

2026

PMI Romania Chapter Elections

PMI ROMANIA CHAPTER

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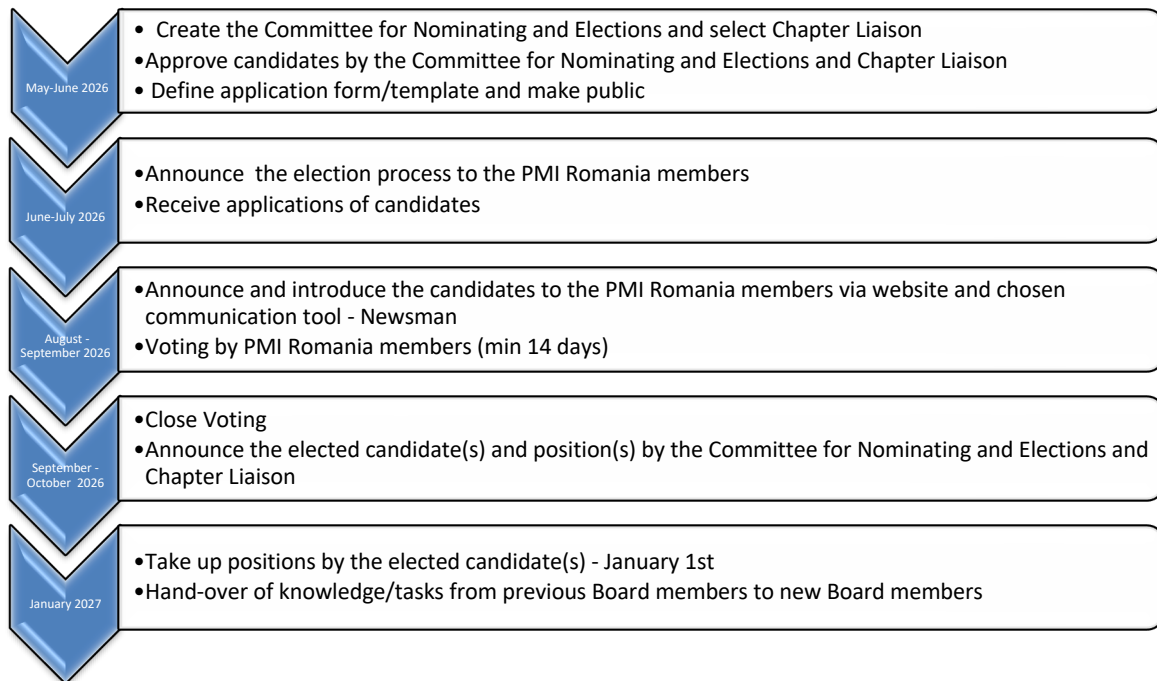
Management summary

The PMI Romania Board of Directors is introducing the elections as of 2026 for vacant positions, 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. President
2. Vice-president for Membership and Recruiting
3. Director at Large for Membership and Recruiting
4. Vice-president for Training and Certification
5. Director at Large for Training and Certification
6. Vice-president for Communication and Advertising

The function will be executed from 1/1/2027 to 31/12/2028.

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 and 1 (one) volunteer acting as Chapter Liaison
- The approval of the candidates is done by the Committee for Nominating and Elections before the PMI Romania Chapter members can vote.
- The Chapter Liaison will act as interface between the members of PMI Romania Chapter board of directors and will work together with the members of the Committee for Nominating and Elections as well as with PMI EMEA team members
- The candidates receiving the highest number of votes from the PMI Romania Chapter members will take the positions

Positions open for election

President

ROLE DESCRIPTION: Active member of the PMI Romania Chapter, the volunteer is responsible for the coordination and general supervision of the activity of the Association and the Steering Committee, ensuring the strategic direction and good governance of the organization. The President manages, together with the other members of the Steering Committee, the activities of the Association in accordance with the statute.

The role is exercised collaboratively with the members of the Steering Committee, without substituting their individual responsibilities, with the objective of ensuring the coherence, performance and sustainability of the organization.

