

WINTER 2025

ELECTION INFORMATION SESSION

Board elections for 2026 to 2028



Project
Management
Institute.
Ottawa Valley
Outaouais

WELCOME AND INTRODUCTIONS

Can you briefly share your background and what brings you here today?

What kind of impact would make your volunteer time feel meaningful and worthwhile?

What are you most passionate about and hope to give back to the community?

Agenda

Chapter Overview

**Roles and Responsibilities of
Board Members**

Election Process Overview

Election Timeline

Q&A Session



PMI Ottawa Valley Outaouais Community

Who Are We?



MAKE
IT
EASY



AIM
HIGHER

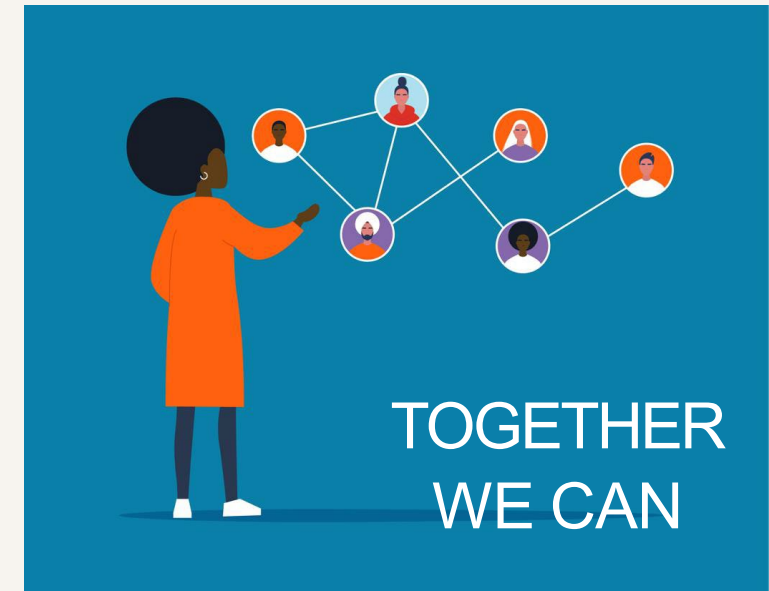
PMI Culture Values



BE
WELCOMING



EMBRACE CURIOSITY



TOGETHER
WE CAN

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.

