

# PMI Romania Chapter Elections 2023

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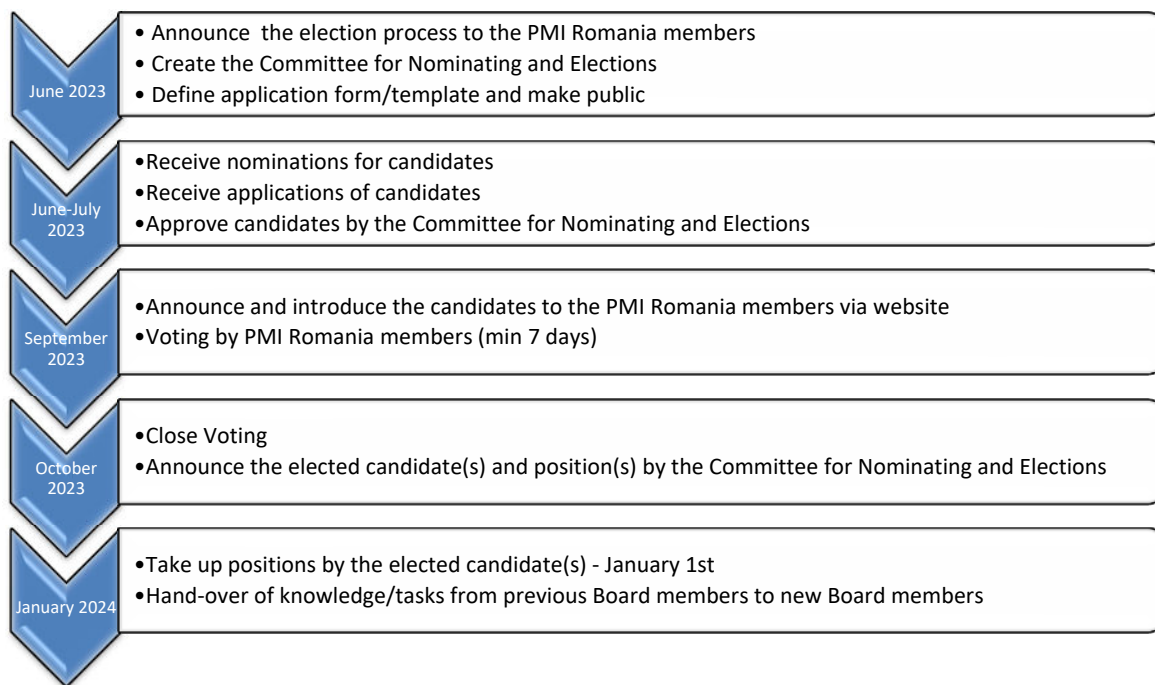
## Management summary

The PMI Romania Board of Directors is introducing the elections as of 2023 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:

1. Vice-president for Treasury and Finance
2. Vice-president for Communication and Advertising
3. Director at Large for Communication and Advertising

The function will be executed from 1/1/2024 to 31/12/2025.

### 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

### Vice-president for Treasury and Finance

**Role description:** Active member of the chapter, the elected volunteer is responsible for finance.

Responsible for maintaining and presenting all financial records required for chapter operations in accordance with chapter policies and bylaws.

The elected volunteer must be involved in at least 1 (one) volunteering activity of PMI Romania Chapter.

#### Roles and responsibilities:

- maintains and manages accounts receivable and payable and all financial portfolios, including but not limited to the collection of chapter dues from PMI, guest payments for chapter meetings or special events and the payment of all chapter bills in accordance with chapter committee directives
- establishes and maintains all required chapter bank accounts and / or similar financial transactions; arrange for officer signatures as required
- provides financial reporting regarding the state of finances and chapter activity to chapter membership, board and executive level volunteer leaders on a monthly basis (board meeting)
- reports on the state of finances at board meetings and chapter meetings
- develops an annual operating budget and financial statement to be included in the annual application for charter renewal
- ensures the chapter has reviewed and reported required tax filings
- recommends improvements in the financial processes to the board
- establishes and maintains financial operational processes to ensure continuity of chapter operations and define, document and maintain chapter policies
- maintains the annual budget
- contributes to financial planning / goal setting, investing, forecasting and budgeting for the chapter
- distributes / communicate financial section of the annual report to chapter membership
- assists in the preparation of the annual financial statements and reports
- provides timely information to independent auditors as required
- keeps an up to date inventory of all the goods of the chapter
- handles all PMI and government required payments
- ensures maintenance and storage of all historic financial documents
- establishes financial metrics; ensure chapter is maintaining requirements
- serves as liaison with PMI Global Operating Center on financial matters
- prepares financial guidelines and procedures for the chapter along with the board