The candidate must have held a full mandate within the steering committee of the PMI Romania Chapter in order to have a good understanding of how the PMI Romania Chapter is organized and operates.

ROLES AND RESPONSIBILITIES:

- Follows the achievement of the Association's strategic objectives
- Is responsible for achieving the Association's vision, mission and objectives, as defined by the Board of Directors, PMI and in the Association's strategic plans
- Ensures the smooth functioning of the Board of Directors as a team, facilitating collaboration and decision-making
- Represents the Association at public events alongside the Board of Directors members
- Ensures the creation of strategic alliances with other public or private organizations

- Consolidates the Association's annual action plan as well as the activity report for the previous year
- Assumes responsibility for the overall functioning of the Association, together with the Board of Directors
- Acts as a point of contact between the Association and PMI at regional and global levels
- Ensures that the Association's data is updated and that it complies with PMI specifications
- Leads the Board of Directors meetings and the General Assembly of members
- Ensures that all Association activities are carried out legally and ethically and in accordance with applicable regulations
- Legally represents the organization ((the role can be delegated or shared according to the decisions of the Board of Directors)
- Ensures compliance with the statute, rules and working procedures, through permanent consultation with the other members of the Board of Directors
- Ensures that the use of the Association's funds takes place in accordance with the decisions taken within the Board of Directors
- Ensures compliance with the law and regulations in consultation with the VP of Finance
- With the help of the Board of Directors, ensures that payments from the Association's funds are made prudently
- Coordinates the implementation of PMI policies and rules and ensures that they are reflected in the Association's processes
- Supports the organization of periodic audits and monitors the implementation of the resulting recommendations
- Ensures the transparency of the flow of information within the Board of Directors and between it and third parties
- Ensures strategic coherence between the initiatives of the different verticals within the Association
- Creates opportunities for the development and promotion of the PMI Romania Chapter
- Develops and implements a succession and transition plan at least 3 months before the expiration of the mandate or as a related action dismissal/resignation

STRATEGIC AND MANAGEMENT SKILLS:

- Strategic management and leadership skills
- Presentation, public communication and networking skills
- Knowledge and experience working with PMI®
- Recognition and appreciation from PMI RO volunteers
- ability to align and coordinate stakeholders

LEADERSHIP SKILLS:

- Ability to delegate effectively and work as a team
- Coaching and mentoring
- Conflict resolution skills
- Team building and strengthening skills
- Strategic thinking and results orientation
- Adaptability and decision-making under uncertainty

Monthly volunteer effort: 35-40 hours.

Vice-president for Membership and Recruiting

Role Description: An active member of the PMI Romania Chapter, the volunteer contributes to defining and coordinating the strategic direction regarding the relationship with the Association's members, including service delivery, recruitment and retention of members, in accordance with the Association's policies and statute.

The role has a predominantly strategic focus, being exercised collaboratively with the Director for Membership and Recruitment, without a strict hierarchical subordination relationship. Responsibilities are distributed flexibly, and the two provide mutual back-up.

The selected volunteer must have been involved in at least 1 (one) completed volunteer activity that was carried out by the PMI Romania Chapter or another non-governmental organization. Proof of involvement in volunteer activity must be documented in the letter of recommendation that will be sent together with the application form. The letter of recommendation must be signed by an active member of the PMI Romania Chapter.

Roles and Responsibilities:

- defines the strategy and development directions of the Association's membership base, ensuring continuous growth through proactive recruitment and partnership with major local employers
- promotes the value of PMI membership and the Association
- guides initiatives to attract potential PMI members and encourage them to become members of the association
- develops and implements the general framework for recognizing important events for members (anniversaries or awards)
- develops and implements a member retention program
- coordinates the analysis and optimization of member benefits and the value of membership on an ongoing basis
- develops and implements a member reception and support plan
- ensures that effective mechanisms are in place to respond to member and non-member requests and other requests for assistance
- oversees the use of the Volunteer Engagement Platform (VEP) of the Project Management Institute, Inc.
- validates and analyzes membership reports, for example monthly reports on the distribution of members by demographic criteria (city, country, age, industry)
- develops and administers member satisfaction / churn surveys
- ensures that members are aware of the services available
- collaborates with the Communication Department to develop an implementation plan for community outreach, including trade associations, non-profits and other professional associations
- supports and participates in annual general meetings
- proposes to the association management the association's fundraising and promotion strategy and ensures its implementation through specific activities.

