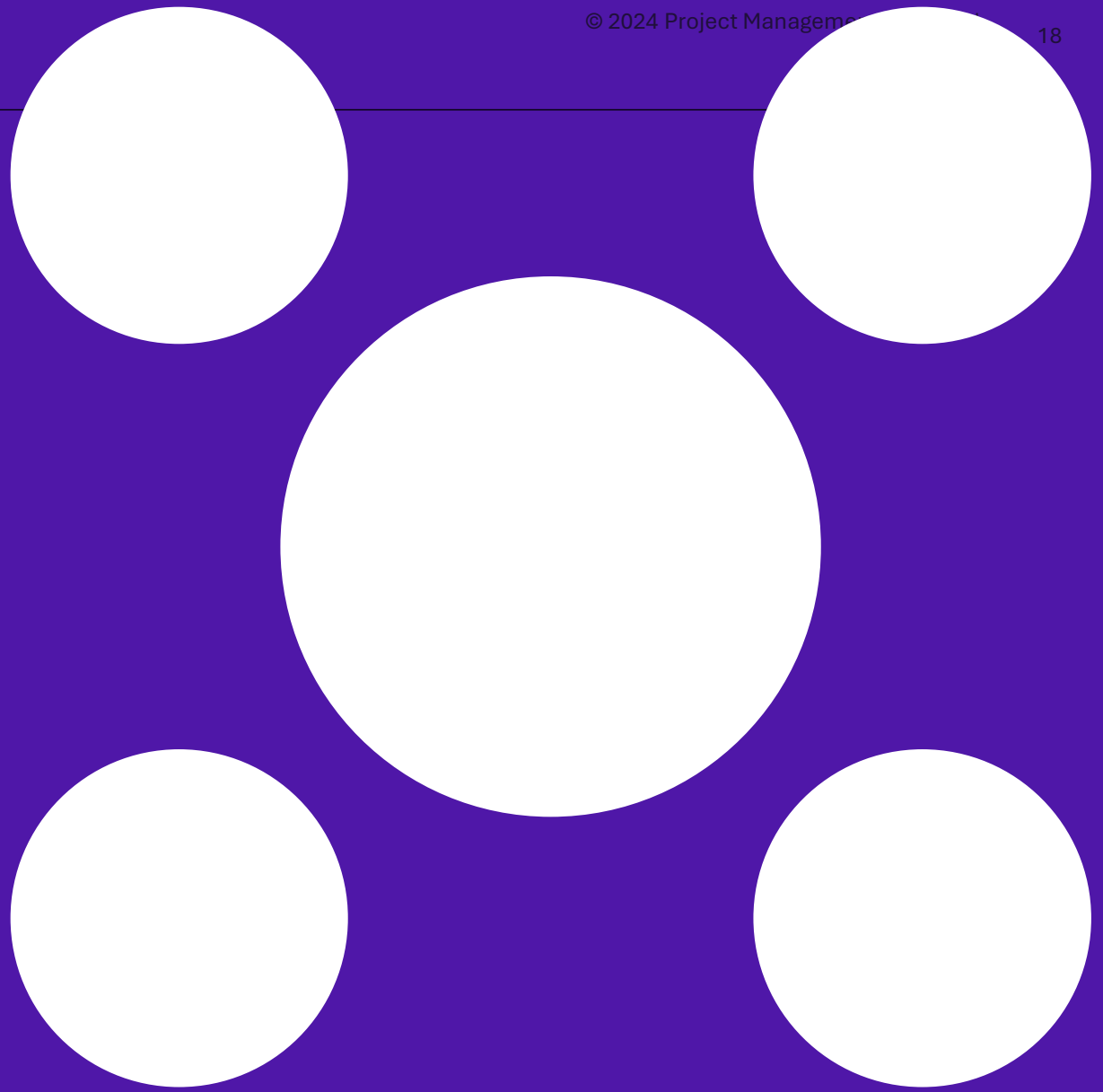


CHAPTER LEADERS' CODE OF CONDUCT

As a Chapter Leaders, you are expected to:

- Transform the PMI OVOC vision into action with solid strategic and 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 community
- 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



