

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.

The governance structure of the Chapter is as follows:

- President
- Vice President / Secretary
- Director of Finance
- Director of Sponsorship
- Director of Membership
- Director of Volunteers
- Director of Events & Professional Development
- Director of Marketing & Communication
- Past President (non-elected de-facto position, ex-officio Board member with no voting rights) with a one-year term

In Q4 2018, elections for a mandate of two years (i.e. from 1 January 2019 to 31 December 2020) will be held for the positions of President, Vice President / Secretary and Director of Volunteers.

A candidate may apply for multiple Board positions, although only one can be taken in a case of being elected. Candidates' results shall be tabulated, rank-ordered by the number of respective votes received. If the candidate is elected for two roles he / she applied for, the position with the highest number of votes collected will be offered.

3. COMMON RESPONSIBILITIES AND GENERAL ELIGIBILITY CRITERIA

All Board positions have, but are not limited to, 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 GOC, PMI EMEA, and other Chapters.
- Develop and implement a succession and transition plan.

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

- is a member in good standing of the PMI and the PMI Luxembourg Chapter since latest November 5, 2018 (the end of application period),
- is willing to actively contribute to the development of the Chapter (on average, a minimum of four hours a week will need to be spent to properly fulfil the role), and is honest in expressing the time commitment she or he is able to make,
- has read, signed and delivered all PMI declarations and forms required of their Board position (Confidentiality Agreement, PMI® Conflict of Interest Questionnaire and Ethics Certification, and Use of PMI Membership Information and Data Agreement),
- is required, during his/her term as a Board Member, to renew membership to PMI and the Chapter no later than one month after the expiry date of each membership.

Further details of the responsibilities and additional eligibility criteria of the Officers of the Chapter Board can be found in Section 4.

4. TO-BE ELECTED 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:

- Update and maintain the Business Plan in collaboration with the Vice President and with the support of other Board members
- Provide strategic direction to the Chapter
- Strive to achieve the chapter vision, mission and objectives as detailed by the Chapter board and PMI and Chapter strategic plan
- Provide guidance and leadership to the other Chapter leaders to develop their leadership capabilities and to work together as a team
- Direct the activities of the other Board members towards the Chapter goals and objectives
- Call and preside over all Board meetings, or delegate to Vice-President.
- Represent the Chapter at public events
- Ultimately accountable for all board operations and Chapter activities
- Ensure that the charter renewal is updated and in compliance as specified by PMI
- Preside over the annual general membership meeting
- Ensure Chapter business is being done legally and ethically
- Assume responsibility for the overall functioning of the Chapter and legally represent the organization
- Ensure statutory and regulatory compliance in consultation with the Director of Finance
- Drive implementation of revision and amendments of PMI policies and guidelines to chapter processes
- Manage periodic policy audits
- Promote leadership development opportunities for board development.
- Develop and implement succession and transition plan

Strategic and business management skills:

- Management Skills
- Organization Management
- 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

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.

Term: Two years, from 1 January 2019 to 31 December 2020

Elections 2019: Roles and responsibilities of to-be elected Board Members

The **Vice President / Secretary is the Chief Operations Officer (COO)** of the Chapter, and has the following responsibilities and additional requirements for eligibility:

Responsibilities:

- Create/update and maintain the Business Plan in collaboration with the Board Members
- Deputise for the President in case of unavailability
- Responsible for safekeeping of all governing documents (approved bylaws, articles of incorporation, charter agreement, board policies)
- Notice of all annual meetings shall be sent to all members 45 days in advance of the meeting; record actions at such meetings
- Ensure the continuing and effective operations of the Chapter, and of the execution by the Board members of their duties and responsibilities
- Prepare the annual application for Chapter Charter renewal in collaboration with the Board
- Prepare the agenda of Board meetings in collaboration with the President, schedule the Board meetings, and distribute the agenda to the Board
- Act as secretary during all Board meetings in which he or she participates; where they do not participate, ensure that a Board Member acts as secretary
- Produce and distribute the meeting minutes, or ensure that the minutes are produced and distributed if another Board Member acted as secretary
- Attend the bi-weekly one to two-hour Board meetings and actively follow up on any actions item in his/her area of responsibility
- Develop and implement succession and transition plan

Strategic and business management skills:

- Ability to Record Minutes
- Knowledge of Chapter Bylaws and Policies
- Knowledge of Meeting Procedures
- Knowledge of PMI Bylaws and Policies
- Knowledge of Records Retention Requirements
- Meeting Coordination

Leadership skills:

- Active Listening Skills
- Decision Making
- Excellent Writing Skills
- Time Management Skills

Estimated Volunteer Hours per Month: 15–25

Additional eligibility criteria: none

Term: Two years, from 1 January 2019 to 31 December 2020

Elections 2019: Roles and responsibilities of to-be elected Board Members

The **Director of Volunteers** is responsible for addressing the needs of the volunteers, including recruitment, retention, recognition, and leadership development training and support in accordance with chapter policies and bylaws.

has the following responsibilities and additional requirements for eligibility:

Responsibilities:

- Recruitment and/or retention of volunteers
- Conduct general volunteer orientation for all new volunteers including an overview of the volunteer structure, volunteer roles, responsibilities and deliverables
- Understand and leverage experience of volunteers and direct them to various initiatives in the chapter
- Identify and develop programs to involve, develop and engage volunteer members
- Oversee, administer and build awareness of the chapter (and PMI's) volunteer policies, procedures and guidelines
- Develop volunteers to serve in their volunteer roles
- Develop and administer volunteer recognition programs
- Oversee and manage the chapter's volunteer programs and services
- Provide PMI volunteer awareness at the local and global levels
- Develop and implement succession and transition plan

Strategic and business management skills:

- Ability to use volunteer management software tools to match volunteers skills with interests
- Proficient in email communications (e.g. MS Outlook, Google Mail)
- Understanding of volunteer recruitment methods and tools (PMI's Volunteer Relationship Management System)
- Understanding of volunteer resource management
- Understanding of volunteer recognition and appreciation programs

Leadership skills:

- Ability to Delegate Effectively
- Coaching and Mentoring
- Persuasion/Motivation Skills
- Team Building Skills

Estimated Volunteer Hours per Month: 20–30

Additional eligibility criteria: none

Term: Two years, from 1 January 2019 to 31 December 2020