- provides support in the development of income-generating activities.
- supports the attraction of sponsors.
- collaborates with the Director to prioritize activities
- may take over the Director's duties (back-up)

Deliverables: in accordance with the Association's annual Strategic and Operational Plan

Role-specific skills:

- proficiency in using the Volunteer Engagement Platform (VEP)
- proficiency in managing the legal aspects of the Chapter versus the signed Charter agreed with PMI.
- data analysis and reporting
- email communication skills (e.g. Microsoft Outlook, Google Mail)
- knowledge of PMI certifications
- professional use of survey/market research/demographic research tools
- strategic thinking skills and member program development
- skills/competences in managing volunteer activity within NGOs
- competent use of Microsoft Word, spreadsheets and presentation tools (e.g. Microsoft Office, Open Office)

Other leadership skills:

- presentation skills
- active listening
- team building skills

Monthly volunteer effort: 20-25 hours

Director at Large for Membership and Recruiting

Role Description: Active member of the PMI Romania Chapter, the selected volunteer contributes to the implementation of operational activities together with the Vice President for

Membership and Recruitment, to respond to the needs of the Association's members, including service delivery, recruitment and retention of members, in accordance with the Association's policies and statute.

The role has an operational and execution focus, being exercised collaboratively, without strict hierarchical subordination, with the possibility of mutual back-up.

The selected volunteer must have been involved in at least 1 (one) completed volunteer activity that was carried out by the PMI Romania Chapter or another non-governmental organization. Proof of involvement in volunteer activity must be documented in the letter of recommendation that will be sent together with the application form. The letter of recommendation must be signed by an active member of the PMI Romania Chapter.

Roles and Responsibilities:

- Implements the Association's membership development plan to ensure continued growth through proactive recruitment and partnership with major local employers
- Promotes the value of PMI membership and the Association
- Maintains active relationships with potential members and supports recruitment
- Develops and implements a plan to recognize important member events (anniversaries or awards)
- Develops and implements a member retention program
- Reviews membership benefits and value on an ongoing basis
- Develops and implements a member onboarding and support plan
- Manages member and non-member inquiries and provides direct support
- Provides membership lists to officers
- Coordinates the development and distribution of real-time reports, such as monthly reports on membership breakdown by demographics (city, country, age, industry)
- Develops and administers member satisfaction/attrition surveys
- Ensures members are aware of the services available
- collaborate with the Communication team to develop an implementation plan for community outreach, including trade associations, non-profits and other professional associations
- support and participation in annual general meetings

- support the implementation of fundraising activities
- provide support in the development of income-generating activities.
- actively participates in attracting sponsors
- maintains archives and member database
- provides operational lists and reports
- coordinates the collection and analysis of demographic data
- collaborates with VP for planning and execution
- may take over VP duties (back-up)

Deliverables: in accordance with the Association's annual Strategic and Operational Plan

● Role-specific skills:

- data analysis and reporting
- email communication skills (e.g. Microsoft Outlook, Google Mail)
- knowledge of PMI certifications
- professional use of survey/market research/demographic research tools
- strategic thinking and member program development skills
- competent use of Microsoft Word, spreadsheets and presentation tools (e.g. Microsoft Office, Open Office)

Other leadership skills:

- presentation skills
- active listening
- team building skills

Monthly volunteer effort: 20-25 hours

Vice-president for Training and Certification

Role Description: Active member of the PMI Romania Chapter, the elected volunteer contributes to defining and coordinating the strategic direction regarding professional development, educational activities and events organized / brokered by the association.