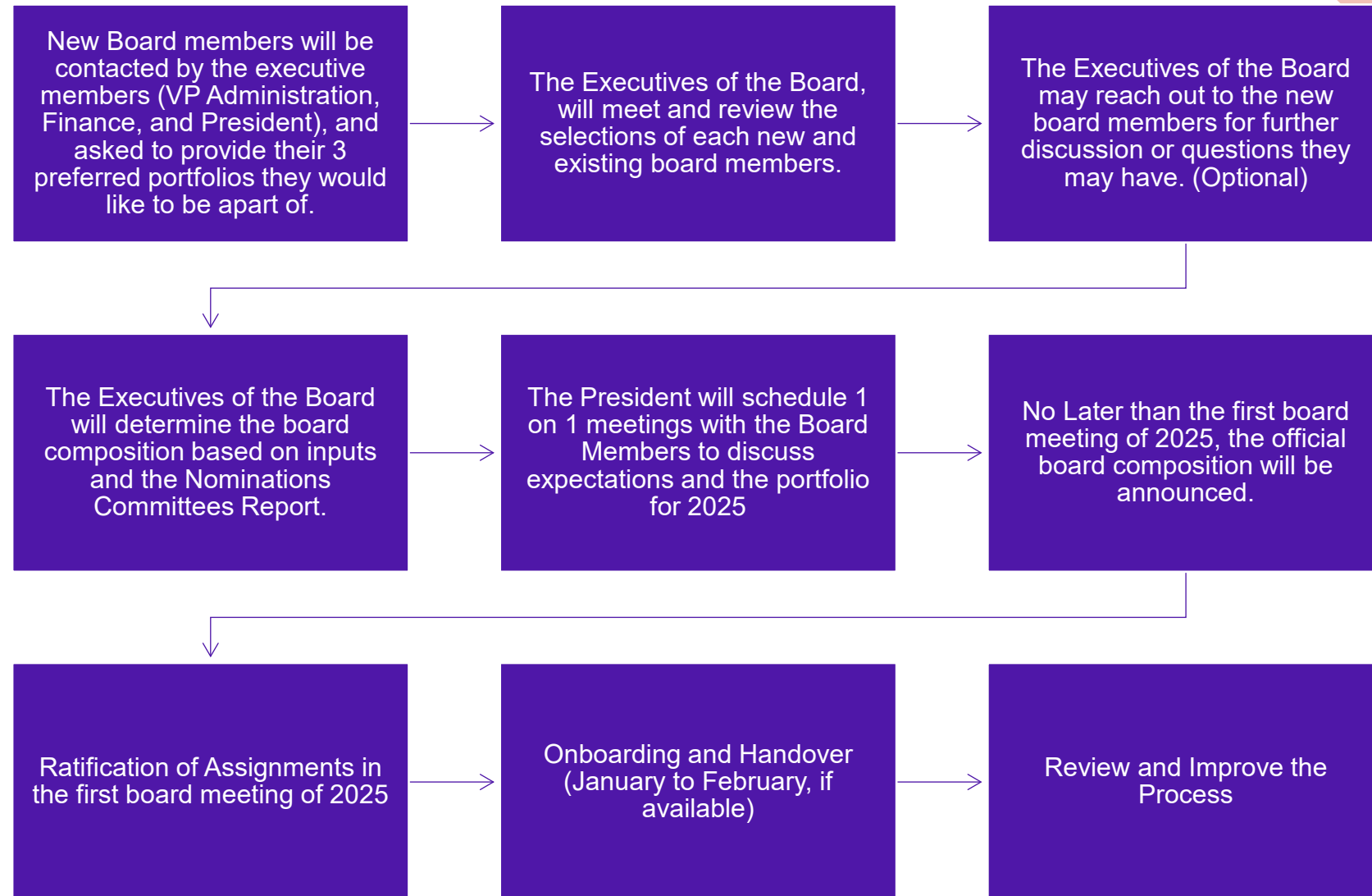
ELECTIONS

Once candidate profiles have been received and vetted by the nominations committee, they will be posted on the PMI Ottawa Valley Outaouais Chapter website and promoted on social media during the December 3 to December 23.

