



**Project  
Management  
Institute®  
Carolina**

# **PMI CAROLINA CHAPTER HANDBOOK**

Board Approved March 2024

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# Introduction

This document provides "PMI Carolina Chapter" (hereafter called "The Chapter") Board of Directors (BOD) and sub-committee members with a clear understanding of their roles and responsibilities. The document also supports a standard set of procedures with which to achieve individual office bearer's goals. The intent is to cover the major Chapter events and procedures in the operation of the Chapter and the roles and responsibilities of the Chapter's Officers.



The document provides detailed information not contained in the Chapter's Bylaws. However, the Chapter's Bylaws take precedence over this document. It is recommended that all Officers read the Chapter's Bylaws as a prerequisite to this document. It is also important to note that PMI's Code of Ethics provide overriding governance. BODs presiding over individual programs areas should consider developing additional documentation (procedures, job aids, etc.) to support the sustainability and success of the program.

This document is the responsibility of the Vice President of Administration of the Chapter and will be made available to all Chapter Officers following updates.

# Chapter Information



The PMI Carolina Chapter is organized as a mutual benefit, 501(c)(6) not-for-profit organization, which encompasses professional and business league-type organizations. While we do not pay taxes, contributions to our organization are not tax deductible in the same sense as a donation to a charitable foundation. However, membership dues and/or contributions may be deductible as a business or professional development expense; please contact a competent public accountant or tax attorney for advice.

Our organization is incorporated by the State of North Carolina and governed by the Chapter's bylaws and internal management rules & regulations.

Through our rebranding efforts, the Chapter is incorporated as; PMI Metrolina, Inc d/b/a as PMI Carolina, effective January 1, 2023. By utilizing the "Assumed Name" or "d/b/a" we honor our rich heritage of PMI Metrolina.



# Guiding Principles



The Chapter operates based on each Officer assuming responsibility for their program area as defined in the Bylaws and this Handbook. Governance of the Chapter is the responsibility of the BOD with members acting as the Sponsors for specific Events or Programs of the Chapter as required.

The Chapter will also work in the interests of furthering the advancement of the project and program management profession by co-operating and partnering with academic, corporate, government and complementary professional associations and organizations.



*The overriding guiding principle is that the Chapter will always act in the best interests of its members, adding value to their membership entitlement whenever and wherever possible.*

# Chapter Management

## 1. Officers

The composition of the BOD is detailed within the Chapter's Bylaws. This document provides more specific content on each Officer's roles and responsibilities including procedures for process conducted within their realm.

## 2. Nomination Process

As part of the succession planning process performed by the Board of Directors, Vice Presidents will nominate their successor for Board position and develop a succession plan. If there are no objections from the Board, the candidate will be put forward. If there is no succession plan for a position, the PMI Carolina Chapter President will put forth a candidate.

There are two election cycles; even and odd, every other year to ensure that there is minimal impact to the overall operations of the chapter; President, Membership, Administration & Governance and Programs are on "Odd Year" ballots and Social Impact, Professional Development, Marketing, Technology and Finance are on "Even Year" election cycles. Board Members agree to commit to a 2-year term with each election and pursuant to our by-laws, a board member can only serve a maximum of two terms in the same officer role.

### **3. Election Process**

The Past President will preside over the official election ballot process in conjunction with PMI Global. All nominees are expected to provide a bio and profile photo to the Past President in a timely matter.

An anonymous email is sent to all PMI Carolina Members. The voting options are: FOR, REJECT or ABSTAIN. PMI Carolina puts forth only one candidate per open seat. Voting is typically 3-4 weeks duration and in accordance with the specific timeline confirmed by the President in an August /early-September completion timeframe.

The voting results are sent to PMI Carolina by the Past President upon closure of voting. In accordance with PMI policies, practices, procedures, rules and directives, no funds or resources of PMI or the Carolina Chapter may be used to support the election of any candidate or group of candidates for PMI, PMI Carolina Chapter, or public office. No other type of organized electioneering, communications, fundraising or other organized activity on behalf of a candidate shall be permitted.

The new officers are invited to attend the September, October and November Board Meetings and encouraged to partake in planning for the coming year. Official responsibility, unless an Off-Cycle Replacement, the new Board Members takes responsibility beginning January 1 of the year following their election. The newly elected BOD begins transition activities by shadowing the current BOD position and working with the President and other officers that may assist with the onboarding.



## 4. Strategic and Annual Planning

The Chapter's BOD is responsible for developing and maintaining the strategic plan for the Chapter. The strategic plan will be delivered via various projects sponsored by the BOD using volunteer members from the Chapter. An annual plan is a component of this strategic plan that will be submitted to PMI with the charter renewal.

