

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
- 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 2017, elections for a mandate of two years (i.e. from 1 January 2018 to 31 December 2019) will be held for the positions of President, Director of Sponsorship, Director of Membership, Director of Marketing & Communication and 2 Directors of Events.

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 did candidate 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 of the PMI and the PMI Luxembourg Chapter since at least September 15, 2017

Elections 2017: Roles and responsibilities of to-be elected Board Members

- is willing to actively contribute to the development of the Chapter (on average, a minimum of four hours a week will need to be spend 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.

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 2018 to 31 December 2019

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

Responsibilities:

- Prepare and maintain the annual budget and monitor actual income and expenditure
- Issue all invoices to debtors, except event sponsors, and follow up regularly to ensure payment
- Validate, and pay as necessary, all invoices to creditors, such as event venues
- Validate, and pay, expense claims made by Board members and other volunteers
- Prepare regular financial reports and submit them to the Board
- Work closely with the Director of Sponsorship to set targets, perform gap assessment and agree on corrective actions
- Prepare an operating budget for inclusion in the annual application for charter renewal
- Prepare the financial reports for the Annual Report to Members and the semi-annual reports to PMI
- Maintain the Chapter financial records according to the applicable accounting practices for non-profit organisations as defined by Luxembourgish law
- Once approved by the Board, submit required documents (e.g. annual reports) to the Luxembourg state

Additional eligibility criteria: none

Term: The current Director of Finance will continue in his role until 31 December 2018. The role is not up for elections in 2017.

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

Responsibilities:

- Attract new sponsors and maintain relations with existing sponsors
- Work closely with the Director of Membership to unlock potential of recruiting new members by means of using guest passes in exchange for sponsorship
- Work closely with the Director of Finance to set targets, perform gap assessment and agree on corrective actions
- Issue all invoices to event sponsors, and follow up regularly to ensure payment
- Contribute to the preparation of a financial statement for inclusion in the annual application for charter renewal
- Contribute to the preparation of the financial reports and operating budget for the Annual Report to Members and the semi-annual reports to PMI
- Attend the bi-weekly one to two-hour Board meetings and actively follows up on any actions item in his/her area of responsibility

Additional eligibility criteria: none

Term: Two years, from 1 January 2018 to 31 December 2019

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

Responsibilities:

- Identify, attract and retain members
- Ensure communications with new and renewing members
- Answer general member/non-member information inquiries and other requests for assistance with membership and its benefits

Elections 2017: Roles and responsibilities of to-be elected Board Members

- Conduct member satisfaction survey and assess results
- Update and maintain the Member Attraction and Retention Plans
- Communicate membership value through various delivery methods such as the Membership Benefits Package
- Attend the bi-weekly one to two-hour Board meetings and actively follows up on any actions item in his/her area of responsibility

Additional eligibility criteria: none

Term: Two years, from 1 January 2018 to 31 December 2019

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

Responsibilities:

- Identify, attract and retain volunteers for
 - Short term help at events
 - Election committee
 - Long term succession planning: onboard people for board roles that come up for expiration
- Assign volunteers to tasks and support them with PMI tools and standards required for their work
- Conduct volunteer satisfaction survey and assess results
- Update and maintain the Member and Volunteer Attraction and Retention Plans
- Communicate volunteering value through various delivery methods such as the Volunteer Engagement Toolkit
- Attend the bi-weekly one to two-hour Board meetings and actively follows up on any actions item in his/her area of responsibility

Additional eligibility criteria: none

Term: The current Director of Volunteers will continue in her role until 31 December 2018.

The role is not up for elections in 2017.

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 organising sufficient Chapter Events, where possible in collaboration with volunteers, thereby treating each event as a project with the respective documentation forming part of the Chapter's corporate knowledge base, such as project charter, event activity list and after-event satisfaction survey
- Build good relationships with suppliers such as venue logistics, catering services, and media partners
- Create, update and maintain the Professional Development Plan in alignment with the objectives set out in the Business Plan
- Establish and maintain relationships with educational institutions, university institutions, training providers and PMI Registered Educational Providers (REPs)
- Establish PDU codes for the Chapter's activities and communicate them to interested parties
- Provide information on training providers and on PMI Credentials to interested parties

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- Attend the bi-weekly one to two-hour Board meetings and actively follows up on any actions item in his/her area of responsibility

Additional eligibility criteria: Experience as the project manager of at least one Community Event is preferable but not mandatory.

Due to the workload, the role may be shared between two Directors as in the term from January to December 2017.

Term: Two years, from 1 January 2018 to 31 December 2019

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

Responsibilities:

- Update and maintain the Communication Plan in alignment with the objectives set out in the Business Plan
- Develop and implement a Marketing plan in support of the chapter strategic objectives
- Develop and implement Marketing campaigns to promote the chapter and its activities
- Ensure effective and efficient communications to members and other parties in conjunction with other Board members as appropriate
- Approve all communication issued by the Chapter for internal and external audiences
- Coordinate the preparation of the Annual Report to Members
- Maintain a communications schedule that details all chapter communications across all channels
- Lead the development, production and release of all chapter newsletters and communications
- Take responsibility for the Chapter website and its content
- Take responsibility for the maintenance and further development of the Chapter's social media outlets such as LinkedIn, Twitter and Viadeo
- Identify, establish and monitor agreements with media partners

Additional eligibility criteria: none

Term: Two years, from 1 January 2018 to 31 December 2019