

PMI Belgium Chapter Elections 2024

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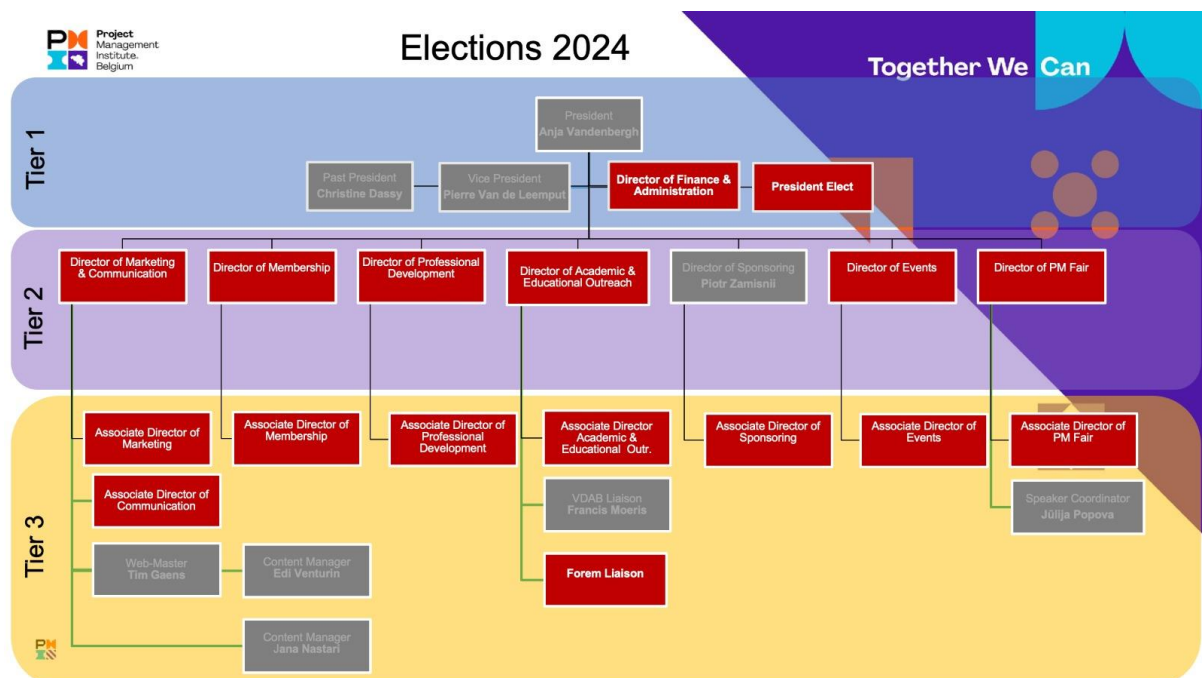
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Management summary

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

This 2025-2026 elections are organised for nominating the following **Board positions**:

- Director of Finance & Administration
- Director of Membership
- Director of Volunteering
- Director of Marketing & Communication
- Director of Professional Development
- Director of Academic & Educational Outreach NL/FR



For the period from 1st of January 2025 until 31st of December 2026 (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

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:president@pmi-belgium.be> before the **25th of October 2024**.

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) now 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. Director of Finance & Administration

Responsibilities:

- Oversee 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 monthly 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.

2. 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, users ID 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.

3. Director of Academic & Educational Outreach NL/FR

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.

Note: Due to the dual language in Belgium, this position has been split between a director position for the Flemish region and a director position for the French region. Is preferable that candidate for this function have their native language Dutch or French.

4. 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.

5. Director of Membership

Responsibilities:

- 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. (The MAILCHIMP tool is currently in use for this.)
- Take the lead in organizing and implementing interactions with members and prospective members through email, newsletters, websites and all other appropriate media.
- Take the lead in the creation of all initiatives to grow the member base and secure alignment with the other Officers.
- Maintain a membership drive, including providing electronic application forms and PMI® information to potential members.
- Receive, process and act on all applications for membership.
- Inform monthly all Chapter Officers on all member statistics: new members, lost members, trends, initiatives taken, etc.
- 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
- 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.
- Use mass mail to notify the members at least fifteen (15) business days in advance of any meeting (including location, date and agenda/topic) that requires notification to the membership.
- Print the labels for all event attendees based on the web registrations file.
- Operate the registration desk at each event and ensure the desk registration file (XLS) is accurate (including PMI & PMP number, Last Name, First Name, etc.) and complete (including on site/email registrations). This list is to be signed by at least 2 board members, and to be kept on file as official proof of attendance.
- Publish the list of all event attendees, within ten (10) business days after each event, on the website so that each member can claim his PDUs. Build and publish one consolidated file of event attendees per calendar year.
- Identify new members from the DEP file. Introduce and welcome new members with new-member-kit. Make them feel welcome at the first chapter meeting by means of a special badge / picture or other means.
- Attend at least 75% of the Board meetings and national Chapter events

6. Director of Volunteering

- Take the lead for the recruitment of volunteers and monitor volunteers' satisfaction; propose action to increase volunteering
- Collect and publish volunteering opportunities within the chapter on the VEP Platform of PMI Global to recruit members to assist in operational activities of the chapter
- Establish a Volunteer Engagement program to recruit volunteers for all chapter activities
- Connect with other Chapter Leaders in Europe to learn more about volunteering opportunities.
- Supporting/assisting the director of Membership in the activities related to the members of the chapter. (see job description: Director of Membership)
- Attend at least 75% of the Board meetings and national Chapter events.

7. Director of Events

Responsibilities:

- Define the overall organization of the chapter events (It is not expected that the Director will organize ALL events himself).
- Organize the overall governance around the preparation for each scheduled Chapter event.
- Align the chapter event calendar with the chapter board, other PI.org important events and Local (Belgian) events. Assure that no Chapter meetings will be scheduled in conflict with the annual PMI International or European Seminars/Symposiums.
- Define and promote project management method and tools to better organize chapter events projects (like for all arrangements for events. Coordinate the facilities requirements and arrange with the hotel or caterer for seating arrangements, size of tables, timing of events, room and refreshment services, and special equipment (projectors, microphones, flip charts, display tables, etc.).
- Assist the volunteer in charge of the organization of each event with the identification of venue, speaker, event model (conference, workshop, breakfast, theme...).
- Ensure the **overall quality control** on each chapter event organization (make sure all elements of a chapter event organization are in place in due time).
- Coordinate the redaction of the Event Invitation document (- including agenda, sponsor logos, etc.-) for publication on the website and insertion in email invitations.
- Secure timely requests and publication of PDU number on the website.
- Encourage the participation of PMI Corporate and other organizations to host events and provide guest speakers.
- Manage a list of potential future speakers; obtain information on future speakers and topics preferably three to six months before the meeting so it can be incorporated in publicity notices and on the website.
- Assist the project manager of each event to prepare purchase order or contract for hotel or caterer and submit to President for signature.
- Assist / coach the project manager of an event with hotel/caterer/host of number of attendees and notify our insurance company in due time (if required) on the event details (location, number of participants, etc.)
- Attend at least 75% of the Board meetings and national Chapter events.

8. Associate Directors (Generic)

Responsibilities:

- Supporting/assisting the board director with the managerial activities of the domain
- Organize several activities mentioned in the Director's Job description in the name of the Director.
- Lead & Coordinate volunteers around those activities.
- Feel responsible for the success of the activities of the domain.
- Ensure several 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 the objective of becoming a board member in the future.

Statutes:

- This role is not a board member position and thus does not have voting rights.
- Do not participate in the board meeting, unless on behalf of the board director to present 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).