As soon as practical after the election, but prior to the January Chapter meeting, the BOD holds a kickoff/planning meeting where the elected officers start the transfer of information and responsibilities alongside the current. Each officer receives the Chapter Handbook and program area procedures that have critical information about PMI and the Chapter. Onboarding discussions should include:

- **Status of the Chapter**
- **Information on Chapter processes**
- **Review of the duties of each officer**
- **Review of current strategic plan**
- **Review of current event calendar**
- **Creation of goals for the upcoming year**

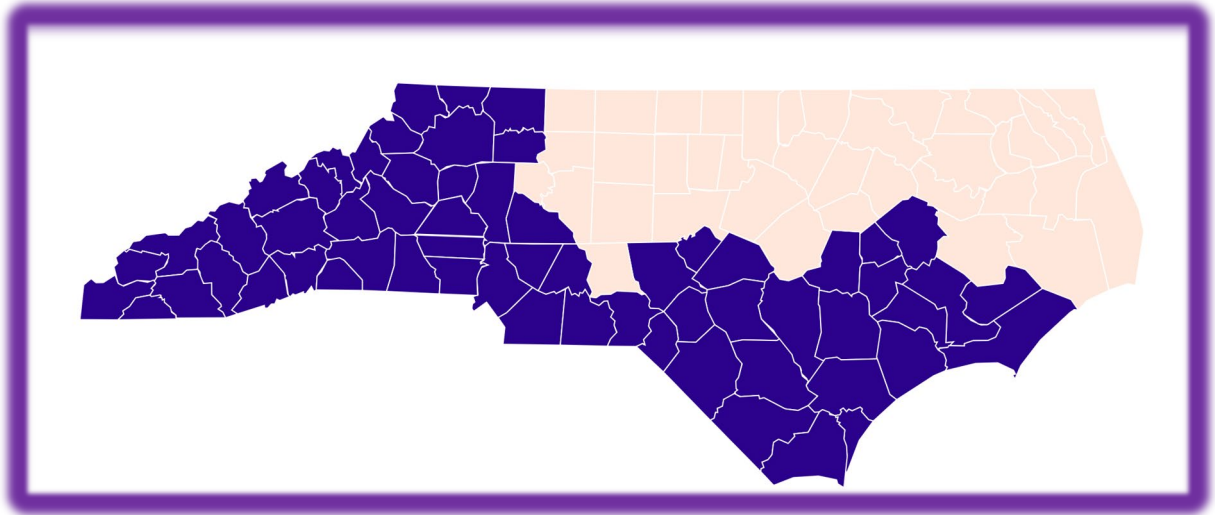


Goals for the current year will be announced at the January Chapter meeting and published with the February newsletter.

The Chapter President is responsible to ensure that the strategic plan remains current, relevant, and consistent with the Chapter Vision, Mission, and Objectives.



## 5. Community Reviews



The Chapter footprint extends through 61 counties in North Carolina with a dispersed membership. As membership changes and external factors facilitate economic changes, it is necessary to regularly review the community meeting locations to ensure that the process is still effective in the current locations, as well as the following:

- Each year, the BOD will review the performance, participation, and potential participants based upon data from PMI through the ThoughtSpot reporting system and from member surveys issued by PMI Global Headquarters (GHQ) and the Chapter.
- The review will determine the viability of existing communities as well as determining if new communities should be formed.
- Information resulting from the review will feed into strategic plans for the Chapter.

## 6. Chapter Charter Renewal

The Chapter President, using information from Board of Directors as needed and submits the annual Charter Renewal to PMI GHQ through the Components System. This published date is usually the end of March and includes provisions for submission of the Chapter's Annual Plan and a receipt of the Chapter's tax filing. Besides the Chapter President's input, the Charter renewal requires financial input from the VP of Finance. However, Chapter officers are to be consulted to ensure the following sections are agreed and included:

- **Contact Information**
- **Chapter Officers**
- **Financial Information**
- **Operational Performance**



## 7. Board Meetings

The Chapter President will schedule Monthly BOD meetings. Copies of all communications inwards and outwards deemed "significant" by the Board member shall be attached to the report to be filed in the official records of the Chapter by the VP of Administration.

A draft agenda/presentation deck for BOD meetings will be prepared and distributed by the Chapter President 1 week before the scheduled meeting date. The Chapter President will prompt Board members to update their specific slides for report-out.

The Chapter President will chair each BOD meeting or a previously agreed to rotations of facilitators. In the event the Chapter President cannot attend a meeting or prepare the agenda the President must ensure that this is delegated to a Vice-President or the Past President.

All motions for approval by the board shall be duly recorded in the meeting minutes by the Vice President of Administration. Motions shall be recorded in sufficient detail such that the full extent of the motion, any qualifying criteria, who seconded the motion and the final vote on the motion, is recorded Meeting minutes will be posted to the website and sent to Chapter Volunteers for transparency.

## **8. Chapter Meetings**

Chapter meetings are scheduled by Programs and published via supported channels. The Regional / Community Chapter meetings are designed to enable flexibility for more participation across the broad geographical area; to facilitate networking and peer mentoring in a smaller setting; and to allow participation in periodic community projects (local small/medium businesses, high schools/colleges, non-profit organizations, etc.) that are better adapted for smaller groups.

Accessibility is key and providing various locations for in-person and virtual meetings per month, as well as those virtual meeting On-demand, and our PMI Carolina Soundbytes podcast provides accessibility to all. Virtual Regional meetings are held each month by each of the 5 Regions; scheduled throughout the months from January through November. In-person Quarterly meetings are planned for the Metro Region. With East, West, Central and North Regions as agreed upon by the Programs Leadership Team.

The VP of Programs and Programs Directors are responsible for planning and managing all the arrangements for each regional / community meeting. Programs Director of Speaker Engagement is responsible for booking the speakers and presenters, as well as keeping within the overall speaker budget. The information shared by the Speaker Engagement Director is then passed on to the VP and Directors of their respective regions. Meeting topics are driven by the Talent Triangle for a balanced PDU pool of topics for our members. Programs are to be focused on promoting the Chapter's purpose,

achieving its goals, and providing valuable content to all our members.