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

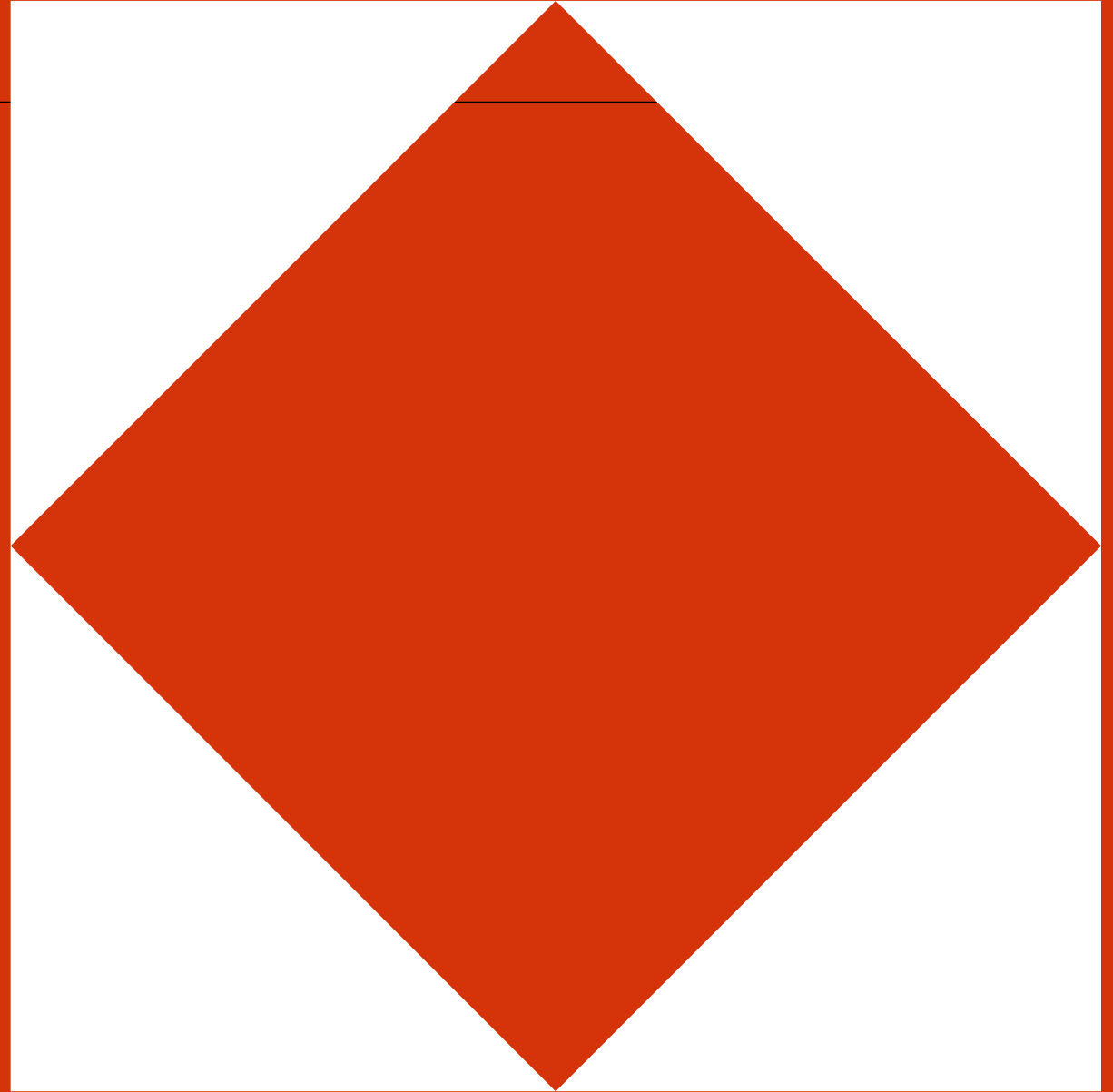
1. More than 6 nominees – elections will occur during the timeline above, and total votes received by the 23rd will determine the top 6 for acceptance to the board. (eVoting by the membership)
2. Less than 6 nominees – elections will not need to occur, and the election committee may recommend to move forward without the timeline above for the new board members.

