

PMI Romania Chapter Elections 2018

Contents

Management summary	2
Positions open for election	3
President	3
a. Eligibility criteria	3
b. Responsibilities	3
c. Timing & Duration	4
Vice President for Training and Certification	4
a. Eligibility criteria	4
b. Responsibilities	4
c. Timing & Duration	5
Application form to be received from the candidates	5
Job descriptions	6
President	6
Vice President for Training and Certification	7

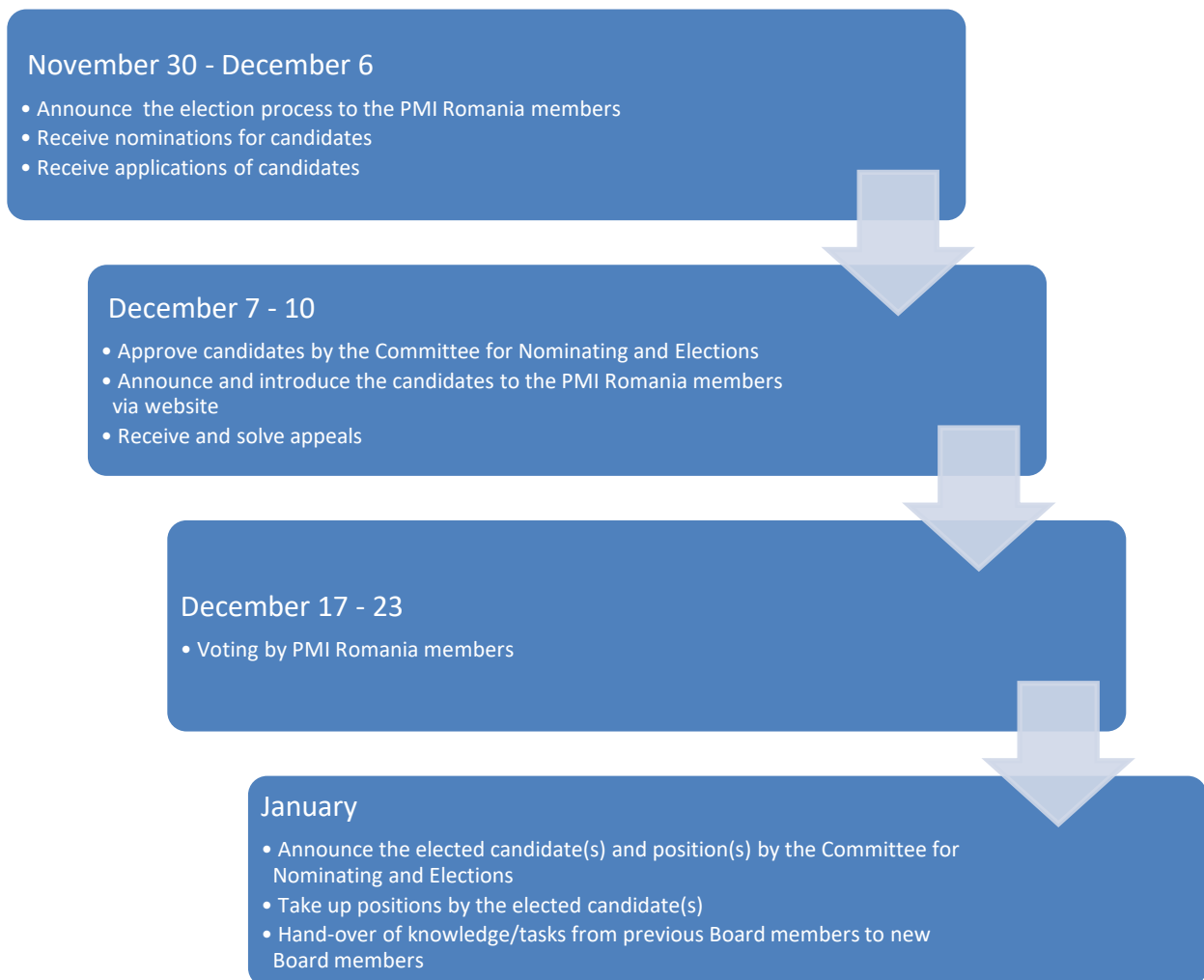
Management summary

The PMI Romania Board of Directors is introducing the elections as of 2018 for vacant positions, in order to ensure a complete Board that will perform better in the best interest of the membership, secure continuity, avoid knowledge drain and be compliant with the PMI guidelines. Following positions will be subject for election:

- President
- Vice President for Training and Certification

The function will be executed from 1/1/2019 to 31/12/2020.