Programs Regional Directors are responsible for managing the speaker relationship, obtaining all the required deliverables, and coordinating with the Programs Event Chair to ensure the events are published by the 20th of the preceding month. The events are inputs that are used by Marketing (for promotions) and Membership (for PDU Processing). Additional Director duties include creating surveys and the post-events analysis and report-up back to the VP of Programs.

Programs Chairs are responsible for any final pre-meeting, meeting facilitation, managing the breakout sessions / chat room, capturing attendance and speaker relationship on the day of and any post-meeting information to share back to the Director.

## **9. Chapter Event Guidelines & Communications**

It is a goal of the Chapter to ensure its membership obtains adequate advanced notice of all Chapter events. To this end it is the policy of the Chapter that upcoming programs and events are announced in the Chapter newsletter and on the Chapter website at least one month in advance of the event. In addition, upcoming programs and events are announced prior to the event or as the specific communication plan indicates.

Events that require Chapter member volunteer participation are either planned or scheduled by the members of a community meeting or by the community service event coordinator. These events are focused on providing a service to the community and to promote the Chapter as appropriate.

The VP of Professional Development is responsible for planning and managing all the arrangements for educational events (e.g. Professional Development Day, Saturday PDUs, certification prep courses). Professional Development is responsible for supplying/requesting updates pertaining to professional development events to the appropriate Administration chairperson to update the PMI Carolina website with the event information.

The VP of Marketing is responsible for coordinating all the details for all partner events.



## **10. Event Attendance**

Members of the BOD and their teams are expected to attend and support Chapter sponsored events. In support of this expectation, BOD members are exempted from having to pay the meeting fees. Additionally, volunteers in Director and Chair positions are expected to attend quarterly Chapter sponsored events and are also exempted from paying for Chapter meetings. PDD is the exception for Directors and Chairs, unless actively volunteering for that event.

## **11. PMI GHQ Correspondence**

PMI distributes "PMInsights" biweekly to Chapter officers and any other designated role in the component system.

The Chapter President is responsible for reviewing and distributing all other PMI information to the appropriate BOD members with the help of the VP of Administration. This includes regional updates communicated verbally through Region 5 President's meetings.

## **12. Annual Meeting**

Once a year at the annual general meeting (usually held in January) the Chapter President will present a Summary of the Chapter's accomplishments, challenges and objectives based on the previous year and outline any strategic initiatives that the BOD has committed on behalf of the Chapter. Similarly, the VP of Finance will present the financial situation of the Chapter, or the finance content will be included in the President's report or distributed via the newsletter.

## **13. Contract, Procurements, & Agreements**

All contracts are to be reviewed and signed by the President or the VP of Finance when specifically designated by the President. As a rule, the legal commitments of the Chapter should be formalized by a contract or purchase order.

Each VP is authorized to execute purchases for their normal activities if the BOD has approved these general area expenditures under the annual budget (e.g., purchase of books or printing copying costs in support of educational programs).

For contracts or purchases that are outside the normal budgeted expenditures of the Chapter, a special BOD vote is required before entering the contract or purchase. In these cases, the President or VP of Finance should be the one signing the contract or purchase agreement.

In ALL cases, a copy of the signed contract or purchase agreement must be sent to the VP of Finance and placed with the Chapter's financial records. The VP of Finance is responsible for maintaining copies of all signed contracts or purchase agreements.

