

## 1. ORGANISATIONAL STRUCTURE

The PMI Luxembourg Chapter is organised as a Chapter without branches, in view of the small size of the country.

## 2. GOVERNANCE STRUCTURE

The Chapter governance shall be in the form of a Board of Directors, initially formed by the founding members and by election by the membership thereafter, initially towards the end of Year 1 (2010).

The governance structure of the Chapter is as follows:

- President
- Vice President
- Secretary
- Director of Finance
- Director of Members and Volunteers (currently combined, but the separation of these two positions is an option)
- Director of Events
- Director of Outreach
- Director of Sponsorship
- Director of Communications
- Director of Professional Development
- Immediate Past President (non-elected de-facto position, and is an ex-officio Board member with no voting rights)

In 2010, elections for a mandate of two years were held for the following Board positions: President, Secretary, Director of Outreach, Director of Sponsorship, and Director of Communications.

In 2011, elections for a mandate of two years will be held for the following Board positions: Vice President, Director of Finance, Director of Members and Volunteers, Director of Events, and Director of Professional Development.

A candidate shall identify a first choice, second choice and third choice of position that they would like to hold on the Board. They shall submit a motivation letter outlining their experience, and how this experience is relevant to the three positions to which they are proposing their candidature.

## 3. COMMON RESPONSIBILITIES AND GENERAL ELIGIBILITY CRITERIA

All Board positions have the following common responsibilities:

- Plan, execute and monitor activities necessary to achieve the objectives set out in the Business Plan, in collaboration where necessary with other Board members.
- Act as liaison for all matters related to their position with other parties, such as PMI Global Operations Center (GOC), PMI EMEA, other Chapters and Communities of Practice (CoPs).

The general eligibility criteria for any Board position are that each person nominated for a position on the Board:

- is a member of the PMI Luxembourg Chapter
- has signed all PMI declarations and forms required of their Board position

Each person is expected to renew their eligibility criteria, as necessary, during their term as a Board member.

Further details of the responsibilities and additional eligibility criteria of the Officers of the Chapter Board are as follows.

#### 4. OFFICERS OF THE CHAPTER BOARD

The **President** is the **Executive Officer** of the Chapter, and has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**
  - o Update and maintain the Business Plan in collaboration with the Vice President and with the support of other Board members;
  - o Provide strategic direction to the Chapter;
  - o Provide guidance and leadership to the other Component leaders to develop their leadership capabilities;
  - o Direct the activities of the other Board members;
  - o Call and preside over all Board meetings, or delegate to Vice President.
- **Additional eligibility criteria:** The President must have served at least one complete term in another position on the Board. In circumstances where no candidate for election meets this criterion, this criterion will be waived.

The **Vice President** is the **Operations Officer** of the Chapter, and has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**
  - o Update and maintain the Business Plan in collaboration with the President and with the support of other Board members;
  - o Deputise for the President in case of unavailability;
  - o Ensure the continuing and effective operations of the Chapter, and of the execution by the Board members of their duties and responsibilities;
  - o Assist the Secretary in the preparation of the annual application for charter renewal, in collaboration with the Board.
- **Additional eligibility criteria:** none

The **Secretary** is the **Administrative Officer** of the Chapter, and has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**

- o Prepare the agenda of Board meetings in collaboration with the President, schedule the Board meetings, and distribute the agenda to the Board;
  - o Act as secretary during all Board meetings in which he or she participates; where they do participate, ensure that a Board member acts as secretary;
  - o Produce and distribute the meeting minutes, or ensure that these minutes are produced and distributed if another Board member acted as secretary;
  - o Prepare the application and submission of the annual application for charter renewal in collaboration with the Board.
- **Additional eligibility criteria:** none