The role has a predominantly strategic and developmental focus, being exercised collaboratively with the Director for Training and Certification, without a strict hierarchical subordination relationship. Responsibilities are distributed flexibly, and the two provide mutual back-up for the continuity of activities.

The responsibility for developing educational activities within the association includes:

- coordinating initiatives regarding the preparation and maintenance of PMI certifications
- developing and maintaining the relationship with local educational institutions
- has the role of liaison person with the PMI Educational Foundation

Is responsible for establishing and administering the association's programs, online or in the classroom, maintaining the relationship with accredited trainers in the field.

The selected volunteer must have been involved in at least 1 (one) completed volunteer activity that was carried out by the PMI Romania Chapter or another non-governmental organization. Proof of involvement in the volunteer activity must be documented in the letter of recommendation that will be sent together with the application form. The letter of recommendation must be signed by an active member of the PMI Romania Chapter.

Roles and responsibilities:

- development and implementation of the association's development plan
- development of plans for and in order to coordinate the association's external educational activities such as: study groups, seminars, courses, workshops and other educational development activities
- monitoring of development skills and training programs
- supervises the administration framework of courses and examinations conducted within the association regarding obtaining accreditations in the field
- providing information to members and non-members of the association regarding career development

- providing information and guidance to members and non-members of the association regarding PMI certification/recertification
- ensures the integration of the feedback, suggestions and recommendations necessary to increase the value and efficiency transmitted to the audience and the association, regarding the content of the programs and the logistics of the organized/mediated events/programs
- contributes to defining the positioning directions of educational programs, certification
- development and implementation of a plan for educational improvement at elementary, secondary and university
- identifying new programs and services for the development of professional project management by collaborating with other educational organizations and PMI chapters
- supporting and guiding the organization of educational activities, meetings within the association
- promoting and developing the profession of project manager by planning and coordinating dedicated events, identified by the association's leadership, designed to increase and expand the skills and knowledge of project managers
- analyzing the results of the events-
- inviting influential people from the industry to participate in community events
- validating the general framework of programs and events contributes to defining the fundraising strategy and supporting its implementation
- Providing support in the development of income-generating activities.
- Contacting and attracting sponsors at the local and national level.
- collaborates with the Director to plan and prioritize activities
- may take over the Director's duties in situations of need (back-up)

Deliverables: in accordance with the Annual Activity Plan

Role-specific skills:

- program and event planning skills

- program and event agenda development and management skills
- knowledge of PMI accreditations and PDU categories
- contract management skills
- skills in creating and analyzing evaluation and monitoring programs
- budget management skills - basic level

Other leadership skills:

- skills in delegating responsibilities effectively
- good presentation and speaking skills
- good team building skills
- facilitation skills
- time management skills;
- adaptability/flexibility

Monthly volunteer effort: 20-25 hours

Director at Large for Training and Certification

Role Description: Active member of the PMI Romania Chapter, the selected volunteer contributes to the implementation of operational activities with the Vice President for Education and Certification regarding professional development, educational activities and events organized / brokered by the association.

Responsibility for the development of educational activities within the association includes:

- implements support activities for the preparation and maintenance of PMI certifications
- develops and maintains the relationship with local educational institutions
- acts as a liaison with the PMI Educational Foundation

implements and administers the association's professional development programs, online or in the classroom, maintaining the relationship with accredited trainers in the field.

The selected volunteer must have been involved in at least 1 (one) completed volunteer activity that was carried out by the PMI Romania Chapter or another non-governmental organization. Proof of involvement in volunteer activity must be documented in the letter of recommendation that will be sent together with the application form. The letter of recommendation must be signed by an active member of the PMI Romania Chapter.