## **14. Membership Announcements**

Chapter volunteers and the BOD will make every effort to make

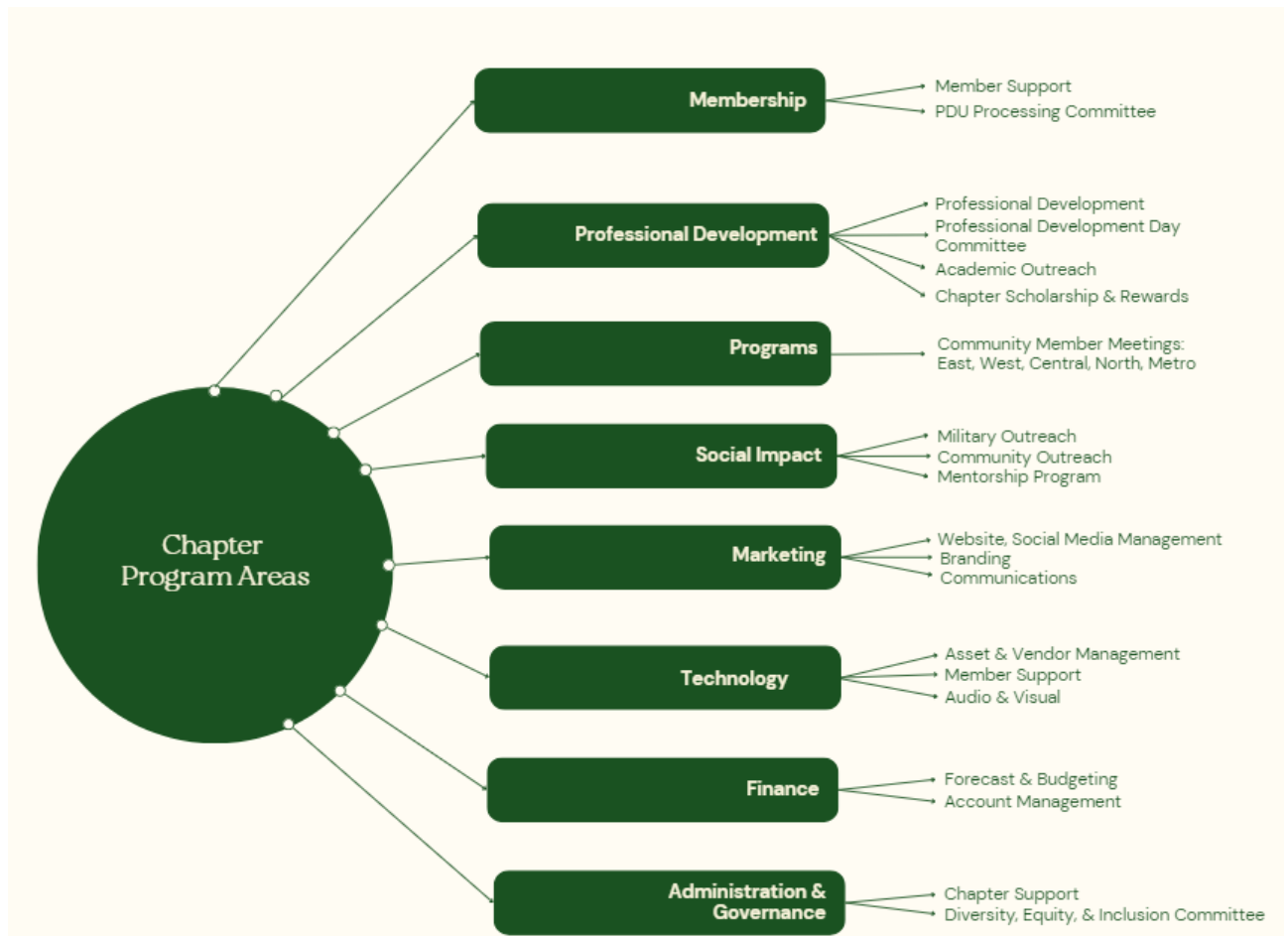
members information private. However, the BOD may opt to send flowers or some other form of acknowledgement in some circumstances. Acknowledgements should be within \$100 or a reasonable amount.

# Chapter Program Areas

## 1. Program Area Overview

The Chapter operates in eight areas to successfully carry out its objective and goals. The program areas are led by board directors and volunteers. Each BOD represents the following program areas within the Chapter and is responsible for creating strategy, direction, and execution plans for volunteers within each area. Directors are also responsible for developing and posting job descriptions on the Chapter website to solicit volunteers for their area.





## 2. General Responsibilities

The positions of the BOD members are detailed within the Chapter's Bylaws. This document provides more specific content on each Officer's Roles & Responsibilities. All Officers shall be Chapter members in good standing. However, officers are not required to hold a PMI credential.

## CHAPTER BOARD OF DIRECTORS



General responsibility common to all Officers:

- Represent the PMI Carolina Chapter and remain in good standing.
- Develop goals for their area and support the Chapter's goals.
- Participate in Chapter activities and additional duties assigned by the BOD during BOD Meetings. Refrain from missing two (2) consecutive BOD meetings and three (3) meetings per year.
- Provide a proxy to attend BOD meetings in their absence.
- Recruit, Mentor and Retain Volunteer Leaders
- Keep members' personal information private.
- Maintain effective communication at a regular cadence and share direction and updates discussed in the Board of Directors meetings, where applicable.
- Adherence to PMI and PMI Carolina branding specifications in all communications, presentations, materials, website, social media, and all other internal and external materials.

Maintain communication by:

- Responding promptly to all Chapter communications from the BOD, their team & Chapter members.
- Notify VP of Administration of any change of address, phone, email, etc.
- Notify Chapter President of any expected extended absence. Submit articles for marketing information according to publication schedule as appropriate.

Each Officer has the responsibility for ensuring that the areas of the website pertaining to their team's program area are kept current and up to date. The actual updates to the team web pages should be coordinated with Marketing's website team. The website team will maintain a master website responsibility assignment list and communicate a reminder to the VPs quarterly to ensure they monitor their web pages.

- Assist with the preparation of the Annual Charter Renewal
- Prepare monthly status report for presentation at Chapter BOD meetings.
- Seek out and develop volunteers within their area as potential candidates for succession planning.
- Maintain and deliver all permanent records to the position successor.
- Develop chairs and directors to further develop required skills for the position.
- Identify and develop potential successors and provide feedback to the BOD every six months on their progress.
- Adhere to all the policies of the Chapter including the BOD Code of Conduct.
- Attending a regional or global PMI Leadership Institute Management conference during their tenure as budgets permit.

### 3. Chapter President

The Chapter President succeeds into this position from their previously elected position as one of the Vice President positions. The Chapter President shall act as Chairperson of the Board of Directors. The Board of Directors shall be solely responsible for the management of the affairs of the Chapter. The Chapter President represents the Chapter at any PMI event attended by the Chapter. At the end of their term as Chapter President, they succeed to the office of Past President.

