

## PMI EDUCATIONAL FOUNDATION BOARD STANDING COMMITTEE CHARTER

### COMMITTEE NAME:

## PMIEF Program Committee

**CHARTER EFFECTIVE DATE AND DURATION:** 1 January 2020 to 31 December 2020 (Approved 17 November 2019)

**Version # 2 Rev. Date: 18 January 2020 Description of Change: Modified Committee Member Names**

### COMMITTEE PURPOSE:

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

The PMIEF Program Committee is responsible for oversight and planning of PMIEF's charitable and educational programs. The Committee may approve grants in amounts specified in the PMIEF Program Committee charter and related policies, including grants up to \$50,000, independent of full Board approval. Grants exceeding \$50,000 require a vote of the full Board.

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

#### Annual/Ongoing Deliverables

- Support the Board's ongoing monitoring and assessment of the strategy by verifying the clarity of strategy dashboard reports prior to the Board's review, preparing Board agenda templates for governance discussions, tracking the strategy's progress against strategic key performance indicators (KPIs), and collaborating with staff for any necessary strategy reviews and reconsiderations.
- Provide focus and assurance that the PMIEF charitable and educational program activities align with the PMIEF Strategic Plan, Business Operating and Transition Plan, and Integrated Plan.
- Review reports and, if needed, recommend changes to the nature, scope, strategic performance expectations, desired outcomes, boundaries, standards of performance, policies, and procedures of PMIEF's charitable and educational resources and programs, ensuring dissemination of resources globally.
- Periodically review and, if necessary, propose to the Board updates to the PMIEF Roadmap to reflect updated direction and timeline for Program priorities.
- Review annually the Scholarships and Grants Approval and Spending Policy and update as needed.
- Provide regular reports to the PMIEF Board as appropriate.
- Assure timely review and disposition of grant requests subject to staff, Program Committee and/or Board approval in accordance with established policies.
- Review the results (outputs, outcomes, and impacts) of grants and programs.
- Draft the subsequent year Program Committee Charter for discussion and approval by the PMIEF Board at their November meeting.
- Provide strategic direction to the Community Engagement Committee.

#### One-Time Deliverable for 2020

- Assess the composition, functions, activities and reporting relationship of the Community Engagement Committee under the strategy and propose any needed changes to the Board (in continuation of discussions from 2019).
- To work with staff to develop a grant portfolio analysis approach.

### ACCOUNTABILITY AND REPORTING REQUIREMENTS:

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

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

**RESOURCES AND BUDGET:**

- Committee meetings co-located with PMIEF Board Meetings are covered in PMIEF Board Meeting Budget.
- Committee Teleconference costs covered in PMIEF Budget.
- Travel as appropriate.

**COMMITTEE COMPOSITION:**

- Committee Chair (Voting PMIEF Board Director appointed by PMIEF Chair and approved by PMIEF Board)
- Two or more PMIEF Directors
- PMIEF COO or designee
- Staff Liaison(s)
- PMIEF Chair as *Ex-Officio* Member

**COMMITTEE INFORMATION:**

- Committee Chair: Cecil White
- Members:
  - Jane Farley
  - Eric Norman
- PMIEF Executive Director – Jeannette Barr
- Staff Liaison – Michelle Armstrong, Manager, Partner Engagement (Interim)
- *Ex-Officio* Member: Pablo Lledo, PMIEF Chair

**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.