PROCESS OF SELECTING BOARD POSITIONS - 2025





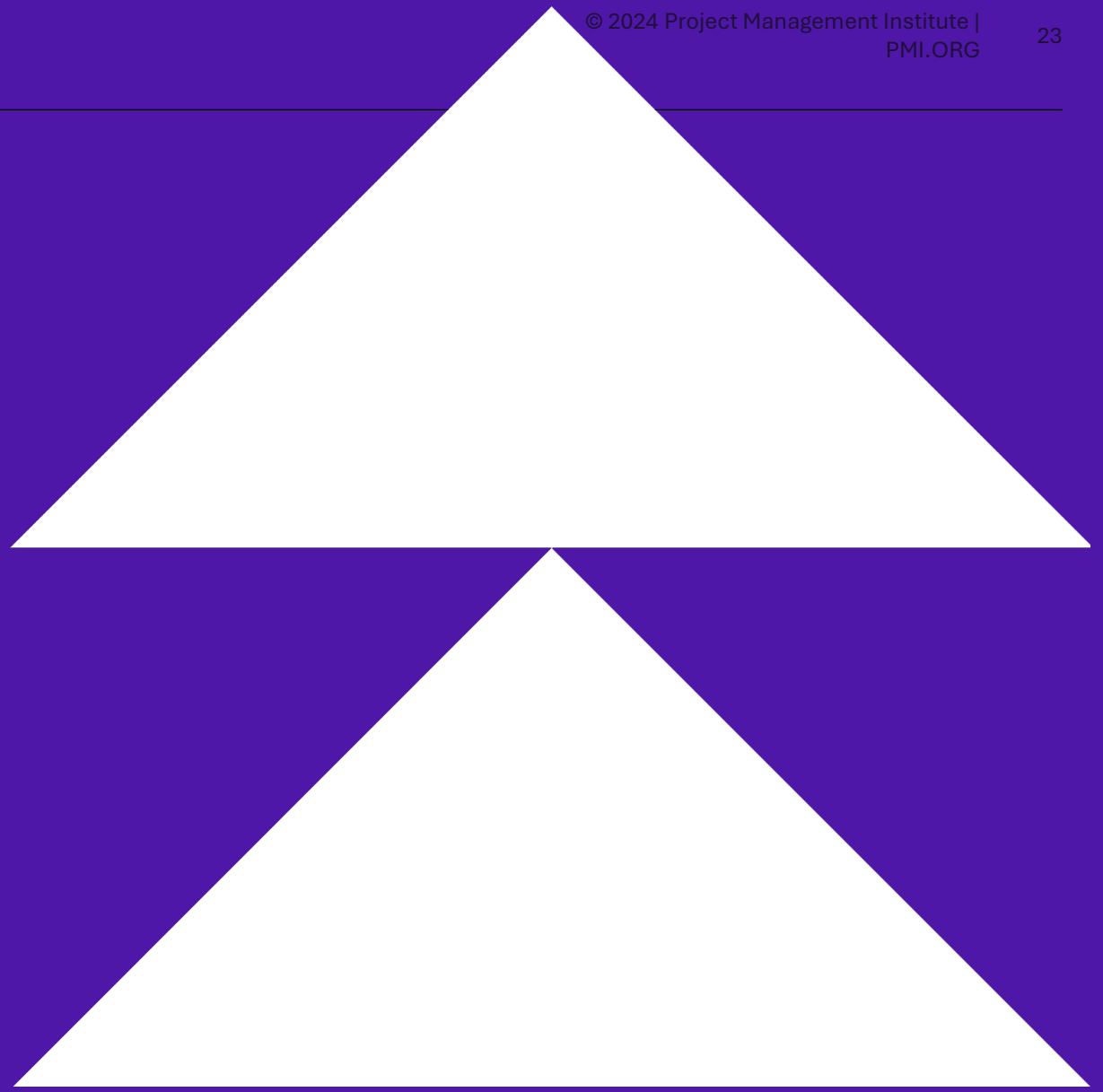
TIMELINE FOR ELECTIONS



ELECTION TIMELINE

Activity	From	To
<i>Call for nominations</i>	October 27	November 26
<i>Information session hosted by the Board</i>	November 27 December 1	November 27 December 1
<i>Elections</i>	December 3	December 23
<i>Announcement of election results</i>	December 24	December 27
<i>Board Transition Meeting</i>	December	January
<i>Board Transition/Handover</i>	January	February
<i>New Board in Place</i>	January 1	

HOW TO APPLY/NOMINATE



NEXT STEPS - SUBMISSION

- Send any questions you still have to the [Elections Chair / Committee](#)
- E-mail elections@pmiovoc.org to express your interest in participating in the election with the following documents to complete:
 - Candidate Profile
 - Your PMI details (name, phone, email, PMI ID Number, PMI Membership Expiration Date)
 - A resume
 - A 500-word statement explaining why you would like to serve on the Board
 - A photograph (for distribution upon nomination)
 - LinkedIn, Twitter, or website link (optional)
 - Complete the Candidate Nomination Profile Form
 - Complete the Conflict of Interest and Confidentiality Agreement Form.
 - Letter of recommendation*
 - Candidates that were previously resigned/removed from any PMI OVOC positions within the last 10 years, must seek a letter of recommendation from the current Board to be considered for nomination,
 - Returning Board member candidates must provide three references from the current Board members as the Nominations Committee will verify candidates' performance and eligibility to re-run. (Under certain circumstances, namely in the absence of three remaining Board members, the Nominations Committee may propose to override this item.)



NEXT STEPS - PROCESS

- Elections Committee will validate your PMI / PMI OVOC Membership
- Elections Chair will send you PMI OVOC Conflict of Interest form
 - PMI OVOC Confidentiality Agreement
- Wait for Elections to start and vote
- Wait for results on December 23 – December 27



Q&A Session

PMI Ottawa Valley Outaouais Chapter
Ottawa, ON



Follow Us @pmi_ovoc

Thank you

Election Committee
elections@pmiovoc.org