Chapter President Roles and Responsibilities:

- Direct the activities of the BOD towards Chapter goals and objectives including the development and maintenance of the Chapter Strategic Plan.
- Call and preside over all Chapter/BOD meetings as Chairman of the Board of Directors.
- Appoint replacement Board members to vacant positions, subject to the Board's approval.
- Ensure that incoming Officers are formally and adequately briefed on the Chapter Bylaws, Handbook and Strategic plan before the first Board meeting of the incoming BOD each year.
- Distribute all recurring and other PMI Global correspondence to Officers in a timely manner.
- Submit to the appropriate PMI representatives and PMI Global an annual application for charter renewal, pursuant to the Local Chapter Guidelines & Policy Handbook. The VP of Finance shall assist in the compilation of the application.
- Represent the Chapter, or appoint an appropriate alternate, as a member PMI Region 5 steering committee.
- Develop and manage good sponsorship relationships within the communities we serve.
- Ensure that the Chapter shall be adequately and appropriately represented in all outside activities. This shall mean that the President shall personally represent the Chapter wherever

and whenever possible.

- Represent the Chapter, or appoint an appropriate alternate, at Region 5 and PMI Global Sponsored Leadership Conferences held in North America.
- Prepare and distribute the agenda for monthly Board meetings and chair such meetings as needed.
- Chair Chapter events as required.
- Make presentations/speeches on behalf of the Chapter.

In addition to the specific tasks set out in this section, the Chapter President will be obliged to assist the BOD in all matters for the purposes of meeting the Chapters Objectives as set out in the Bylaws.

Because the President is jointly responsible for the Chapter's finances, they will need to be able to pass a credit check by the bank to be on the Chapter's banking records. Any indication of a Chapter 11 status on the Presidential Candidates record will prevent them from moving into the Chapter President role on the Board of Directors.

The outgoing Chapter President is expected to take on the role of Past President to promote continuity and effectiveness of the BOD. The roles and responsibilities of this office are detailed below.

## **4. Past President**

At the end of the term as Chapter President, or if a new Chapter President assumes responsibility for the role during the term, the outgoing Chapter President succeeds into the office of Past President. If the outgoing President is unable or unwilling to serve, the BOD will appoint a past president to serve in this advisory role.

The Past President serves as a non-voting BOD member and as an assistant to the Chapter President. All files, documentation, information, will be passed to the new Chapter President.

#### Past Chapter President Roles and Responsibilities:

- Assist the Chapter President in directing the activities of Officers towards achieving Chapter goals and objectives and liaison with PMI when required.
- Assist in preparation and conduct of any special projects, seminars, or meetings in support of other BOD members, or in liaison with any project manager appointed for a specific project, which the Chapter decides to undertake.
- Assist with the election of new board members as needed and ensure adherence to any nomination policies and procedures, including communicating with the membership the Chapter's election processes and election results.
- Assist with the strategic planning sessions conducted by the Chapter.

## **5. Administration & Governance**

The Administration & Governance program area is responsible for addressing governance and policy issues as well as ensuring internal Chapter communications are completed in support of all Chapter activities.

#### VP of Administration & Governance Roles and Responsibilities:

- Assist the President with applying for PMI awards to recognize outstanding Chapter programs or individual achievement as appropriate.
- Capture and publish BOD meeting minutes with help from President.
- Manage liaisons as assigned to ensure proper level of participation and support.
- Oversee the Diversity, Equity, and Inclusion Program and ensure board visibility into activities, processes, and their financial management.
- Assist in conflict resolution process as required.
- Review, recommend, and perform regular Chapter

Handbook updates and reviews.

- Co-facilitate the bi-annual succession and strategy plans review with President.
- Support and maintain the BOD orientation processes.
- Ensure the copies of the Chapter Bylaws and the BOD Code of Conduct in Handbook are signed by the BOD.
- Where possible a Chapter Secretary can be appointed to assist the VP of Administration and with meeting notetaking.
- Maintain and assist with process documentation to support the sustainability of the program and its successors.

## **6. Finance**

The Finance program area oversees the management of funds for duly authorized purposes of the Chapter. This team ensures the Chapter's funds are appropriately forecasted and budgeted to meet the needs of the Chapter. Because the Vice President of Finance is responsible for the Chapter's finances, this person will need to be able to pass a credit check by the bank to be on the Chapter's banking records.

VP of Finance Roles and Responsibilities:

- Serve as the Chief Financial Officer for the Chapter.
- Manage all Chapter monies, including the receipt of all dues, contributions and guest payments, the payment of all Chapter bills as directed by the BOD, and the accounting of all Chapter bank accounts and other financial activities.
- Manage all Chapter procurements.
- Arrange for the co-signature of the current Chapter President and appropriate Chapter Vice President on all Chapter banking accounts, as required.
- Prepare an operating budget, with the approval of the BOD, for the planning of Chapter activities.
- Prepare financial reports on the activities and the financial status of the Chapter for submittal to the BOD each month.
- Oversee the Chapter's participation in the PMI Component



Insurance Program and maintain copies of current insurance documents and special event forms.

- Maintain copies of all contracts and purchase agreements signed by the Chapter.
- Ensure all tax records are maintained and tax filings are made on time as required by law.
- Turn over all Chapter financial records to his or her successor and receive a signed receipt indicating the turnover.
- Prepare reconciling the books by January 1 and May 1 for approval of the BOD.
- Prepare financial information for the annual Charter Renewal. Maintain process documentation to support the sustainability of the program and its successors.

