



The Project Management Institute Washington, DC Chapter, Inc.
*A Consistent Leader Serving the Project Management Profession in the Washington
DC Metropolitan Area*

The Project Management Institute Washington, DC Chapter, Inc. (PMIWDC) has grown to be the largest and one of the leading chapters in PMI. It serves a large Project Management community in Maryland, DC, and Northern Virginia. The success of the Chapter is due, in no small part, to the diligence, hard work, insight, and dedication of its Board members. It is to that legacy which each Board member must contribute and ensure the continued success and growth of the Chapter in serving its constituency.

GENERAL GUIDELINES FOR PMIWDC BOARD POSITIONS (updated 9/14/08)

(See the [“Roles & Responsibilities”](#) section of the Chapter Organization and Policies area of the PMIWDC Sharepoint site for specific guidelines)

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Note – this document will be maintained by the Project Manager of the team that created the document (Aaron Hall, VP Communications) until a more permanent custodian of the document is assigned.

PMIWDC Board Member Role:

To manage their functional area of the Board and provide support, advice and counsel based on their experience on behalf of the Chapter's membership.

Responsibilities:

On behalf of the Chapter membership, exercise independent accountability and responsibility with regard to the activities of the Board ensuring the alignment of decisions and activities with approved By-laws and component governance objectives. This includes participating in each meeting called by the appropriate authority, providing thoughtful deliberation to proposals, and voting their conscience in the best and balanced interests of the membership.

Board members will manage their functional areas and assist the President and President-Elect to the best of their abilities and provide counsel and recommendations to other Board members and established Committees. In addition, Board members may take on special assignments or projects at the request of the President, President-Elect and/or the Board of Directors including sponsoring new initiatives and providing guidance and leadership as required.

Board members will also serve as ambassadors of the Chapter to the membership and the community. This includes the responsibility to promote the profession of project management as well as the advantages of professional certification and affiliation with the Project Management Institute (PMI) and its components.

Legal Focus (extracted from the PMI Toolkit):

The Board's job is to sponsor activities that benefit PMIWDC's members.

PMIWDC is an affiliated organization with PMI. As such, PMI charters PMIWDC as a component. The Chapter is separately incorporated in the Commonwealth of Virginia. PMI and PMIWDC have separate funds; however, both have the same members.

The Chapter's operating guidelines are its By-Laws, parliamentary procedures, and policies, rules and orders (directions).

The Board develops policies, establishes goals and objectives, establishes financing mechanisms and monitors progress.

Board members are expected to give advice and counsel, give feedback and comment during deliberations, manage day-to-day activities or hire persons to do these things, and furnish their expertise.

Ethical issues to be avoided by the Board include conflicts of interest, abuse of authority, politicking, withdrawal or lack of involvement, and inurement (loss of tax status as a non-profit organization).

The Board faces liability concerns including negligence, gross negligence, malfeasance, anti-trust, breach of contract, libel, slander and defamation.

The Board also faces exposure through its financial management, use of copyrighted works (speaker presentations, etc.) and other uses of intellectual property, ethics issues and acts of the Chapter membership.

Financial Duties (PMI Guidelines)

Fiduciary Duties

Good Faith: A Board member should have the honest intention to avoid taking advantage of another individual or corporation, either consciously or unconsciously. A Board member is obligated to act in good faith in carrying out all responsibilities.

Reasonable Care: A Board member should act as a “person of ordinary prudence” would act in the same circumstances, including reasonable inquiry, skill or diligence. This includes the duty to be informed, exercise reasonable skill and diligence, and to maintain confidentiality.

Act in the Best Interests of the Corporation: A Board member has the duty to avoid self-dealing, conflicts of interest and the duty of disclosure and abstention.

Avoiding Potential Financial (and other) Conflicts of Interest and Personal Gain

Financial duties of Board members include no compensation for services, no compensation or tangible benefits from the Chapter or PMI activities, no self-dealing, no undue influence on PMI or Chapter employment and disclosure where financial or personal interests are involved.

In order to avoid conflicts of interest, the Board members are prohibited from endorsing a product, service, firm, or individual as a PMIWDC Board member. They may do so as an individual, but must clearly not be representing PMIWDC when doing so.

Four General Duties of Board Members (PMI Guidelines)

Duty of Care: Exercise the same care over the Chapter's business as one's personal business. Examples include: attend Board meetings, conduct periodic financial reviews, conduct strategic planning, develop operational plans, ask questions, and maintain confidentiality.

Duty of Loyalty: Act in the best interest of the Chapter. Disclose any potential conflicts.

Duty of Obedience: Obey, support, and enforce the actions taken by the Board collectively (speak with one voice). Avoid challenging or disagreeing with Board decisions outside of the Board or suggesting ways to avoid or manipulate a Board decision.