The **Director of Finance** is the **Financial Officer** of the Chapter, and has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**
  - o Prepare and maintain the annual budget and monitor actual income and expenditure;
  - o Issue all invoices to debtors, such as event sponsors, and follow up regularly to ensure payment;
  - o Validate, and pay as necessary, all invoices to creditors, such as event venues;
  - o Validate, and pay, expense claims made by Board members and other volunteers;
  - o Prepare regular financial reports and submit them to the Board;
  - o Prepare an operating budget for inclusion in the annual application for charter renewal;
  - o Prepare the financial reports for the Annual Report to Members and the semi-annual reports to PMI;
  - o Maintain the Chapter financial records according to the applicable accounting practices for non-profit organisations as defined by Luxembourgish law;
  - o Once approved by the Board, submit required documents (e.g. annual reports) to the Luxembourg state.
- **Additional eligibility criteria:** none

The **Director of Members and Volunteers** has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**
  - o Update and maintain the Member and Volunteer Attraction and Retention Plans;
  - o Identify, attract and retain members and volunteers;
  - o Via the DEP, compile and maintain an up-to-date file of the Chapter members;
  - o Ensure communications with new and renewing members;
  - o Conduct member and volunteer satisfaction survey and assess results.
- **Additional eligibility criteria:** none

The **Director of Outreach** has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**
  - Update and maintain the Outreach Plan in alignment with the objectives set out in the Business Plan;
  - Implement an account management process to ensure a coordinated and professional approach to organisations in Luxembourg and the surrounding countries cooperating where necessary with PMI Chapters responsible for the country;
  - Monitor and coordinate all contact with external stakeholders;
  - Organize marketing materials, including presentations, to organisations interested in the activities of PMI.
- **Additional eligibility criteria:** none

The **Director of Sponsorship** has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**
  - Update and maintain the Sponsorship Plan in alignment with the objectives set out in the Business Plan;
  - Coordinate with the Director of Outreach to operate using the account management process to ensure a coordinated and professional approach to organisations in Luxembourg and the surrounding countries;
  - Communicate all planned and actual contact with external stakeholders to the Director of Outreach;
  - Organize marketing materials, including presentations, to potential chapter sponsors, event sponsors, venue sponsors and the press who may be interested in sponsoring PMI.
- **Additional eligibility criteria:** none

The **Director of Events** has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**
  - Update and maintain the Community Events Plan in alignment with the objectives set out in the Business Plan;
  - Ensure the fulfilment of that Plan by enabling the staging of sufficient Community Events, and ensuring the formation of suitable Event project teams, treating each Event as a project with the respective documentation forming part of the Chapter's corporate knowledge base, such as project charter, project closure report, and event activity list;
  - Build good relationships with suppliers such as venue logistics, catering services, and media partners.
- **Additional eligibility criteria:** Experience as the project manager of at least one Community Event

The **Director of Communication** has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**

- o Update and maintain the Communication Plan in alignment with the objectives set out in the Business Plan;
  - o Ensure effective and efficient communications to members and other parties;
  - o Approve all communication issued by the Chapter for internal and external audiences;
  - o Coordinate the preparation of the Annual Report to Members;
  - o Take responsibility for the Chapter website and its content;
  - o Identify, establish and monitor agreements with media partners.
- **Additional eligibility criteria:** none

The **Director of Professional Development** has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**
  - o Update and maintain the Professional Development Plan in alignment with the objectives set out in the Business Plan;
  - o In coordination with the Director of Outreach, establish and maintain relationships with educational institutions, university institutions, training providers and PMI Registered Educational Providers (REPs);
  - o Proactively approach training companies to inform them of the REP programme to encourage them to become approved REPs;
  - o Establish and maintain a quality charter for event content with the objective that events are a forum for professional development;
  - o Establish PDU codes for the Chapter's activities and communicate them to interested parties;
  - o Create and maintain content for promotional materials related to professional development;
  - o Provide information on training providers and on PMI Credentials to interested parties.
- **Additional eligibility criteria:** none

The **Immediate Past President** is a non-elected de-facto position, and is an ex-officio Board member with no voting rights. The position has the following responsibilities and additional requirements for eligibility:

- **Responsibilities:**
  - o Provide continuity to the Board
  - o Advise and support the current President in his or her work and responsibilities
- **Additional eligibility criteria:** Serving at least one term as the preceding President of the Chapter.