# GOVERNANCE

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# DESCRIPTION:

Elected or appointed volunteer with a focus on high quality and attention to detail who is responsible for the maintenance and execution of chapter policies and bylaws ensuring all required chapter governance and compliance activities are performed effectively and efficiently.

# RESPONSIBILITIES:

1. Ensure the policies are consistent and compliant with all applicable governmental jurisdiction and regulations (e.g., IRS, government compliance, PMI policies, Sarbanes Oxley — local laws and regulations).

2. Coordinate the annual review of the chapter’s bylaws to ensure they are operationally consistent with the chapter’s current operations. If the chapter is operating in contradiction to the bylaws, coordinate the update of the bylaws and work with PMI Chapter Engagement Staff for PMI approval and to facilitate a membership ratification vote. These bylaws should be in alignment with the PMI Chapter Bylaws template.

3. Ensure and oversee roles/function definitions are consistent with the chapter’s member ratified bylaws.

4. Conduct a gap analysis to identify gaps between PMI global policies and chapter policies by developing and maintaining a chapter policy manual. For example: information security/personal information policy, financial reserves policy, nominations and elections policies, board member meeting and event attendance policy.

5. Coordinate efforts to ensure the chapter’s policies and bylaws are upheld and enforced by appropriate actions as determined by the board.

6. Awareness of and alignment with PMI Chapter Conflict Resolution process and tools.

7. Raise awareness of code of conduct/regulations/ processes/fairness.

8. Ensure all chapter documents are saved in a shared location as determined by the Board and shared with PMI Chapter Engagement staff via the preferred method.

9. Coordinate monthly status reporting (improve the current report format, create an executive dashboard, and provide consolidated updates to the board monthly) and ensure the chapter’s shared document repository for the functional area is up to date.

10. Assist Administration/Secretary with the preparation of board meeting documentation.

11. Assist the board in creating suitable diversity, equity, and inclusion (DE&I) policy or best practices to aid PMI’s commitment to DE&I.

12. Develop and implement succession and transition plan for the role.

BUSINESS ACUMEN SKILLS:

* Experience with developing roles and responsibilities
* Experience with local regulations and laws
* Knowledge of PMI conflict resolution process and PMI Code of Ethics and Professional Conduct
* PMI knowledge and experience (i.e., Bylaws, policy manual for PMI chapters, etc.)
* Policy development experience

POWER SKILLS:

* Conflict resolution
* Excellent writing
* Facilitation
* Executive leadership

Functional Areas and Associated Roles and Responsibilities

Chapter Volunteer

Role Delineation Study Results