



PMI Belgium Chapter Elections 2023



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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 2023 elections are organised for nominating the following **Board positions**:

- President
- Vice-President
- Director of Finance & Administration
- Director of Marketing & Communication
- Director of Professional Development
- Director of Academic & Educational Outreach
- Director of Sponsoring

For the period from 1st of January 2024 until 31st of December 2025 (2 years mandate).

Timing & process of the election:

Pre-Announcement
August Newsletter

Announcement – Call for Candidatures
17/08 – 25/10

Approval of Candidatures by nominating committee
25/10 – 30/10

Open Voting process (1 month)
01/11 – 28/11

Close votes & validate Elections
28/11 – 29/11

Announcement of elections results
30/11

Onboarding new board members & Associates
Mid-December

Start of Mandate
1/1/2024



Nomination Committee and Election process monitoring

This year, the nominating committee will be composed of:

- Jacques Neyns
- Christine Dassy
- Christophe Vandecaveye
- Pierre Van De Leemput
- Willem Van Mulders

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: <mailto:past.president@pmi-belgium.be> and in cc: <mailto:president@pmi-belgium.be> before the **25th of October 2023**.

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.
- Specific Eligibility criteria **President**:
 - Candidates can only apply for the President-Elect function if the person has already been a director or president of the PMI BE Board in the past, for at least for 2 years.
 - The Candidates must show experience and maturity to conduct the President function.

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

Responsibilities:

- 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.
- Organise 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.

2. Vice-President

Responsibilities:

- Assist President in liaison with PMI, if and when required.
- Replace the president in case of absence at chapter meetings, and events.
- 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, pursuant to article b-5 of the policies and guidelines for chapter activities.
- Organize and Facilitate the Chapter Board Meeting
- 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.



3. Director of Finance & Administration

Responsibilities:

- Be in charge of all Chapter moneys, receiving all dues and guest payments, and pay all bills in accordance with the Board's directives.
- Give notification of Chapter dues (in US Dollars) to the PMI head office by their required date each year for centralized billing purposes.
- Assist the Director of Programs & Events in running the Chapter meetings: collect fees, issue receipts and pay vendors.
- Prepare on a monthly basis a revenue/cost and cash flow report for the Board.
- Take the lead in the preparation of an annual operating budget and secure timely agreement by the Board for inclusion in the annual application for Charter renewal.
- Prepare an annual financial report on the activities of the Chapter and present to the Board by December 1 of each year.
- Take the lead in the preparation of a rolling three (3) year business plan for Board review and inclusion in the Chapter Annual Report.
- Secure that the Chapter always maintains a cash reserve at least equal to maximum of (a) the prior year's total expenditures or (b) the average total expenditures of the last 3 years.
- Guarantee that the Chapter shall not incur any debts in excess of its cash-on-hand without the unanimous consent of the Board of Directors. Any debt instrument issued in the name of the Chapter shall require co-signatures of all Board members.
- Ensure that all generally accepted accounting practices for non-profit organizations as defined by Belgian Law are followed.
- Secure that all necessary Chapter insurance policies are contracted or renewed in due time.
- Arrange for procurement of stationary and printed materials.
- Claim all Chapter dues refunds collected by the PMI head office as well as forwarding to head office all PMI International dues collected by the Chapter.
- Apply the rules approved by the board for the individual Expenses reports.
- Manage the relationship with the accounting partner if any.
- Attend at least 75% of the Board meetings and national Chapter events.



4. Director of Marketing & Communication

Responsibilities:

