

**PMI EDUCATIONAL FOUNDATION BOARD STANDING COMMITTEE CHARTER**

**COMMITTEE NAME:**

**COMMITTEE FOR THE SELECTION OF ELECTED DIRECTORS**

**CHARTER EFFECTIVE DATE & DURATION:** 1 January 2019 – 31 December 2019

Version # 1      Rev. Date:      Description of Change:

**COMMITTEE PURPOSE:**

*(Overall charge, purpose or focus of this committee in helping the PMIEF Board do its job.)*

The PMIEF Committee for the Selection of Elected Directors is responsible for identifying, evaluating, and proposing qualified candidates for election to the PMIEF Board, and for preparing the new directors for their service.

**DELIVERABLES:**

*(Products the Committee is tasked to produce.)*

**Annual/Ongoing Deliverables**

Election process:

1. Develop an annual CSED Work Plan and a detailed schedule for the election process.
2. By 15 January, prepare the PMIEF Board Chair to offer input to the BVAC point of contact and the PMI Board's APOC Chair, specifically to confirm the selection criteria for open positions, and the vacancies that are being filled (Succession Plan).
3. By mid-February, document the interest of any incumbent PMIEF director eligible for serving another term, and, through the Executive Director, seek any Board recommendations on potential candidates.
4. By 1 July, review for understanding, the PMIEF Bylaws, Rules of the Board, Strategic Agenda, the current Integrated Plan and the strategic needs for Board members in the next 3-6 years. Then, revise Interview questions, weighting, and scoring process for evaluation of candidates.
5. By early September, interview, evaluate, and recommend qualified candidate(s) for election by the PMIEF Board of Directors to replace outgoing PMIEF Elected Directors.
6. By mid-September, review and update the new director orientation materials, including the Board Director Handbook and materials to be used in on-site orientation at the November Board meeting.
7. By 30 November, recommend changes to improve the selection of PMIEF Elected Directors for the following year.
8. By 15 December, update the skills inventory of current, outgoing and incoming PMIEF Board members to inform the 2020 selection process.

Board Director Expectations:

1. By 1 May, review and, if necessary, update the Board Director Expectations in preparation for their use in the annual Board Director Feedback process; coordinate the effort with the PMIEF Secretary.

**One time deliverables for 2019**

1. With PMI Board and PMI staff supporting BVAC process, review the intersection between the PMIEF Board appointment and election processes in order to improve the timeliness of receiving candidate information to conduct the election process and make a decision by the September PMIEF Board meeting.
2. Review the process related to the second-term candidacy of incumbent directors, to determine whether there is an acceptable way to obtain and use the input of fellow directors in the selection process.

**ACCOUNTABILITY & REPORTING REQUIREMENTS:**

*(Reports to the PMIEF Board of Directors through whom, when, how and about what?)*

- Committee Chair reports to the PMIEF Board at each meeting or as needed regarding the progress and challenges of the committee in accomplishing their deliverables.
- Accountable to the PMIEF Board through the Chair.

**RESOURCES & BUDGET:**

- Committee meetings collocated with PMIEF Board Meetings are covered in PMIEF Board Meeting Budget.
- Committee Teleconference costs covered in PMIEF Budget.
- CSED member access to BoardSource.org

**COMMITTEE COMPOSITION:**

- Three elected Committee Members from the PMIEF Board. The Committee shall elect the Committee Chair (Bylaw Article VII Section C.1)
- PMIEF Staff Liaison
- PMIEF Chair as *Ex-Officio* Member

**COMMITTEE MEMBERS:**

Committee Chair – Peter Monkhouse

Committee members:

- Marge Combe
- Pablo Lledo
- PMIEF Staff Liaison – Jeannette Barr
- PMIEF Board Chair - *Ex-Officio* Member – TBD

**COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:**

1. Guides the committee in accomplishing the purpose and deliverables detailed in its charter and in accordance with PMIEF governing documents. Keeps the committee focused.
2. Ensures that all committee members are fully oriented on the committee purpose and deliverables.
3. Develops a work plan that will allow the committee to effectively and efficiently discharge their responsibilities.
4. Develops meeting agendas and conducts virtual or face-to-face meetings of the committee, as needed, and directs communication of committee matters.
5. Ensures that meeting notes capture committee consensus agreement items and follow-up actions.
6. Ensures all committee members are aware of and adhere to the process and timing established by the PMIEF Board for placing items on the PMIEF Board agenda for discussion and deliberation – that is, follows the PMIEF Board calendar, submits completed PMIEF Board agenda template(s), ensures that the PMIEF Board agenda items are discussed and a straw vote taken in a PMIEF Board informal session, and ensures that motions are adjusted, as needed, before deliberation and voting in PMIEF Board formal session.
7. Builds a sense of trust, productivity, and camaraderie within the committee.
8. Assigns tasks among the committee members, as necessary.
9. Ensures committee work is carried out between meetings.
10. Develops and submits to the PMIEF Board timely and accurate reports, proposals, and supporting documentation reflecting the committee's work.
11. Interfaces with the PMIEF Board Chair on matters impacting completion of the charter objectives.
12. Represents the committee at PMIEF Board meetings/teleconferences.
13. Cultivates a sense of trust and productivity between committee members and other PMIEF committees.
14. Addresses non-productivity within the committee.
15. Reviews the charter and offers recommendations to the PMIEF Chair for updates to the following year's charter.
16. Transitions with the incoming Committee Chair

**PMIEF STAFF LIAISON ROLES AND RESPONSIBILITIES:**

1. Empowered to make decisions to support accomplishing the mission and objectives of the committee. Any direction of the committee that may violate PMIEF governing documents must be discussed with the Committee Chair and the PMIEF COO.
2. Coordinates with the Committee Chair to efficiently discharge the responsibilities of the committee, coordinates all administrative duties, and ensures that an online community exists for the team.
3. Coordinates with the Committee Chair to develop agendas, set meeting dates and locations, and communicate meeting requirements using the following criteria:
  - a. Meeting dates and locations should be determined as far in advance as possible.
  - b. Meeting requests forms should be sent to the proper contact with all meeting requirements stated.
  - c. Agendas should be developed using the standard agenda template and should include the meeting date, venue and meeting room on all agendas. If the meeting room name is not available at the time the agenda is distributed, then meeting attendees should be informed of the meeting room at check-in. The agenda should reflect what agenda items are tied to a stated deliverable in the charter.
  - d. Handouts should be distributed to the team in advance of the meeting via the team's online community.
4. Coordinates with the Committee Chair to capture notes that reflect consensus agreements and follow-up actions using the standard format for meeting notes for Board Standing Committees.
5. Coordinates with the Committee Chair and other staff to ensure all reports, proposals, presentations, and supporting documentation are developed in a professional and timely manner.
6. Coordinates with other staff to ensure that any financial, ethical, legal, and strategic implications associated with any option brought to the PMIEF Board is identified and revealed during the preparatory stages and that these implications are reported on the Board agenda template.
7. Ensures that an online community site is established and maintained and committee documents are appropriately archived.
8. Coordinates and deploys any approved external communications.