

## PMI EDUCATIONAL FOUNDATION BOARD SUPPORT CHARTER

### COMMITTEE NAME:

**Community Engagement Committee**

**CHARTER EFFECTIVE DATE AND DURATION:** January 1, 2018 – December 31, 2018

<b>Version #: 2</b>	<b>Rev. Date: 2 December 2017</b>	<b>Description of Change:</b>
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### 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.)*

#### **Traveling**

- In Q1, complete a training program to become knowledgeable about PMIEF programs and resources to increase ability to support chapters, and maintain knowledge through attendance of ad hoc trainings conducted by PMIEF staff and others during the role tenure in Philadelphia, PA, USA.
- As approved by PMIEF staff, participate in and present at Region Meetings,

#### **Knowledge Sharing**

- Serve as advisor between chapters within represented region regarding social good initiatives and project management education in the community.
- Link chapters to opportunities in community, with nonprofits, with NGOs, and with schools (K-12), as available.
- Attend monthly committee calls, annual planning meeting as well as regular and consistent participation on online community.
- As requested and invited by the Region Mentor and Chapter Partner, participate on monthly region phone calls, at LIMs (as appropriate) and at chapter meetings (as appropriate or necessary; coach PMIEF/PMI Chapter Liaisons to deliver chapter meetings).

#### **Relationship Building**

- Build relationships with assigned Region Mentor and chapter partner(s).
- Develop strong working relationships with chapters in region (e.g., PMIEF/PMI Chapter Liaison) and with region mentors and chapter partners.
- Collaborate with chapter leaders and PMIEF/PMI Chapter Liaisons in developing social good strategies for chapter (providing guidance as needed) as directed by the chapter in their annual planning process.
- Serve as main point of contact for PMIEF/PMI Chapter Liaisons once assigned to support them by collaborating on developing plan for social good/educational outreach strategies and responding to inquiries.
- Develop annual strategic communication plan for committee-wide use to standardize communications with chapters based on chapter readiness.
- Hold monthly phone call meeting with PMIEF/PMI Chapter Liaisons in region to share best practices, address challenges and update/maintain knowledge around PMIEF programs, etc.
- Serve as PMIEF Ambassador at local events, as needed.

#### **Reporting**

- Share information among Chapters in region, region mentors, and PMIEF staff.
  - Complete quarterly reports on communications with chapters.
- Create annual action plan and end of year final report to serve PMIEF reporting needs.

**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:** (recommending 3 per super region)

1. Committee Member – Agnieszka Gasperini
  2. Committee Member – Alberto Dominguez
  3. Committee Member – Ana Carolina Gaeta
  4. Committee Member – Avdivaragan Chandrasekaran
  5. Committee Member – Connier Hester
  6. Committee Member – David Khaw
  7. Committee Member – Deji Ishmael
  8. Committee Member – Desiree Proudfit
  9. Committee Member – Gerardo Blitzer
  10. Committee Member – Jonathan Moore Wright
  11. Committee Member – Metin Ornek
  12. Committee Member – Sharon Starcher
- PMIEF Programs Committee Chair – Jane Farley
  - PMIEF Programs Committee Liaison – Frank Parth
  - Programs Staff Liaison – Kendra Modzelewski
  - PMIEF Programs Manager – Chonnie Blair
  - PMIEF Executive Director – Jeannette Barr
  - PMIEF Chair – Peter Monkhouse, 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.