Election process timeline:



Election process description:

- Suitable candidates can apply for a Board function by submitting their nominations, application and information to the Committee for Nominating and Elections, consisting of minimum 3 (three) members
- The approval of the candidates is done by the Committee for Nominating and Elections before the PMI Romania Chapter members can vote.
- The candidates receiving the highest number of votes from the PMI Romania Chapter members will take the positions

Positions open for election

President

a. Eligibility criteria

- The candidate must be a PMI Romania Chapter member in good standing.
- The candidate must prove previous experience in an elected PMI Romania Chapter Board position for minimum 1 (one) year.
- The candidate must prove a good understanding of PMI® policy manual, PMI® procedures and guidelines, PMI® Service Catalogue, PMI Romania Chapter bylaw and Romanian regulations regarding NGOs, and GDPR
- The candidate must prove leadership skills, strategic thinking, organizational agility mindset
- The candidate may not be made a party, to any civil, criminal, administrative, or investigative action or preceding that can harm PMI.org, a PMI Chapter or the Project Management Profession in general.
- The candidate must be in good faith.
- The candidate may not have a commercial relation with PMI or have the intention to receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the PMI Romania Chapter, except as otherwise provided in the bylaws.
- The candidate is willing to fill in and sign the PMI confidentiality agreement
- The candidate is willing to fill in and sign the PMI Conflict of Interest Questionnaire
- The candidate must show interest, experience and maturity to conduct the President function.

b. Responsibilities

- The candidate must show a positive contribution to PMI Romania Chapter in the years when participating as a PMI Romania Chapter Board member, undersigning following criteria:
 - By meeting the objectives as set forth by the candidate during the General Assembly
 - By attending Board Meeting and Chapter events for a minimum of 75 %
 - By having shown team player capabilities
 - By having shown leadership capabilities and strategic thinking

JOB DESCRIPTION: President (Job description available at the end of this PDF)

c. **Timing & Duration**

- The elected candidate will come into function as of January 1st after the election and will stay in function for the following 2 years

Vice President for Training and Certification

a. **Eligibility criteria**

- The candidate must be a PMI Romania Chapter member in good standing.
- The candidate must prove a good understanding of PMI Certifications and the specific training market
- The candidate may not be made a party, to any civil, criminal, administrative, or investigative action or preceding that can harm PMI.org, a PMI Chapter or the Project Management Profession in general.
- The candidate must be in good faith.
- The candidate may not have a commercial relation with PMI or have the intention to receive any pecuniary gain, benefit or profit, incidental or otherwise, from the activities, financial accounts and resources of the PMI Romania Chapter, except as otherwise provided in these bylaws.
- The candidate is willing to fill in and sign the PMI confidentiality agreement
- The candidate must show interest, experience and maturity to conduct the Vice-President function.

b. **Responsibilities**

- The candidate must show a positive contribution to PMI Romania Chapter in the years when participating as a PMI Romania Chapter Board member, undersigning following criteria:
 - By meeting the objectives as set forth by the candidate during the General Assembly
 - By attending Board Meeting and Chapter events for a minimum of 75%

- By having shown team player capabilities

JOB DESCRIPTION: Vice President for Training and Certification (Job description available at the end of this PDF)

c. **Timing & Duration**

- The elected candidate will come into function as of January 1st after the election and will stay in function for the following 2 years

Application form to be received from the candidates

Candidates should submit their applications for the positions before the 6th December 2018 to the following email address: elections@pmi.ro.