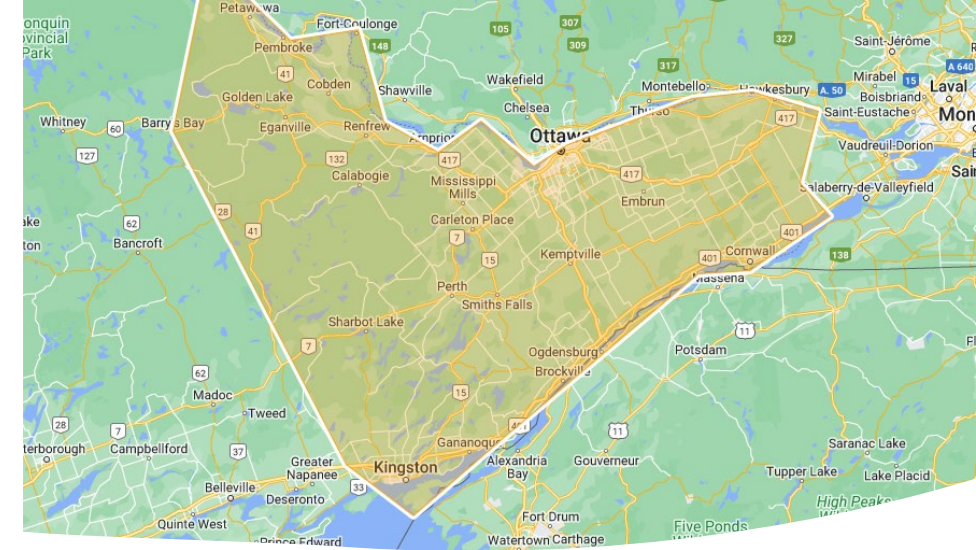
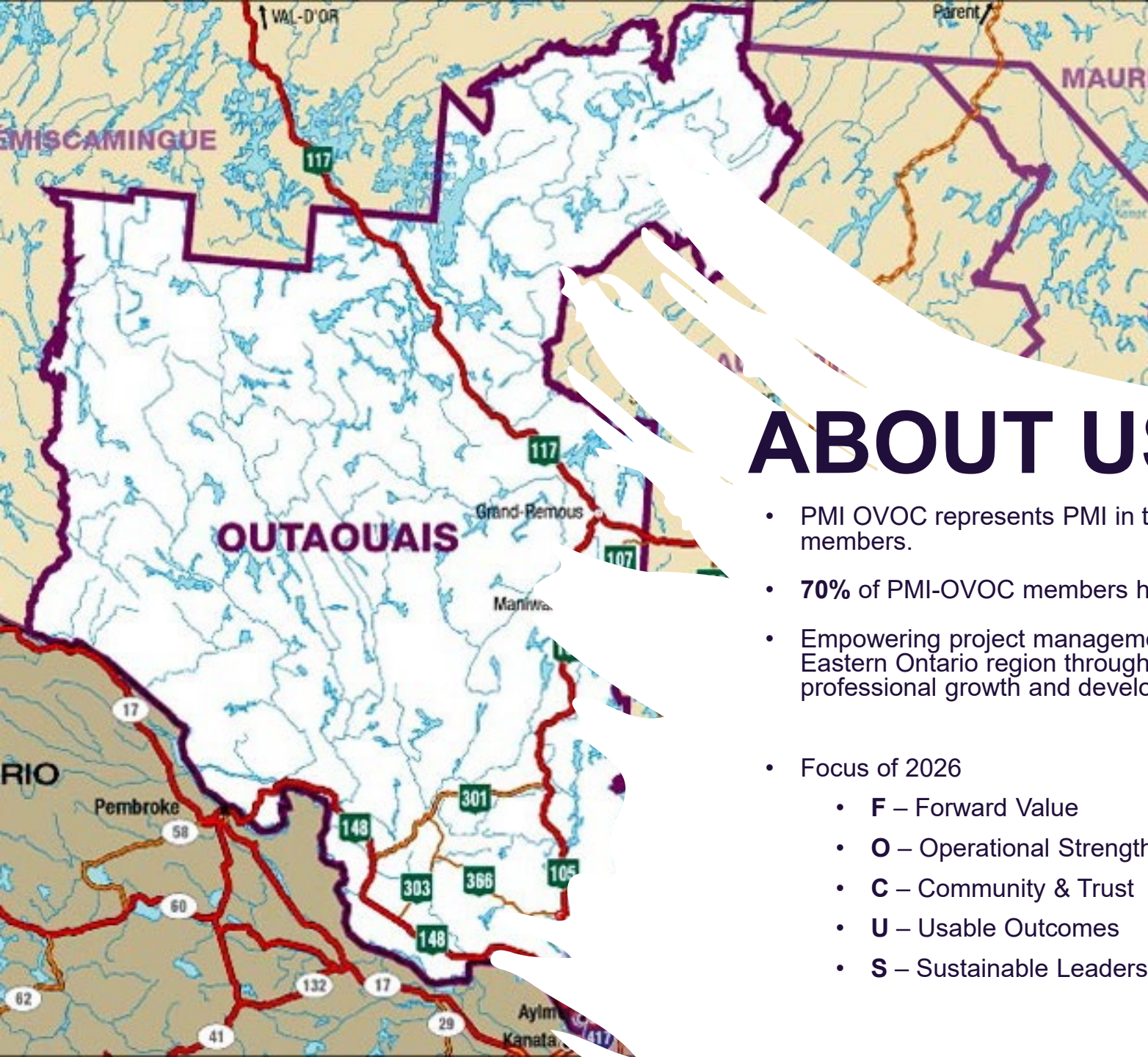
We use our shared purpose to unite us as a community and drive us forward to create impact.