## 7. Marketing

The Marketing program area provides marketing of Chapter events and functions to the members, potential members, Chapter partners, the business community, and the community at large.

Vice President of Marketing Roles and Responsibilities:

- Develop a comprehensive marketing program.
- Direct all Chapter activities relating to the publicizing of the Chapter and of the purposes and objectives of the Chapter and of PMI to the public.
- Maintain and manage an information display of PMI literature and publications at each Chapter meeting, when applicable.
- Prepare and transmit to the Chapter Stakeholder's newsletters and email campaigns to keep members informed about Chapter business and activities.
- Create and maintain the Chapter's social media policy.
- Work with other BOD members and committee chairs to ensure the Chapter's website is up to date, ensuring proper communications flow (including but not limited to distribution list).
- Work with Chapter's vendor to update website as required.
- Actively work with local business-related organizations and publications to promote professional project management and its

benefits.

- Work to build strong relationships between the Chapter and local businesses that encourages these businesses in promoting membership in the Chapter as a viable means of expanding individual project management skills.
- Develop and maintain strong relationships with potential and existing corporate partners.
- Develop and maintain strong relationships with potential and existing educational partners.
- Promote upcoming programs and events in other online and social media groups as appropriate.
- Assist in notifying the membership and PMI in a timely manner (2 weeks minimum as best practice) as to all scheduled general meetings, their locations, dates, and subjects, as well as to all other Chapter business, which requires notification of the membership.
- Ensure all sponsors of Chapter events receive the appropriate recognition as outlined in the arrangement with the sponsor (e.g., Logo, recognition).
- Maintain process documentation to support the sustainability of the program and its successors.

## **8. Membership**

The Membership program area promotes membership activities for the Chapter and publicizes efforts of the Chapter in promoting its purpose to the local communities. The team oversees membership records and assists members in processing PDUs for qualifying events.

Vice President of Membership Roles and Responsibilities:

- Plans and executes the annual membership celebration event, which normally occurs in November.
- Compile and maintain a current data bank of PMI members and potential members in the Chapter's service area using PMI's reporting system Thoughtspot.
- Develop a membership campaign, which will encourage the participation of all levels and all types of project management professionals within the service area of the

Chapter.

- Maintain the membership drive, including providing application forms and PMI information to potential members.
- Ensure surveys of current and non-renewing Chapter members are conducted as appropriate to provide analysis of how well the Chapter is providing a value-added proposition to the membership. Review and analyze the results of the PMI Annual Survey and provide the BOD the analyzed results.
- Update and execute the Chapter Membership Survey and provide the BOD the analyzed results.
- Produce the data required to submit to PMI, the PDU registration information to automatically register PDUs for Chapter members for all Chapter sponsored events. All PDUs will be processed within a 2-year period. Members will be responsible for reporting PDUs over a 2-year period.
- Determine and publish the list of new members, new certification holders and volunteer openings for use in the newsletter and /or at the Metro Region Meeting.
- Annually review member and prospect densities in assessing if a new community should be formed.
- Maintain process documentation to support the sustainability of the program and its successors.

## **9. Professional Development**

The Professional Development program area hosts and promotes the activities of the Chapter that target the professional development and certification of the membership. Annually, the team coordinates the Chapter's Professional Development Day and supports any special events of the Chapter. Both virtual and in-person meetings are to be planned for accessibility.

Vice President of Professional Development Roles and Responsibilities:

- Develop and maintain a long-range program for the professional development of the Chapter membership.

- Develop and maintain a program to assist the members of the Chapter in their efforts to attain certifications.
- Increase the number of student members each year and increase Chapter visibility/activity at both the high school and university levels.
- Act as Chapter liaison with PMI GHQ for member certification requirements and testing.
- Maintain up-to-date listings, and keep the membership informed of the resources available for training.
- Oversee the conduct of certification prep classes and PDU training classes offered by the Chapter.
- Oversee plans and activities alongside the PMI Director of Training, PMI Director of Professional Development Day, or other appropriate PMI officers, concerning on-going and special professional development and training topics.
- Coordinate with other Chapters in PMI Region 5 in expanding educational and developmental opportunities for Chapter members.
- Work directly with the universities that the Chapter has sponsored scholarships to address any administrative or informational needs. Pursue outreach programs to schools and universities to advance professional project management as a career path for students.
- Maintain process documentation to support the sustainability of the program and its successors.
- Promote the active volunteerism of Chapter members with local schools and universities in expanding the emphasis of project management within their curriculums.
- Work directly with large and small businesses within the Chapter's service area to promote the advancement of professional project management as a viable course of action for attaining stronger business success.
- Direct the presentation and conduct of special

seminars, meetings, or colloquiums, which the Chapter may choose to present.

- Oversee the Chapter's Scholarship Program in support of PMI Carolina's Education Outreach Team.
- Oversee the Chapter's yearly awards program which may include Nealand Lewis Sr. Volunteer of the Year Award, Community Service Project of the Year Award and Richard Sabedra Volunteer Service Award.

## 10. Programs

The Programs area oversees events for monthly Regional and Community meetings. The team also supports initiatives outside of professional development offered at monthly Chapter meetings.