Applications should be received in the following format:

- Nomination/Recommendation letter signed by PMI Romania Chapter members in good standing during the entire election process (minimum 2 (two) nomination letters for Vice President position and minimum 3 (three) for President
If two or more candidates for a position are recommended by the same member, those recommendations will be cancelled. This means that a member could recommend only one candidate for President and one candidate for Vice President. A member can't recommend two candidates for President or two candidates for Vice President because, in this situation, their recommendations will be canceled, and the candidates would be disqualified.
- Application form:
 - Adobe format
 - Indicating the main accomplishments as PMI Romania Chapter member
 - Indicating the motivation for applying for the position
 - Providing an action plan to be accomplished during the mandate (statement of vision)
 - Providing a SWOT analysis of PMI Romania Chapter
 - Providing a biographical summary and a photo
- Curriculum vitae:
 - Adobe format, including the candidate's photo

All the documents will be in English (mandatory) and Romanian language (not mandatory).

Job descriptions

President

ROLE DESCRIPTION: Elected volunteer responsible for overall oversight of the chapter and the board. The president shall direct the activities of the other board members in accordance with the chapter bylaws.

ROLES AND RESPONSIBILITIES:

- Direct the chapter's strategic goals
- Responsible for achieving the chapter vision, mission and objectives as detailed by the chapter board, PMI and chapter strategic plans
- Direct the activities of other officers toward chapter goals and objectives
- Ensure that the chapter board works together as a team
- Represent the chapter at public events
- Ensure strategic alliance, planning and annual reporting
- Be ultimately accountable for all board operations and chapter activities
- Act as a liaison between the chapter and PMI
- Ensure that the charter renewal is updated and that the chapter is in compliance as specified by PMI
- Preside over the board of directors meetings and the annual general membership meeting
- Ensure that all chapter business is being done legally and ethically
- Assume responsibility for the overall functioning of the chapter
- Legally represent the organization (this role can be co-dependent with the finance officer)
- Ensure statutory and regulatory compliance in consultation with the vice president of finance
- With the board, ensure prudent disbursement of chapter funds
- Drive implementation of PMI policies and guidelines and ensure that they are reflected in chapter processes
- Manage periodic policy audits
- Promote leadership development opportunities for board development
- Develop and implement a succession and transition plan

STRATEGIC AND BUSINESS MANAGEMENT SKILLS:

- Management Skills
- Organization management
- Organizational agility skills
- PMI knowledge and experience
- Volunteer recognition and appreciation

LEADERSHIP SKILLS:

- Ability to delegate effectively
- Coaching and mentoring

- Conflict resolution skills
- Skilled in strategic planning and process execution
- Team building skills

Estimated volunteer hours per month: 30-40

Vice President for Training and Certification

ROLE DESCRIPTION: Elected volunteer responsible for professional development, education and chapter events in accordance with chapter policies and bylaws.

ROLES AND RESPONSIBILITIES:

- Define strategies for improvement in professional development/training programs
- Develop and implement a chapter professional development plan, including a program roadmap for professional development content programs, live and on-line
- Develop plans for and coordinate the chapter's external educational activities, such as study groups, seminars, workshops, courses, professional development days and other educational activities
- Develop and maintain relationships with local colleges and universities
- Provide information to members and nonmembers on career development
- Provide information and guidance to members and nonmembers on certification/re-certification in the context of PMI
- Maintain relationships with Registered Education Providers (R.E.P.s)
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter regarding the contents of programs
- Work with marketing to promote the education, certification, as well as training opportunities offered by the chapter
- Recommend, develop and deliver project management education materials, courses, presentations and sessions including leadership development training programs
- Seek new project management professional development programs and services through networking with other educational organizations and PMI chapters
- Promote the project management profession through the planning and coordination of special events, as identified by the chapter board, designed to enhance and expand the skills and knowledge of project managers
- Incorporate feedback, suggestions and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter as they relate to the logistics of events/programs
- Oversee events, presentations and training programs
- Invite key influencers from industry to participate in chapter events



Project Management Institute

Making Project Management indispensable for business results

- Advance the project management profession through the planning and coordination of special events, as identified by the chapter's board
- Develop and implement a succession and transition plan

STRATEGIC AND BUSINESS MANAGEMENT SKILLS:

- Ability to develop and manage program and event schedules
- Content and curriculum development
- Knowledge of PMI Credentials and PDUs
- Program and event planning skills
- Contract and vendor management
- Ability to create and analyze program surveys and evaluations
- Basic budget management skills

LEADERSHIP SKILLS:

- Ability to delegate effectively
- Coaching and mentoring
- Public speaking/presentation skills
- Team building skills

Estimated volunteer hours per month: 25-35