Duty of Integrity: Conduct oneself in an honest and ethical manner, consistent with standard business practices.

Additional Guidelines and Suggestions

When circumstances prevent a Board member from being able to attend a Board meeting, he/she must notify the Secretary and President/President-Elect as soon as practical. If responsible for a topic or report, the Board member should try to provide a stand-in or provide the information for the record to the Secretary prior to the meeting.

Board members should encourage and plan for successors. Board members may need to resign from their position because of business or family circumstances and will need to quickly recommend a successor.

Board members must keep in mind that the elected Board members are acting on behalf of the Chapter membership first and foremost. Funds should not be spent unless there is a business case that maps to the needs and best interests of the Chapter membership.

Resources Available for PMI Component Leaders – See Appendix

Additional PMI “helpful references:”

- <http://componentleadership.pmi.bluestep.net/> - PMI's Component Leadership Online Community website that provides numerous templates, tips from other chapters, and a calendar of events for PMI conferences and other activities.
- <https://www.pmi.org/lms/> - PMI Learn, a virtual learning environment that is part of its Leadership Institute. As a Board member, you have free access to PMI Learn, a web-based application with a wealth of training materials provided in

partnership with Harvard Business School Publishing. As of September 2008, over 42 modules were available to component leaders.

PMIWDC Board FAQs

What is the Chapter's official name?

- The Chapter's official and legal name is the "The Project Management Institute Washington, DC Chapter, Inc." – this is abbreviated as "PMIWDC."
- Chapter communications should only use this name and acronym.

What are my responsibilities?

- Review the "[Roles & Responsibilities](#)" documents on Sharepoint.
- The "[Guidelines for PMIWDC Volunteers](#)" document on Sharepoint; this document also contains key stipulations, constraints, and responsibilities that are applicable to Board members.

How will I get e-mail? How will our members know who I am?

- E-mail will come to the personal/corporate e-mail address the VP, Communications has on file for you by way of a PMIWDC e-mail address (firstname.lastname@pmiwdc.org) that will pass through to your address.
 - If you wish to directly manage your PMIWDC mail instead of having it pass through to a personal/corporate address, simply notify communications@pmiwdc.org.
- Many members will know who you are via <http://www.pmiwdc.org/board>, which contains your position, photo, name, and e-mail address.

Who else is on the Board? How do I reach them?

- The 2007-2008 Board (including specific contact information) is displayed publicly at <http://www.pmiwdc.org/board>. A more detailed [Contact List](#) is available only to BoD members on Sharepoint.
- You can contact the entire Board by sending an e-mail to board@pmiwdc.org, or by sending an "announcement" or starting a "discussion" on [Sharepoint](#).

When does the Board meet?

- The Board meets formally once a month – twice per quarter for a business meeting via teleconference (coordinated/communicated by the Secretary/VP, Records Management) and once per quarter for a Board meeting in person. In-person meetings are usually held at the Sheraton in Tyson's Corner, VA.
- Monthly teleconference business meeting and quarterly face-to-face Board meeting dates are available on [Sharepoint](#).
- The Governance Board and Operations Board meet periodically at the call of the Chair.

What governs the PMIWDC Board?

- The current Chapter Bylaws are available at <http://www.pmiwdc.org/chapter-leadership>.

Who is PMR and what do they do?

- Potomac Management Resources (PMR) is an association management/support and event planning company in Alexandria, VA, that PMIWDC has engaged to assist with the operational aspects of running the Chapter.
- The President-Elect manages the relationship between PMIWDC and PMR (essentially serving as the Contracting Officer), but each VP/AVP has a direct relationship w/ different members of the PMR team who are functionally aligned with the Board.
- You can reach PMR by e-mailing info@pmiwdc.org, membership@pmiwdc.org, communications@pmiwdc.org, and events@pmiwdc.org.
- You can also reach PMR (and PMIWDC) by mailing 400 North Washington Street, Suite 300, Alexandria, VA 22314 or calling 703-683-4804. For concerns outside normal PMIWDC business, PMR employees can be contacted through the corporate phone line at 703-681-1666, or by emailing them via their contact information listed at www.PotomacManagementResources.com. (Please note that PMR staff prefer that all PMIWDC business be conducted via their pmiwdc.org email addresses, when applicable. Client data is kept completely separate from corporate data, and it is not easy for them to respond effectively to client questions when they are using their corporate accounts.)
- Current key PMR staff working with PMIWDC include:
 - Carol Montoya– PMR President
 - Davin Hattaway – PMIWDC lead (davin.hattaway@pmiwdc.org)
 - Ursula Miller – Communications Lead (ursula.miller@pmiwdc.org)
 - Janet Boutilier – Membership Coordinator (janet.boutilier@pmiwdc.org)
 - Michelle Adams – Events Lead (michelle.adams@pmiwdc.org)
 - Kim Anderson – Events Coordinator
- Regardless of the specific staff member in any position at any time, the following email addresses will always forward to the PMR contacts appropriate to the task implied by the email address' name. Board members should use these addresses if they are not sure of the specific PMR contact that they would like to send a message to:
 - registration@pmiwdc.org
 - info@pmiwdc.org
 - membership@pmiwdc.org
 - office@pmiwdc.org
 - webmaster@pmiwdc.org
 - communications@pmiwdc.org

Who owns the Chapter's website – www.pmiwdc.org, newsletter, and e-mail?