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 <hr/> PMIxAI <hr/> Employers’ Support and Advocacy <hr/> Unique and Enhanced Membership Value <hr/> Expanded Awareness	ACTIVATION MODEL <div> Innovate 70 / 20 / 10 Resource Allocation </div> <hr/> <div> Expand Globally Leverage growth of PMP, U.S. and China to support global expansion </div> <hr/> <div> Amplify Across the PMI flywheel </div>	INTERNAL CAPABILITY BUILDING Data Driven Decision Making <hr/> Scalable Product Development <hr/> Sustainable Chapters and Volunteer Support System <hr/> Unified Digital Experience <hr/> Marketing Effectiveness
CULTURE: How We Behave		<div> Make it Easy Aim Higher Be Welcoming Embrace Curiosity Together We Can <small>Confidential - For Internal Use Only</small> </div>		



ABOUT US

- PMI OVOC represents PMI in the Ottawa Valley and Outaouais Region, with **4200+** members.
- **70%** of PMI-OVOC members have Project Management Institute's 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 2026
 - **F** – Forward Value
 - **O** – Operational Strength
 - **C** – Community & Trust
 - **U** – Usable Outcomes
 - **S** – Sustainable Leadership

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**.

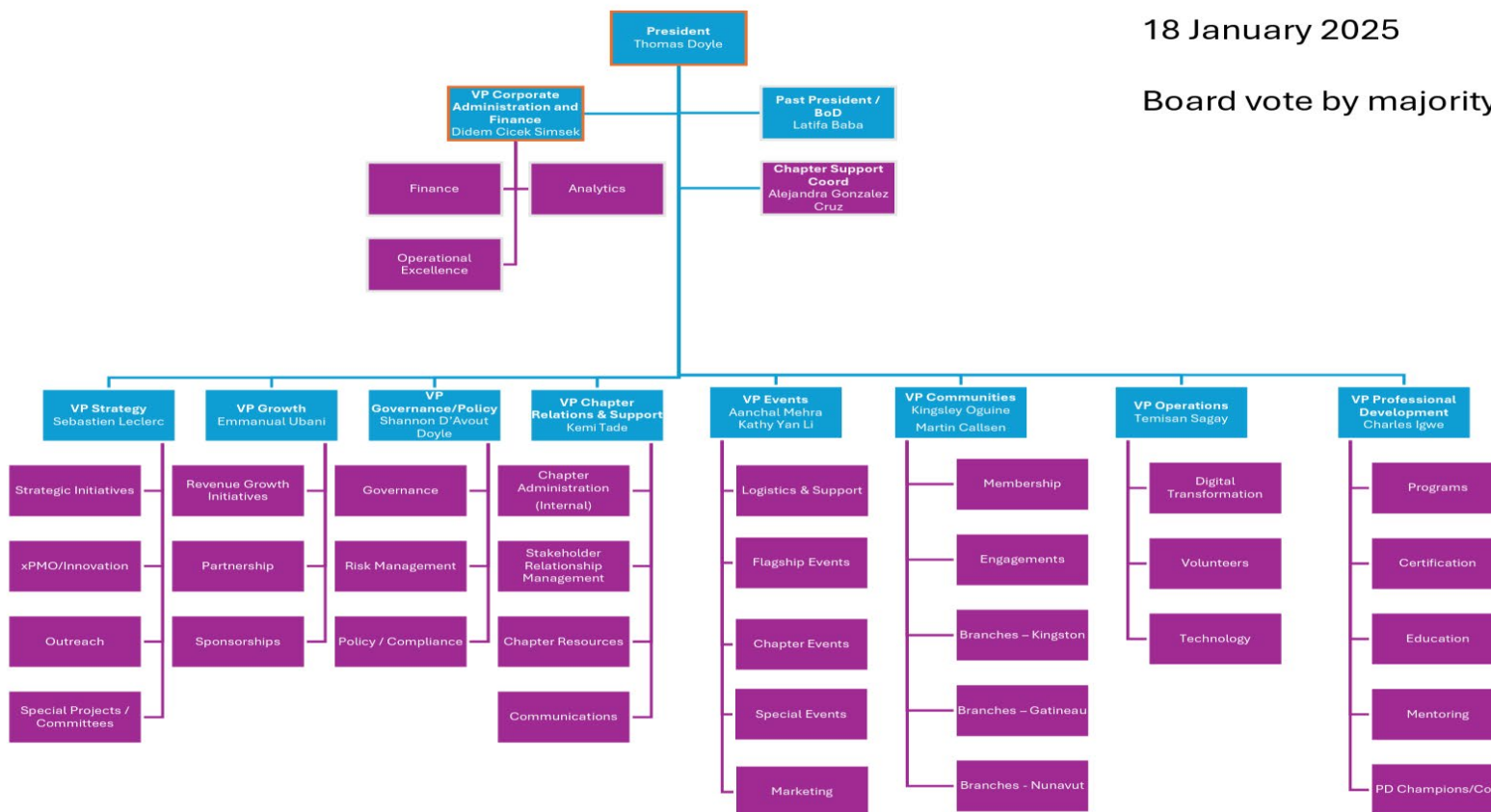
Purpose

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 2025



This is subject to change based on the end of year lessons learned session, and chapter capacities identified during the elections and annual planning process.

AREAS OF FOCUS

Governance & Policy	Chapter Relations & Support	Corporate Administration & Finance
<p>Purpose Protect the chapter through strong governance, compliance, and risk management.</p> <p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Bylaws and policies • Compliance and ethics • Enterprise risk management • Operational maturity <p>Key Activities</p> <ul style="list-style-type: none"> • Review and update bylaws and policies • Maintain risk register and mitigation plans • Ensure PMI and legal compliance • Provide governance guidance to the board <p>What Success Looks Like</p> <ul style="list-style-type: none"> • Clear rules, low drama • Risks identified early • Trust and accountability 	<p>Purpose Keep the chapter organized, connected, and administratively strong.</p> <p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Internal administration • Stakeholder relations • Communications • Resource and procurement management <p>Key Activities</p> <ul style="list-style-type: none"> • Maintain documentation and records • Manage internal communications • Support board and volunteers • Oversee procurement and vendor relationships <p>What Success Looks Like</p> <ul style="list-style-type: none"> • Smooth internal operations • Clear communications • Leaders can focus on strategy, not admin 	<p>Purpose Ensure financial health, transparency, and data-driven decision-making.