Vice President of Programs Roles and Responsibilities:

- Direct the preparation and presentation of programs relating to project management for Regional /Community meetings across all five regions and 11 communities. The content of theme programs shall be supportive of the objectives of the Chapter.
- Arrange for speakers to present/facilitate Regional and Community meetings/events, verify quality of presentations, and obtain all documentation needed for PDU credits and the Chapter communications.
- Manage in a timely manner all physical and financial arrangements for all general membership meetings. Coordinate the special requirements of the meeting or of other officers and arrange with the facility providers for seating arrangements.
- Provide the BOD with information on upcoming activities and events in a timely manner to support Chapter communications and publicity.
- Maintain process documentation to support the sustainability of the program and its successors.

# 11. Technology

The Technology program area develops and oversees implementation of a comprehensive technology strategy, systems and processes that align with business needs of the Chapter. The team develops integrated plans to provide both strategic advantage and optimized operations needed by the Chapter.

## Vice President of Technology Roles and Responsibilities:

- Coordinates with the Marketing team in the operation and maintenance of the Chapter's website.
- Manage the mail forwarding administration which includes additional mailboxes and mail forwards for special events. Assist Membership with website authentication issues.
- Develop and maintain information security policies for the Chapter in alignment with PMI's policies, practices, and procedures.
- Develop and implement a technology strategy and roadmap for the Chapter which includes communication of the "state of the technology systems" and convey a to-be model.
- Set and achieve technology goals that align with current and anticipated future business needs.
- Provide oversight to technology volunteers, such as the webmasters, or approved contracted technology personnel. Ensure technology projects are planned, designed, and implemented as expected.
- Extract required information from the PMI reporting system Thoughtspot in support of Chapter operations, allowing membership to log into the Chapter's web page and have the benefit of lower membership prices.
- Support A/V Team with audio and visual software requests as needed.
- Maintain process documentation to support the sustainability

of the program and its successors.

## **12. Social Impact**

The Social Impact program area oversees initiatives to collaborate within the community and utilizes resources to assist the communities the Chapter serves (e.g., Military Outreach, Community Outreach/ Hours of Impact, PMI Carolina Education Outreach, to include Chapter Scholarship Program, & Mentoring program).

Vice President of Social Impact Roles and Responsibilities:

- Manages and promotes the Chapter's Mentorship Program.
- Develop and implement strategy and initiatives that support the Chapter's Military Outreach Program.
- Oversee the Community Outreach and Hours of Impact Program and ensure board visibility into activities, processes, and financial management.
- Coordinate with various program areas across the Chapter to provide professional development and training opportunities to members involved with these outreach programs.
- Support initiatives that promote membership involvement in the communities across the Chapter's footprint.
- Maintain process documentation to support the sustainability of the program and its successors.

## **13. Chairperson, Liaison, Director Positions**

Each Vice President position has one or more these positions to support program area operations. The role is selected for one term and will serve as a non-voting member of the BOD.

Supporting Position Roles and Responsibilities:



- Serve as the support role for discreet functions of the VP role they are assisting.
- Assist the associated VP in the execution of their role.
- Fill in for the associated VP at any function or event where the VP is unable to attend.
- Attend at least four Chapter sponsored events a year.  
Directors will attend quarterly BOD meetings each year.

# Chapter Awards & Recognition

## 1. Management of Chapter Recognition Awards

In August of each year, the Chapter will offer membership an opportunity to be recognized for their contributions to their career and to the community. Members can self-nominate or nominate another member. Each award has a specific form to complete. Completed forms must be emailed to the address provided on the form. Forms must be sent by midnight on the last day of August.

The VP of Professional Development will collect and log all applications. On September 1st, all applications will be provided to a selection committee. The selection committee (the Diversity, Equity, and Inclusion Committee will serve as the selection committee in 2023 and 2024) will review and discuss the applications then select a finalist for each award. Winners for each award will be announced at the annual member event. The committee will then evaluate applications based on the following award criteria:

### **Nealand M Lewis, Sr. Volunteer of the Year Award**

- Importance of the role assigned to the volunteer,
- Quality of results and outcomes associated with the volunteer (accomplishments),
- Level of time/commitment that the volunteer put towards the role assigned,
- Degree of volunteer going above/beyond the assigned duties.

### **Community Service Project of the Year Award**

- Importance of the goals laid out for the community service completed.
- Quality of results and outcomes associated with community service.
- Strength of partnership and degree that teamwork was used to execute the community service.

### **Richard Sabedra Volunteer Service Award**

- Importance of the role assigned to the volunteer,
- Quality of results and outcomes associated with volunteering in support of military Chapter members. (accomplishments), Level of time/commitment that the volunteer put towards the role assigned,
- Degree of volunteer going above/beyond the assigned duties.
- Execute the Military Outreach program by engaging the various Military Liaisons across the footprint.

## **2. Management of Chapter Scholarship Awards**

The purpose of the Chapter's scholarship is to provide financial assistance to active members of the Chapter in pursuit of a project management certificate or degree. Costs for classes not aligned to a PM Certificate or a PM degree will not be considered. Scholarships are granted based upon financial need, activity levels within the Chapter, and funds available from the Chapter. The VP of Professional Development manages the process and gathers all required documents prior to delivery to the selection committee for selection. Selection is made by a majority vote. The total funds available will be determined at the beginning of the calendar year when budgets are finalized. The BOD will determine the amount to include in the fund and the amount available for each scholarship at the beginning of the year. The VP of Finance will track the amounts provided against the budgeted amount.

