

PMI EDUCATIONAL FOUNDATION CHARTER

NAME:

PMIEF Donor Development Partners

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

Version #: 2

Rev. Date: 21 February 2018

Description of Change: Update member list

PURPOSE:

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

The PMIEF Donor Development Partners is a group of honored supporters of the Foundation who are invited to extend the PMIEF Board's reach and influence by promoting the organization, specifically to cultivate its donor base.

DELIVERABLES:

(Products the group is tasked to produce.)

Activities of the Donor Development Partners include:

- Introducing PMIEF to promising individual and corporate/organizational donors,
- As requested by the PMIEF Development Committee:
 - Stewarding existing donors,
 - Cultivating relationships with potential new donors in the extended Project Management community,
 - Asking for donations,
 - Thanking new donors for their contributions
 - Providing personal expertise where requested to aid in working with donors (e.g. planned giving, stock donations), and
- Acting as active ambassadors of PMIEF in all their interactions.

ACCOUNTABILITY, ENGAGEMENT, AND REPORTING REQUIREMENTS:

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

- Donor Development Partners are accountable to the PMIEF Development Committee Chair, and any assignments are made by the Executive Director or designate, consistent with the direction set by the Development Committee for their activities.
- The PMIEF Development Committee Chair and PMIEF staff will establish and monitor ongoing processes and annual programs of work related to the activities of Partners, and will coordinate training to all Partners for the purpose of insuring proper conduct of role and responsibilities.
- Donor Development Partners will be held accountable for conducting activities in an ethical manner, adhering to PMIEF Rule of the Board 3.3 (which adheres to the PMI Code of Ethics and Professional Conduct), and a set of agreed-upon activities, time commitments, metrics, and time frames.
- Donor Development Partners must follow all applicable laws regarding solicitation of donations.
- Donor Development Partners do not act in a governance or advisory role to the PMIEF Board or its Committees but are responsible solely for extending the PMIEF Board's reach to cultivate the PMIEF support base.
- Donor Development Partners' responsibilities are limited to the development activities described in this charter.
- Donor Development Partners should report on their activities at least every two months and should attend a quarterly call scheduled by the Development Committee Chair.

RESOURCES AND BUDGET:

- Budget will be set aside for training of Partners, travel, and other operating expenses, as appropriate.
- No budget (\$0) will be specifically set aside for Partners' individual use. Any expenses to be incurred by Partners will be identified before the expense is incurred, approved by the PMIEF Executive Director, and included in the budget for that task.

DONOR DEVELOPMENT PARTNERS COMPOSITION AND TERM DESCRIPTION:

- There is no limit to the number of Donor Development Partners.
- Donor Development Partners membership is exclusively at the invitation of the PMIEF Board, with members invited by the Chair, subject to the approval of the PMIEF Board. (Bylaws Art. VII B). Members are recommended by the PMIEF Development Committee, based on membership criteria determined by the Committee and approved by the Board.
- There will be a renewable 2-year term of membership in the Partners, and membership will be renewed assuming the Partner is meeting PMIEF Board expectations for the member's donor cultivation role, and for meeting personal requirements such as annual donations to PMIEF.
- If a member is actively engaged in a formal PMI Global Operations Center volunteer role, the activities of the Council Member may be limited by the charter governing that volunteer role.
- Members of the PMIEF Donor Development Partners cannot be current PMI or PMIEF Directors, PMI or PMIEF staff, or current members of a PMI Board Support Committee.

PARTNERS MEMBER REQUIREMENTS (Criteria):

Required criteria:

- Committed current PMIEF donor with a history of significant gifts
- Demonstrated support for PMIEF mission
- History of volunteering with PMI
- Relationships with current or potential donors
- Willingness to commit the time

Desired criteria:

- Past experience in fundraising or stewardship

2018 PARTNERS:

- Debra Miersma
- Kathy Shawver
- Jim Snyder
- Olivier Lazar
- Rita Read
- Allan Mills
- Mitchell Fong