</p> <p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Financial planning and reporting • Compliance and audits • Bookkeeping oversight • Analytics and insights <p>Key Activities</p> <ul style="list-style-type: none"> • Prepare budgets and financial reports • Manage audits, tax filings, and compliance • Oversee bookkeeping and controls • Deliver analytics to support decisions <p>What Success Looks Like</p> <ul style="list-style-type: none"> • Financial clarity and confidence • Sustainable reserves • Decisions backed by data



AREAS OF FOCUS

Strategy	Growth	Professional Development
<p>Purpose Set direction, ensure alignment, and translate vision into action across the chapter.</p> <p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Strategic planning and alignment • Enterprise PMO (ePMO) practices • Innovation and strategic initiatives • Outreach and special projects <p>Key Activities</p> <ul style="list-style-type: none"> • Develop and maintain the chapter's strategic plan • Ensure initiatives align with PMI and chapter priorities • Oversee strategic projects and committees • Lead innovation pilots and outreach initiatives <p>What Success Looks Like</p> <ul style="list-style-type: none"> • Clear priorities and aligned initiatives • Fewer “random” activities, more intentional impact • Strategy translated into measurable outcomes 	<p>Purpose Ensure long-term sustainability through revenue, partnerships, and sponsorships.</p> <p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Revenue growth initiatives • Sponsorship programs • Strategic partnerships • External stakeholder engagement <p>Key Activities</p> <ul style="list-style-type: none"> • Secure sponsors and partners • Develop diversified revenue streams • Manage sponsor relationships and deliver value • Collaborate with Events, Communities, and Finance <p>What Success Looks Like</p> <ul style="list-style-type: none"> • Predictable, diversified revenue • Strong sponsor retention • Growth aligned with chapter values 	<p>Purpose Enable member growth through learning, certification, mentoring, and communities of practice.</p> <p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Programs and learning experiences • Certifications and PDUs • Education and mentoring • Communities of Practice (CoPs) <p>Key Activities</p> <ul style="list-style-type: none"> • Deliver workshops, webinars, and learning series • Support certification prep and PDU tracking • Run mentoring programs • Enable PD Champions and CoPs <p>What Success Looks Like</p> <ul style="list-style-type: none"> • High participation and satisfaction • Strong learning pathways • Members see tangible career value

