

PMI Belgium Chapter Elections 2020

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Management summary

The PMI Belgium Board of Directors is introducing yearly elections since 2014, in order to secure continuity, avoid knowledge drain and be compliant with the PMI guidelines.

This 2020 elections are organised for nominating the following positions:

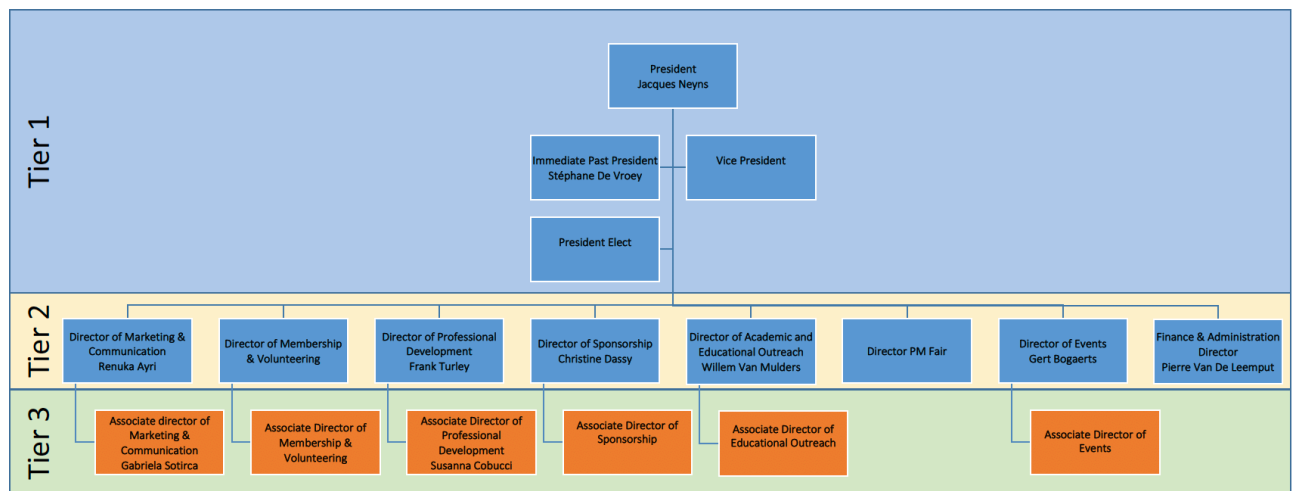
Board Positions:

- President Elect (one-year mandate) – followed by 2 years presidency
- Vice President
- Dir. Of Membership & Volunteering
- Dir. of PM Fair (one-year mandate)

Associates Directors

- Associate Director Membership & Volunteering
- Associate Director of Sponsorship
- Associate Director of Academic & Educational Outreach
- Associate Director of Events

For the period from 1st of January 2021 until 31st of December 2022 (2 years mandate, unless otherwise mentioned)



Summary job descriptions for these positions are listed below. Time commitment generally is in the 20 to 30 hours per month range with peaks and valleys. Previous Board experience and/or previous experience as a volunteer for the chapter are desired.

Timing & process of the election:



Nomination Committee and Election process monitoring

This year, the nominating committee will be composed of 2 past presidents:

- Stéphane De Vroey
- Guy Goossens

Candidatures:

The candidates can apply by submitting their application and necessary information to nominating committee by sending their CV, a motivation letter (including Eligibility criteria compliancy) via email to: Past.president@pmi-belgium.be before the **28th of October 2020**.