The membership will be informed in April that the application process has begun. The window to take applications will be until the last day of April. The selection committee will review and select the recipients for the award in May. The VP of Professional Development will reach out to the recipients to inform them of the results immediately after the selection committee's selection.

The recipients will be published in the June Newsletter and shared in the June Chapter meeting. Applicants not selected will be informed prior to the June newsletter distribution.

### **Criteria for the Frank Clemente Scholarship Award**

- Applicant is entering, or continuing, a Project Management certificate or degree program in an accredited school (ex. WakeForest, University of North Carolina Charlotte, Central Piedmont College, Northeastern, Western Carolina University). The certificate or degree program does not need to be PMI GOC accredited. Proof of registration must be provided upon application for the scholarship. An outline of the certificate or program coursework must be provided upon application for scholarship.
- Recipients are eligible for two awards if the student maintains a GPA of 3.0 or above or a status of Pass in a pass/fail course. The second award is not automatic:
- The applicant applies for the scholarship and is evaluated with the other current applicants. In addition to the standard application criteria, a copy of the GPA is required.
- The VP of Professional Development will document and maintain a roster of all recipients and applicants.  
Applicant criteria:
  - Must be an active Chapter member for at least 1 year and be in good standing upon application.
  - The application is a self-created document (MS Word or PDF format) containing a 200 word or less essay to describe why the recipient wants to pursue a career in project management.

The application process is as follows:

- The April newsletter will inform the membership that the process is open. The website will be updated and an announcement at the April Chapter meeting will be made.
- The VP of Professional Development will:
  - Provide completed applications to the Emeritus Board for selections after logging the applications.
  - Notify selected applicants of their status immediately upon selection.
  - Inform unselected applicants prior to the newsletter distribution and website updates.
  - Update the log accordingly and share results with the BOD.

### **3. Volunteer of the Month/Year**

Each month the Chapter will recognize a volunteer who has made significant contributions and service to the Chapter. The BOD will select a volunteer at their monthly meetings and recognize their achievements at monthly meetings and in-person member events. Similarly, the BOD will recognize a Volunteer of the Year at the beginning of the year and announce the achievements the selected volunteer made throughout the year. Volunteers recognized will also be featured in newsletters and social media.

Volunteers selected by the Board of Directors should be added to the Group Form for award processing. [Link to Volunteer Award Form](#)

### **4. Community Reviews**

The Chapter footprint extends through 61 counties in North Carolina with a dispersed membership. As membership changes and external factors facilitate economic changes, it is necessary to regularly review

the community meeting locations to ensure that the process is still effective in the current locations.

- Each year, the BOD will review the performance, participation, and potential participants based upon data from PMI through ThoughtSpot reporting and from member surveys issued by PMI GHQ and the Chapter.
- The review will determine the viability of existing communities and if new ones should be formed.

# Board of Directors

## Code of Conduct

I, \_\_\_\_\_ (Print Name), \_\_\_\_\_ (Director Position), accept the elected role, defined in the Chapter Bylaws and Handbook for the elected or appointed period. In addition to fulfilling the responsibilities of my role, I agree to the following for the period described above.

I will abide by the PMI Code of Ethics as well as the Chapter's Code of Conduct (*see <https://www.pmi.org/about/ethics/code>*)

During this period of my office, I will attend all Chapter meetings. If I cannot attend a meeting, I will inform the President and assign another officer to fulfill my duties there.

I will respond in a timely manner (within 3 days) to all correspondence, including email messages, voice mail messages, requests by other officers, members of the Chapter, and non-members of the Chapter.

I will provide all required reports related to my officer position in a timely manner.

I will inform the President if I become unable or unwilling to fulfill my duties and allow 30 days for a suitable replacement to be named by the Board of Directors.

I will ask for assistance if I need it. I understand that asking for help is ok, but not meeting my commitments as an officer is not acceptable.

I understand that failure on my part to meet my obligations will result in my removal as an officer.

\_\_\_\_\_  
Board of Director Signature

\_\_\_\_\_  
Date



# History



Rev #	Date	Page #	Description of Modification	Author
1	Unknown	All	Baseline	Unknown
2	8/25/07	Unknown		Yassin Chickha
3	10/26/07	Title	Added revision history to 1st page	Carla H. Frazier
4	3/9/2010	All	Changed the election date	Randy Waymer
5	7/20/12	All	Major updates due to structural changes in programs	Craig Marek
6	12/01/14	All	Major updates due to role revisions	Tonya Brown
7	2/10/16	All	Yearly update	Craig Marek
8	4/5/17	All	Yearly update	Craig Marek
9	9/6/18	All	Yearly update	Nealand Lewis
11	9/15/19	All	Yearly update	Nealand Lewis
12	12/5/19	All	Mem. & Fin. Edits	Nealand Lewis
13	6/30/20	All	Major revisions and restructuring	Multiple
14	03/20/24	All	Restructuring, Role Changes, Reformatting, Procedure documents Created for individual areas.	Board of Directors, Maria Haney

# Information



## PMI Carolina Chapter



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