AREAS OF FOCUS

Communities	Events	Operations
<p>Purpose Build belonging, engagement, and representation across diverse member communities.</p> <p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Membership engagement and retention • Branches (Kingston, Gatineau, Nunavut) • Special interest and affinity groups • Community feedback and voice <p>Key Activities</p> <ul style="list-style-type: none"> • Support branches and SIGs • Analyze membership data and engagement trends • Deliver community-based initiatives • Partner with Events and PD for inclusive programming <p>What Success Looks Like</p> <ul style="list-style-type: none"> • Members feel seen, heard, and connected • Strong branch activity • Increased engagement and retention 	<p>Purpose Deliver high-quality experiences that connect, educate, and inspire members.</p> <p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Flagship events and conferences • Chapter and networking events • Special events and celebrations • Chapter marketing and promotion <p>Key Activities</p> <ul style="list-style-type: none"> • Plan and execute the annual event calendar • Manage event logistics, volunteers, and vendors • Deliver flagship conferences and special events • Conduct post-event analysis and improvement <p>What Success Looks Like</p> <ul style="list-style-type: none"> • Well-run, engaging events • Strong attendance and feedback • Events that reinforce chapter value 	<p>Purpose Enable the chapter to operate efficiently through people, process, and technology.</p> <p>Primary Focus Areas</p> <ul style="list-style-type: none"> • Digital platforms and technology • Information management • Volunteer enablement • Digital transformation <p>Key Activities</p> <ul style="list-style-type: none"> • Manage website, tools, and analytics • Drive digital adoption and automation • Support volunteer recruitment and retention • Improve operational efficiency <p>What Success Looks Like</p> <ul style="list-style-type: none"> • Tools that “just work” • Volunteers supported, not burned out • Scalable, modern operations



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
 - ii. Submitted the 5th of every month
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