Applications should be received in following format:

1. The positions (up to two) for which you are candidate
2. Motivational letter:
 - Word or PowerPoint format
 - Indicating the motivation for applying for the function
 - Confirm in written that the eligibility criteria are met as indicated in the eligibility criteria below.
3. Curriculum vitae:
 - Word or PowerPoint format
4. A Picture (this is important for the voting system)
5. Contact information Telephone & Email

Eligibility Criteria:

- The Candidate must be a PMI-BE member in good standing
- A nominating committee, consisting of past non-participating Presidents (minimum 2), will need to approve by majority of votes, the suitable candidates before the voting will start.
- Criteria to take in consideration are:
 - The candidate must be a PMI-BE member in good standing.
 - The candidate may not be made a party, to any civil, criminal, administrative, or investigative action or proceeding that can harm PMI.org, a PMI chapter or the Project Management Profession in general.
 - The candidate must be in good faith.
 - The candidate may not have a commercial relation with PMI or have the intention to receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the PMI Belgium Chapter, except as otherwise provided in these bylaws.
 - The candidate is willing to fill in and sign the PMI confidentiality agreement and the PMI conflict of interest questionnaire and ethics certification.
 - The candidate must show **interest**, experience and **maturity** to conduct the Directors function.
 - In case the nominating committee decides that the candidate does not comply to one of the above criteria, the committee can ask the candidate to step in a learning path and first take up a Volunteer and/or Assistant-Director role, being coached by a Director of the Board, until the next election takes place.
 - The Associate Director will not be part of the Board, nor will this position have voting rights.
- Suitable candidates can apply for max 2 positions by submitting their application and information to the nominating committee.

Election Voting Process:

Elections are organised via electronic voting by PMI EMEA office under the supervision of one Region mentor.

All chapter members in good standing (PMI membership & Chapter membership) at the moment of the voting opening date shall have the right to vote in the election.

The candidate receiving the most votes from the PMI Belgium members will take the position.

Job Description for positions open for election

1. President-Elect – President – Direct Past President

Special Eligibility Criteria

- Candidates can only apply for President-Elect function if they have already been member of the Chapter Board (president or director) in the past for at least 2 years.
- The candidates must show experience and maturity to conduct the President function.

Responsibilities:

- The President-elect will stay in function for 1 year. After this year the President-elect will automatically become the new **PMI Belgium Chapter President** for the following 2 years, unless the attendance on Board meetings and national Chapter events, as mentioned below was not met, after different warnings. In this exceptional case, the nominating committee will handle these exceptional circumstances.
- The President-elect will be part of the Executive team and the Board of Director of PMI Belgium Chapter.
- The President-elect will have no voting power in the Board of PMI Belgium. In case a President-elect is a sitting Chapter Officer, the voting power will remain under the function of Chapter Officer.
- The President-Elect must at least attend 75% of the Board meetings and national Chapter events.
- The President-Elect must take the opportunity to get to know the procedures and policies of PMI Belgium Chapter and his duties as a future President, by aligning closely to the sitting President.
- The President-Elect can take-up activities on request of the Board of Directors.
- The elected President-elect will join the PMI Belgium Board and Executive committee as of Jan.1st of the year after election-process.

Responsibilities as President (years 2 and 3):

- Call and preside over all meetings.
- Direct the activities of the other board Officers.
- Appoint Nominating Committee members by July 1 of an election year. (A Nominating Committee member cannot be up for election. It is custom that the Past President chairs the Nominating Committee)
- Appoint Board members to vacant positions, subject to the Board's approval.
- Appoint Committees and Committee Chairmen on a project or task basis, subject to the Board's approval.
- Organize and oversee elections of the Executive Committee
- Submit to the applicable PMI officer, an annual application for charter renewal based on the input of the respective Chapter Officers.
- Attend Council of Chapter Presidents meetings or designate chapter representatives to work with the Council, if and when required.

- Attend regional chapter president's meetings or events, or designate chapter representatives to work with regional or GOC representatives, if and when required.
- Shall have the authority and responsibility to prevent the use of the Chapter name, including the right to initiate legal action, in connection with any meeting or activity which does not further the purposes of the Chapter and the PMI.
- Administer the Chapter's public relations program.
- Turn over all permanent records to successor.