- analyzes cost impact and income benefit of all activities proposed by the board of directors
- reviews any chapter contract, agreement and insurance
- distributes information, materials and / or fees received from the PMI Global Operating Center to appropriate officers in a timely manner
- confirms and checks bank accounts monthly

**Deliverables:** Pending Volunteer Input – Based on the Outcome of Strategic and Operational Planning per Chapter

**Role specific skills:**

- documentation skills / financial record keeping
- knowledge of financial planning
- knowledge of accounting
- accounting software and tools (e.g. Microsoft Excel)
- analytical thinking
- legal awareness
- basic knowledge of economics

**Other leadership skills:**

- negotiation skills
- time management skills
- adaptability / flexibility
- conflict resolution skills
- technical tools skills (e.g. WebEx, Live Meeting, Registration and Event Software)

**Average hours per month:** 25 hours

**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 Communication and Advertising

**Role description:** Active member of the chapter, the elected volunteer shares responsibility with the Director for Communication and Advertising, responsible for raising awareness of the PMI® and the PMI Romania Chapter in the community.

The elected volunteer must be involved in at least 1 (one) volunteering activity of PMI Romania Chapter.

### Roles and responsibilities:

- function as the primary communication point between the board of directors and chapter members
  - o prepares and publish newsletters and other communications
  - o maintains contact lists of members
- function as the chapter public relations and marketing officer
  - o actively seeks opportunities to promote project management and the chapter in the community
  - o recruit local sponsorship for meetings and events
  - o promotes chapter events in local media
  - o work with the VP and Director membership to arrange outreach to potential members and volunteers
- currently manages arrangements with venues for catering and equipment
- develop and implement a succession and transition plan at least 3 months before the expiration of the mandate or as an action related to dismissal / resignation

### Required skills:

- communication and networking
- understanding digital tools and social media platforms
- program and event planning skills

### Other leadership skills:

- public speaking
- presentation skills
- facilitation skills
- time management skills
- adaptability / flexibility

**Average hours per month:** 15-20 hours

### 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

## Director at Large for Communication and Advertising

**Role description:** Active member of the chapter, the elected volunteer shares responsibility with the Vice-president for Communication and Advertising, responsible for raising awareness of the PMI® and the PMI Romania Chapter in the community.

The elected volunteer must be involved in at least 1 (one) volunteering activity of PMI Romania Chapter.

### Roles and responsibilities:

- function as the primary communication point between the board of directors and chapter members
  - o prepares and publish newsletters and other communications
  - o maintains contact lists of members
- function as the chapter public relations and marketing officer
  - o actively seeks opportunities to promote project management and the chapter in the community
  - o recruit local sponsorship for meetings and events
  - o promotes chapter events in local media
  - o work with the VP and Director membership to arrange outreach to potential members and volunteers
- currently manages arrangements with venues for catering and equipment
- develop and implement a succession and transition plan at least 3 months before the expiration of the mandate or as an action related to dismissal / resignation

### Required skills:

- communication and networking
- understanding digital tools and social media platforms
- program and event planning skills

### Other leadership skills:

- public speaking
- presentation skills
- facilitation skills
- time management skills
- adaptability / flexibility

**Average hours per month:** 15-20 hours

### 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 **July 31st, 23:59**, of the year within the election takes place to the following email address: [elections@pmi.ro](mailto:elections@pmi.ro).

**Any application received after the above-mentioned deadline shall not be taken into consideration.**

### **Mandatory requirements:**

Applications must be received in the following format:

- **Annex 1 - Confidentiality and records compliance agreement\_Candidate2020 – signed by the candidate**

- **Adobe format**

- **Annex 2 - Conflict of interest questionnaire – signed by the candidate**

- **Adobe format**

- **Annex 3 – Application form - Motivation letter – signed by the candidate**

- Word and Adobe format
- Indicating the motivation for applying for the function
- Providing a SWOT analysis of PMI Romania Chapter
- Providing an action plan to be accomplish during the mandate

- **Curriculum vitae:**

- Word and Adobe format, including the candidate's photo

- **Letter of recommendation from a PMI Romania Chapter member:**

- Proof that the criteria are met as indicated in the eligibility criteria.

-**Photo of the candidate** – if it is not included in **Annex 3 – Application form**

### **Optional requirement:**

-**Short video (maxim 3 minutes)**– the potential candidate should introduce herself/himself and present the envisioned contribution to PMI Romania Chapter development

All the documents will be in English (mandatory) and Romania (optional) language.

### **Important note:**

Failure to provide all the required documentation will disqualify the potential candidate.