PROFESSIONALISM

Exemplary Professionals

Exemplary Leadership

Modeling PMI Values

Commitment to Professional
Growth

Mentorship and Inspiration

Setting the Standard for
Members and Volunteers

Professional Presence

Positive and Respectful

ACCOUNTABILITY & OWNERSHIP

Own Your Portfolio

Peer Accountability

Transparency in Progress

Accountability Framework

Deliver with Excellence

Commitment to Excellence

Feedback Culture

STRATEGIC ALIGNMENT & SUPPORT

Align with the Chapter's
Mission

Mission-Driven Leadership

Support Chapter Initiatives

Focus on Long-Term Impact

Utilize Resources Effectively

Support System

COMMUNICATION & COLLABORATION

Open Communication

Professional Interaction

Collaborate Across Portfolios

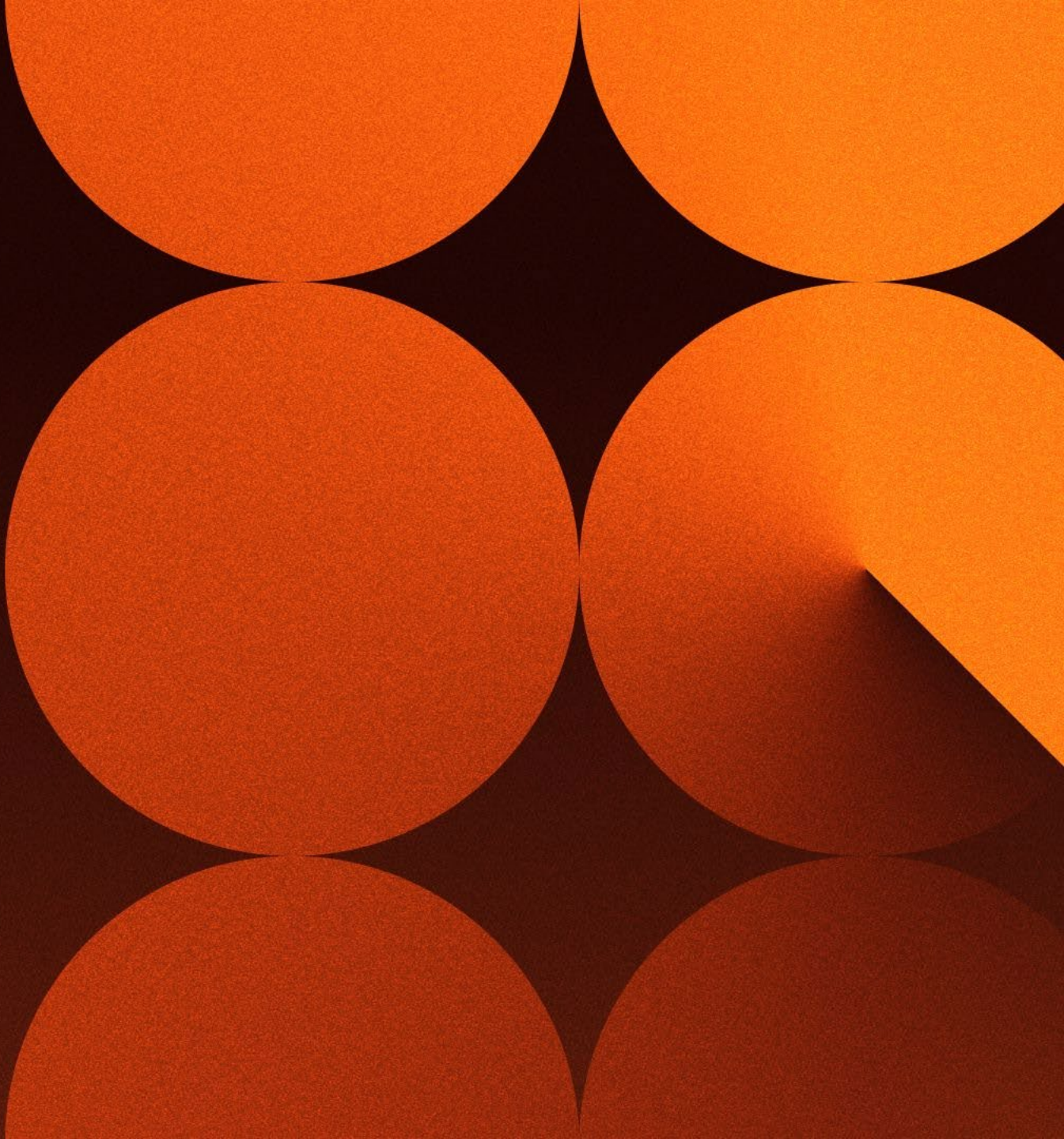
Teamwork

Prepare and Participate

Engage with the Community

Meeting etiquette

Election Process



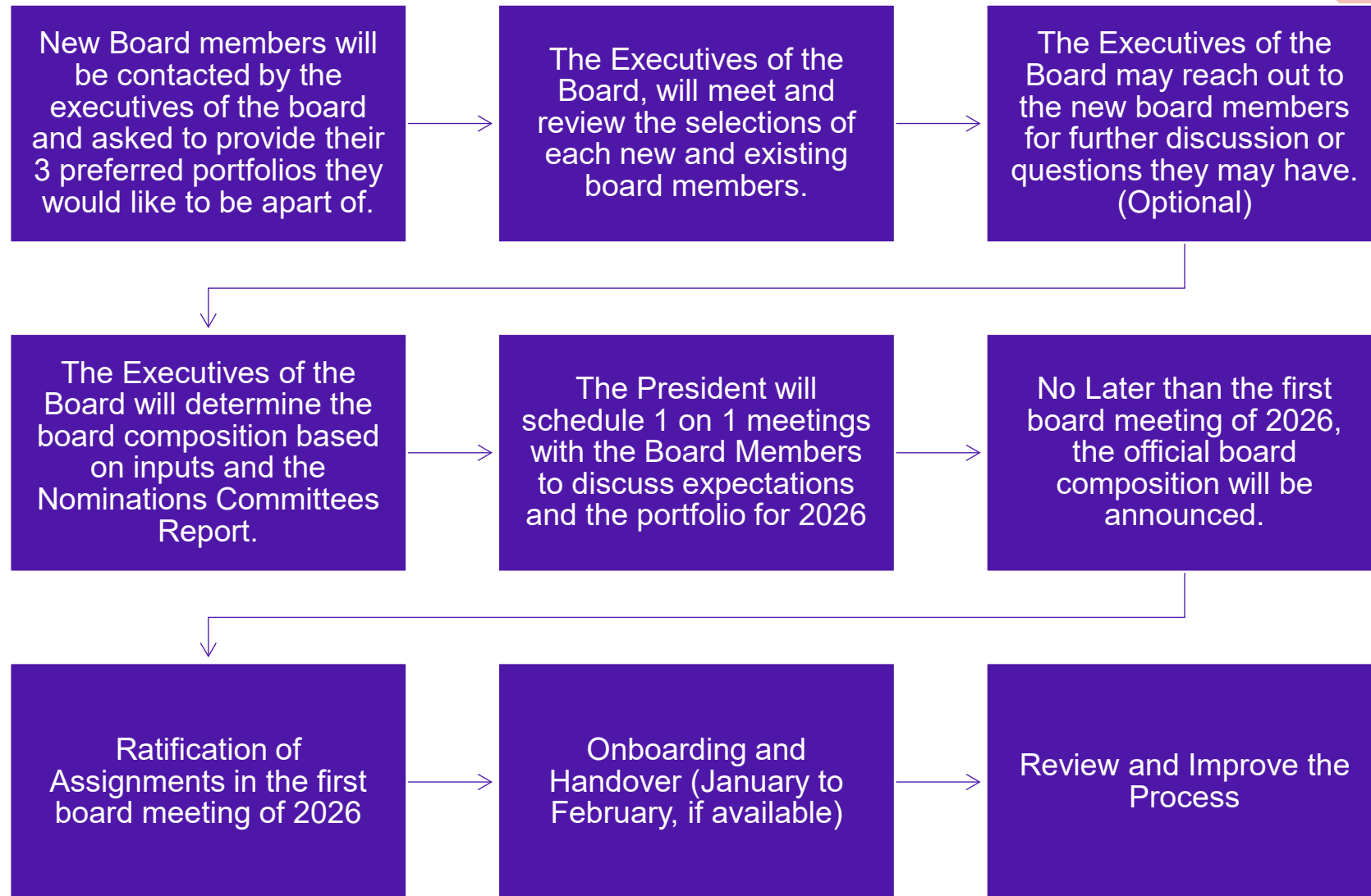
ELECTIONS

Once candidate profile 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 29 to January 12.

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

1. More than 5 nominees – elections will occur during the timeline above, and total votes received by the 12th will determine the top 5 for acceptance to the board. (eVoting by the membership)
2. Less than 5 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 - 2026



Timelines

ELECTION TIMELINE

Activity	From	To
<i>Call for nominations</i>	November 27	December 28
<i>Information session hosted by the Board</i>	December 23	December 27
<i>Elections (weeks of)</i>	December 29	January 12
<i>Announcement of election results (week of)</i>	January 13	January 17
<i>Board Transition Meeting</i>	January	January
<i>Board Transition/Handover</i>	January	February
<i>New Board in Place</i>	January 15	

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:
 - 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 and Self-Evaluation 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
- During the Elections we will have a Meet the Candidate session (7, 8 or 9 Jan)
- Wait for results on January 13 – January 17



Q&A Session

PMI Ottawa Valley Outaouais Chapter
Ottawa, ON



Follow Us @pmi_ovoc



"Success is not about what you say or even what you know; it's about how you adapt and take meaningful action in the face of change."

Thank you

Election Committee

elections@pmiovoc.org