- Define, develop and execute a chapter communication plan (for internal and external communications):
- Update the PMI presentations with the latest information from the chapter, EMEA and GOC, for all public functions by the board officers.
- Refreshing and publishing the PMI Belgium leaflet for all PMI congresses.
- Be responsible for the content management of the website (even when this is outsourced):
- Review & approve content written by other board officers.
- Send the approved content to the webmaster and use in relevant newsletters.
- Manage the relation with the Web service outsourcing partner if any.
- Jointly with the director of Events: produce chapter invitation conform the lay-out of PMI Belgium chapter invitation template.
- Develop and implement marketing strategies that pro-actively market and promote PMI Belgium chapter, and the project management profession in liaison with the other appropriate board officers.
- Identify and approach new Markets.
- Identify and approach new Industries.
- Identify and approach new Companies.
- Develop the business plan for the chapter, with the help of other board officers. In charge of collecting all required information and input.
- Develop and implement strategies that pro-actively market and promote PMI Belgium chapter, and the project management profession in liaison with the other appropriate board officers.
- Branding – develop and maintain organizations' awareness of the project management institute and specifically, the Belgian chapter, and their business community.
- Create and maintain a PMI chapter 'pack' for marketing our benefits and services.
- Support the president in developing and implementing the chapter's public relations.
- Create and update documentation for all systems & applications in use by the PMI Belgium Chapter, including IP addresses, userids and passwords.
- Advise the Board in the use of New Media to support any useful strategies or directions.
- Compile at least monthly and share with other Board members the web statistics. Identify any trends and take appropriate action plans.
- Attend at least 75% of the Board meetings and national Chapter events.



5. Director of Academic & Educational Outreach

Responsibilities:

- Be the liaison with the corporate PMI Educational Foundation division, for all matters concerning educational activities.
- Drive and promote the educational programs at Belgium institutions.
- Be the liaison for large corporate institutions.
- Report to the Board on the status of all projects currently on-going with relation to the PMIEF, academic or educational initiatives.
- Organize the training with VDAB, Forem, Actiris.
- Be the liaison with the universities, high schools.
- Where appropriate provide newsletters and updates to the director of Marketing & Communications for inclusions in National and/or international newsletters or PMI publications.
- Attend at least 75% of the Board meetings and national Chapter events.



6. Director of Professional Development

Responsibilities:

- Represent the Chapter and support the President for coordination work with other Chapters worldwide.
- Identify and evaluate opportunities to join common activities with other Chapters and ensure their implementation.
- Initiate discussion with other Chapters and represent the Belgium Chapter for opportunities and issues of a pan-European nature.
- Respond to requests for coordination issued by other Chapters.
- Compile and present to Officers and to Members information and requests from PMI Corporate.
- Represent the Chapter for coordination between PMI®, IPMA, the AGILE consortium, and other national PM organization opportunities and issues.
- Take the lead in the coordination of creating standard presentation material covering the overall mission, goals and objectives of PMI® in general and more the activities of the PMI Belgium Chapter in particular. Highlight the associated benefits to organizations, sponsors, members and all other stakeholders.
- Owner of the mentoring program launched by the Chapter including the program communication, the facilitation of the pairing and mentoring processes and the sustainability of the program over time.
- Supervise the preparation of any publication the Chapter may choose to publish.
- Assist Chapter members in obtaining certification in all PMI® Credentials.
- Create visibility and market interest for all PMI® Credentials.
- Act as liaison with PMI Corporate on all matters related to education, certification and training.
- Represent the Chapter in all dealings with the community, legislative authorities and educational institutions which are related to certification or education of project managers.
- Maintain a source list of registered educational providers.
- Stay up to date with the ISO PM standard developments.
- Establish and oversee a program that provides members with a path towards the different certification credentials offered by PMI. Provide the certification candidates with the appropriate information and guide them through the certification process.
- Attend at least 75% of the Board meetings and national Chapter events.



7. Director of Sponsoring

Responsibilities:

- Develop yearly sponsorship and outreach programs to renew timely the existing sponsors or find new sponsors.
- Ensure that the Chapter Business Plan objectives are met with respect to Corporate and Chapter Sponsorship.
- Provide presentations and information to potential Sponsors and other organizations interested in the activities of PMI®.
- Ensure that all types of PMI Belgium Chapter sponsors are professionally represented on the PMI Belgium website, including text, logo, event calendar, etc.
- Develop and maintain professional contract administration for all sponsorship commitments.
- Ensure timely billing and payment collection of all sponsorship dues.
- Manage in due time the renewal of existing sponsor contract.
- Encourage corporate and other organization participation through host events and guest speakers.
- Develop the chapter and events sponsorship program brochure, related contracts and code of ethics and update the guide as required.
- Specific tasks include:
 - Find new chapter sponsors.
 - Administer sponsor contracts.
 - Define and work-out sponsorship strategy & formulas.
 - Manage sponsorship on website.
 - Provide sponsorship support for special projects (e.g. PM Fair, ...).
 - Attend at least 75% of the Board meetings and national Chapter events.