Responsibilities as Direct Past-President (years 4 and 5):

- The Direct Past President-will be part of the Executive team and the Board of Director of PMI Belgium Chapter.
- He provides support and coaching to the current President and to the board of Directors
- He ensures the correct understand by the current board members of all past decisions taken.
- He assists the President in place for difficult decisions

2. Vice President

Responsibilities:

- Organize and Facilitate the Chapter Board Meeting
- Supervise preparations and conduct of any special projects, seminars, or meetings, or liaise with any project manager appointed for a specific project, which the Chapter decides to undertake.
- Prepare the application and submission of the annual application for charter renewal,
- Assist President in liaison with PMI, if and when required.
- Replace the president in case of absence at chapter meetings, and events.
- pursuant to article b-5 of the policies and guidelines for chapter activities.
- Collect and distribute mail from chapter's mailbox.
- Turn over all permanent records to successor.
- Will follow up on any tasks delegated to him by the president.
- Attend at least 75% of the Board meetings and national Chapter events.

3. Director of Membership and volunteering

Responsibilities:

- Take the lead in the creation of all initiatives to grow the member base and secure alignment with the other Officers.
- Maintain an up-to-date list of members (including such information as mailing address, telephone and fax numbers, email addresses, and entitlement to vote).
- Maintain an up-to-date list of prospective members
- Maintain a membership drive, including providing electronic application forms and PMI® information to potential members.
- Receive, process and act on all applications for membership.
- Compile and maintain an up-to-date list of the PMI International members in the PMI BELGIUM area of operations and solicit their affiliation with the PMI BELGIUM chapter.

- Take the lead in organizing and implementing interactions with members and prospective members through email, newsletters, website and all other appropriate media.
- Inform on a monthly basis all Chapter Officers on all member statistics: new members, lost members, trends, initiatives taken, etc.
- Monitor membership renewals and other membership data from the PMI and follow up on those members who have failed to pay current dues (potential churn).
- Monitor non-renewals, take action to understand why members did not renew their membership and suggest initiatives to counter non-renewals.
- Initiate as from the first month of membership a retention program such as for example, Ensuring the welcoming of new members during our chapter events, propose assistance to new members to guide them through our website, ...
- Take the lead for the recruitment of volunteers and monitor volunteers' satisfaction; propose action to increase volunteering
- Attend at least 75% of the Board meetings and national Chapter events.

4. Director of PM Fair (1-year position)

Responsibilities:

- Main focus is to organize, manage & coordinate the annual PMFair towards:
 - Scope
 - Planning
 - Budget
 - Resources (Team)
 - Venue/Catering/..
 - Sponsors
 - Quality
 - Risk
 - Stakeholders
 - Procurement
- Progress reporting on monthly intervals to the Board.
- Coordinate & Manage the team of volunteers working for the event
- Assure that no Chapter meetings will be scheduled in conflict with the annual PMI International or European Seminars/Symposiums.
- Responsible for the event, timing, meetings, volunteering
- This director is the project manager of PMFair

5. Associate Directors (Generic)

Responsibilities:

- Supporting/assist the board director with the managerial activities of the domain
- Organize a number of activities mentioned in the Director's Job description in the name of the Director
- Lead & Coordinate volunteers around those activities
- Feel responsible of the success of the activities of the domain.
- Ensure a number of operational tasks (hands-on)
- Lead work stream/workshop/projects in the name of the director
- Has regular contact with the Board Director for updates of the initiatives and action plans
- Address issues when occurring

- Demonstrate interest & develop skills with objective of becoming a board member in the future

Statutes:

- This role is not a board member position, and thus do not have a voting right
- Do not participate to the board meeting, unless on invitation of the board director for presenting a specific topic of his domain of responsibility
- Can replace the board director (backup with full delegation of Authority) in case of absence/illness/dismiss... after approval of the president
- Do participate to the yearly “strategy meeting” for defining the 5 years plan
- Is elected for 2 years with possible extension
- Receives a personal PMI-Belgium email address & Chapter Business Card
- Access to the membership data is allowed when necessary (RS, VRMS, Website back-end, the chapter document management system)