

PMI EDUCATIONAL FOUNDATION BOARD SUPPORT CHARTER

COMMITTEE NAME:

Community Engagement Committee

CHARTER EFFECTIVE DATE AND DURATION: January 1, 2017 – December 31, 2017

Version #: 3

Rev. Date: 1 April 2017

Description of Change: Added new committee chair

COMMITTEE PURPOSE:

(Overall charge, purpose or focus of this committee is helping the PMI Educational Foundation (PMIEF) Board do its job.)

The committee is responsible for assisting the PMIEF Programs Committee in building awareness of PMIEF amongst PMI Chapters and in relationship building. The committee will ensure that PMI Chapters understand *project management for social good*® and the ways PMIEF can support them.

DELIVERABLES:

(Products the Committee is tasked to produce.)

Annual/Ongoing Deliverables:**Traveling**

- In January, conduct an annual planning meeting at LIVPM in Philadelphia, PA, USA.
- As approved by staff, support PMIEF presentation needs at Region meetings, LIMs, national conferences, and chapter meetings.

Knowledge Sharing

- Educate chapter leaders, as appropriate, about no-cost resources available via PMIEF Learning Resources Library.
- Promote PMIEF academic and professional development scholarships, as appropriate.
- Advocate establishing a chapter PMIEF Liaison and promote benefits of Liaison Program, as appropriate.
- Promote PMIEF awards.
- When appropriate, inform chapters about opportunities to establish a chapter scholarship.
- When appropriate, provide information about benefits of giving to PMIEF and thank existing donors.

Relationship Building

- Build relationship with assigned Region Mentor.
- Build relationship with assigned region's chapter leaders. With staff guidance provide PMIEF updates, no more than once per month.
- Participate in monthly Presidents calls, as appropriate.
- Serve as PMIEF Ambassador at local events, as needed.

Reporting

- By Q1, develop an Annual Action Plan, including proposed attendance at Regional meetings and individual chapter events, as well as plans for relationship building and knowledge sharing with PMI Chapters Liaisons.
- Report information about PMI Chapter program activities to PMIEF Programs Committee and PMIEF Staff through appropriate reporting process decided during annual planning meeting.
- By end of Q3, deliver recommendations for next year's Community Engagement Committee Charter for PMIEF Programs Committee discussion and PMIEF Board approval.
- By end of Q4, publish a final report, describing annual results and lessons learned, as well as providing recommendations for the future

One-Time Deliverables for 2017:

- Establish a rapport with PMI Chapters and, through outreach efforts, develop a report listing chapters' needs from PMIEF to bring value to its members and enhance social good programs in their communities.
- Review the list of programs and identify and prioritize gaps with current PMIEF programs and services

ACCOUNTABILITY AND REPORTING REQUIREMENTS:

(Reports to PMI EF Board through whom, when, how and about what?)

- Committee reports to the PMIEF Board of Directors Programs Committee
- Committee Chair reports to the PMIEF Programs Committee Chair as needed regarding the progress and challenges of the Community Engagement Committee in accomplishing its deliverables.
- Provides written reports, as requested or needed, to the PMIEF Board of Directors Programs Committee.
- Report on activity and speaking engagements as determined at the annual planning meeting.
- Documents best practices.

RESOURCES AND BUDGET:

- Committee annual planning meeting is covered in PMIEF budget.
- Committee Teleconference costs covered in PMIEF Budget.
- Travel as appropriate.

COMMITTEE COMPOSITION:

- Committee Chair
- Up to fourteen volunteers
- PMIEF COO or designee
- Staff Liaison(s)
- PMIEF Chair as *Ex-Officio* Member

COMMITTEE MEMBERS:

1. Committee Chair – Gina Abudi - USA
2. Committee Member – TBD
3. Committee Member – Maria Astudillo- USA
4. Committee Member – Gerardo Blitzer- Argentina
5. Committee Member – Garfield Bowen- USA
6. Committee Member – Patricia Garofano- USA
7. Committee Member – Shekar Hariharan- India
8. Committee Member – Ayodeji Ishmael- Nigeria
9. Committee Member – Milan Smigic- Serbia
- PMIEF Programs Committee Chair – Pablo Lledo
- PMIEF Programs Committee Liaison – Walter Ginevri
- Programs Staff Liaison – Kendra Modzelewski
- Development Staff Liaison – Jill Liebling
- PMIEF Executive Director – Jeannette Barr
- PMIEF Chair – Marge Combe, Ex-officio

COMMITTEE CHAIR ROLES AND RESPONSIBILITIES:

1. Focuses and guides the committee in accomplishing the purpose and deliverables detailed in its charter and in accordance with PMIEF governing documents.
2. Ensures that all committee members are sufficiently oriented on the committee purpose and deliverables.
3. Develops a work plan that will allow the committee to discharge its responsibilities effectively and efficiently.
4. Develops meeting agendas and conducts either 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 and implementation.
7. Builds a sense of trust, productivity and camaraderie within the committee.
8. Assigns tasks to the committee members, as necessary to accomplish the Committee's mission.
9. Ensures that assigned committee work is accomplished between meetings.
10. Develops and submits to the PMIEF Board, through the Programs Committee Chair, timely and accurate reports, proposals and supporting documentation reflecting the committee's work, as requested.
11. Interfaces with the PMIEF Programs Committee Chair and staff liaison on matters impacting completion of the charter objectives.
12. Represents the committee at PMIEF Board meetings and Programs Committee /teleconferences, as invited.
13. Addresses non-productivity within the committee.
14. Reviews the charter and offers recommendations to the PMIEF Programs Committee Chair and staff liaison for updates to the following year's charter.
15. Transitions with the incoming Committee Chair.

PMIEF STAFF LIAISON ROLES AND RESPONSIBILITIES:

1. Collaborate to make decisions to support accomplishing the mission and objectives of the Engagement Committee. Any direction of the committee that may violate PMIEF governing documents must be discussed with the PMIEF Programs Committee Chair and the PMIEF COO.
2. Coordinates with the Engagement Committee Chair to discharge the responsibilities of the committee efficiently and effectively, coordinates all administrative duties and ensures that an online community exists for the team.
3. Coordinates with the Engagement 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. Handouts should be distributed to the team in advance of the meeting via the team's online community.
4. Coordinates with the Engagement Committee Chair to capture notes which reflect consensus agreements and follow-up actions using the standard format for meeting notes for PMIEF Board Standing Committees.
5. Coordinates with the Engagement Committee Chair and other PMIEF staff to ensure that all reports, proposals, presentations, and supporting documentation are developed in a professional and timely manner.
6. Coordinates with other PMIEF and PMI 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 PMIEF Board agenda template.
7. Ensures that an online community site is established and maintained and that Engagement committee documents are appropriately archived.
8. Coordinates issues and distributes any approved external communications.

COMMITTEE MEMBER ROLES AND RESPONSIBILITIES:

1. In coordination with PMIEF staff, engage in relationship management with region mentors, individual chapter boards, chapter PMIEF liaisons, and, indirectly, chapter members.
2. Keep Regions and Chapters informed and involved in the Foundation by presenting at Regional Conferences and Regional phone calls, as invited.
3. Report information about PMI Chapter social good programs to PMIEF staff.
4. Learn about PMIEF capabilities so that information can be shared with chapters.
5. Promote PMIEF liaison program, while understanding that not all chapters may be ready to have PMIEF liaisons.
6. Present at local chapters as approved by PMI/PMIEF.
7. Attend Committee calls.
8. Attend annual planning meeting in January.
9. Provide reports as outlined in the charter deliverables, including Annual Action Plan, future recommendations, and final report.