Roles and responsibilities:

- define strategies regarding professional development and training programs
- implement the association's development plan and monitor its execution, including a detailed list of the content of professional development programs
- develop plans for and in order to coordinate the association's external educational activities such as: study groups, seminars, courses, workshops and other educational development activities
- monitor development skills and training programs
- administer courses and examinations conducted within the association regarding obtaining accreditations in the field
- provide information to members and non-members regarding career development
- provide information and guidance to members and non-members regarding PMI certification/recertification
- collect and integrate the feedback, suggestions and recommendations necessary to increase the value and efficiency transmitted to the audience and the association, regarding the content of the programs and the logistics of the events/programs organized/mediated
- provide the necessary information regarding the introduction of education on the market, certification;
- developing and implementing a plan for educational improvement at the elementary, secondary and university levels
- identifying new programs and services for the development of professional project management by collaborating with other educational organizations and PMI chapters
- coordinating and promoting/organizing meetings within the association

- promoting and developing the project management profession by planning and coordinating dedicated events, identified by the association's leadership, designed to increase and expand the skills and knowledge of project managers
- monitoring events, presentations
- inviting influential people from the industry to participate in community events
- developing and implementing a detailed program for all events
- proposing to the association's leadership the association's fundraising and promotion strategy and ensuring its implementation through specific activities.
- providing support in the development of income-generating activities.
- contacting and attracting sponsors at the local and national levels.
- collaborates with VP for planning and prioritization can take over VP's duties in situations of need (back-up)

Deliverables: in accordance with the Annual Activity Plan

Role-specific skills:

- program and event planning skills
- program and event agenda development and management skills
- knowledge of PMI accreditations and PDU categories
- contract management skills
- skills in creating and analyzing evaluation and monitoring programs
- budget management skills - basic level

Other leadership skills:

- skills in delegating responsibilities effectively
- good presentation and speech skills
- good team building skills
- facilitation skills
- time management skills;

- adaptability/flexibility

Average number of monthly engagement hours: 20-25 hours

Vice-president for Communication and Advertising

Role Description: Active member of the PMI Romania Chapter, the volunteer selected together with the Director for Communication and Advertising is responsible for the promotion of the Association and PMI in the PM community.

The role has a predominantly strategic and representational focus, being exercised collaboratively with the Director, without a strict hierarchical subordination relationship. The two distribute their responsibilities flexibly and provide mutual back-up for the continuity of the activity.

The selected volunteer must have been involved in at least 1 (one) completed volunteer activity that was carried out by the PMI Romania Chapter or by another non-governmental organization. Proof of involvement in the volunteer activity must be documented in the letter of recommendation that will be sent together with the application form. The letter of recommendation must be signed by an active member of the PMI Romania Chapter.

Roles and responsibilities:

- functions as the main communication channel between the Board of Directors and the Association's members, at a strategic level
- defines the direction and objectives of the Association's communication and marketing
- supervises and validates the communication plan (newsletters, campaigns, key messages)
- functions as the Association's representative for public relations and marketing activities
- o identifies opportunities to promote project management and the Association at a strategic and partnership level
- o contributes to attracting sponsors for events and initiatives
- o promotes the Association's events in the local media
- o collaborates with the VP and Director for Membership and Recruitment in order to find opportunities to attract potential members and volunteers
- contributes to attracting sponsors for events and initiatives
- supports the promotion of events in the media and in the community

- may take over the duties of the Director in situations of need (operational backup)
- develops and implements a succession and transition plan at least 3 months before the expiration of the mandate or as a related action dismissal/resignation

Required skills:

- Communication and networking
- Good understanding of media and social platforms
- Event planning and organization skills
- Stakeholder coordination and alignment skills

Other leadership skills:

- Public speaking skills
- Presentation skills
- Facilitation skills
- Time management
- Adaptability / flexibility

Average number of hours per month: 25-30 hours

Application form to be received from the candidates

Candidates should submit their applications for the positions before **July 31st, 22:00**, of the year within the election takes place to the following email address: elections@pmi.ro. Any application received after the mentioned deadline will not be taken into consideration. **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 – 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 accomplished during the mandate

- Curriculum vitae:

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

- Letter of recommendation from a PMI Romania Chapter member:

· Statement providing details of how the eligibility is met as indicated in the eligibility criteria stated in the job description.

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

-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.