- The Communications team is the steward of the PMIWDC website. The VP, Communications owns the relationship and budget between PMIWDC and the website hosting vendor.
- PMR has general responsibility for creating, modifying, and removing PMIWDC pages.

- All Board members have a responsibility to notify the Communications team of website errors, outdated information, etc. via communications@pmiwdc.org.
- The Communications team is also responsible for the Chapter's newsletter process(es) and e-mail solution(s).

Who is the Global Operations Center (GOC)?

- PMI's GOC is the global headquarters of PMI. Their US operations are based out of Pennsylvania and Chicago, with local representatives in several other US and international cities.

What is the DEP?

- PMI provides a Microsoft Access database to PMI component members each month as part of its Data Exchange Program (DEP). The DEP database contains expansive PMIWDC membership data, as well as summary level PMI data.
- Certain Board members receive an e-mail from PMI each month when a new iteration of the DEP database is available. It can also be reached directly via <https://www.pmi.org/componentssystem/Default.aspx>.

How do I find volunteers to help me with a PMIWDC project/activity?

- Review the documents located on [Sharepoint](#) and/or contact the VP/AVP, Volunteer Coordination.

How does sponsorship/advertising work?

- The VP, Membership owns the sponsorship processes and policies on behalf of the Board/Chapter. The VP, Communications owns the advertising processes and policies on behalf of the Board/Chapter. Both are handled administratively through PMR.
- The current Advertising Policy is available at <http://www.pmiwdc.org/advertising>.
- Review the Sponsorship Program documents on [Sharepoint](#) for more detail.

What are the regular Chapter meetings/events? Which ones must/should I attend?

- The Chapter holds monthly dinner meetings on the 3rd Tuesday of each month, as well as several lunch meetings around the DC area each month. Additional events include"
 - Social Networking events
 - Quarterly "PM in the A.M." breakfast meetings
 - Bi-annual Knowledge Exchange Forums
 - An annual Golf Tournament, International PM Day event, and a Career Day event
 - Other specialized educational events, such as seminars conducted by notable speakers in the field, PMP/CAPM preparation courses, etc.
- Ad hoc events, such as regional and national PMI events, corporate PM events requiring a PMIWDC presence, etc. are typically staffed by a small number of Board members based on availability, location, budget constraints, etc.
- <http://www.pmiwdc.org/chapter-events> contains the latest Chapter event schedule.

- Board members are expected to attend all Board meetings, scheduled and ad hoc, excepting personal situations that would warrant reasonable excusal. Board members are not required to attend any/all monthly or ad hoc non-Board meeting events, but are highly encouraged to attend each monthly dinner meeting and any other events that fit within their schedule.
 - From the Chapter's by-laws: The Board may declare an officer or Director-at-Large position to be vacant where an officer or Director-at-Large ceases to be a member of PMI or the Chapter by reason of non-payment of dues, or where the officer or Director-at-Large fails to attend two (2) consecutive Board meetings. An officer or Director-at-Large may resign by submitting written notice to the Secretary. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

Appendix - Resources Available for PMI Component Leaders

From: Drew Ihlenfeld [drew.ihlenfeld@pmi.org]
Sent: Tuesday, March 11, 2008 2:05 PM
Subject: Welcome 2008 PMI Component Board Members!

Dear Component Leaders,

On behalf of PMI, congratulations and welcome to your 2008 PMI Component board position! PMI hopes your leadership role will be a rewarding experience, both personally and professionally. If you were a component board member in 2007, thank you for your continued service. The information below should be helpful to new board members and may also serve as a useful refresher for continuing board members. To assist you in your new leadership role, the following resources are available to you:

1. YOUR 2008 PMI COMPONENT MENTOR

Your PMI Component Mentor will assist in facilitating communications, mentoring, best practices and collaboration among PMI Components in your region. Please reference the listing of [PMI Component Mentor contact information](#) and their respective regions.

2. [PMI COMPONENT PRESIDENT/CHAIR TRANSITION CHECKLIST](#)

Checklist of documents, responsibilities and resources for the transition of a new PMI Component President/Chair.

3. [PMI COMPONENT BOARD TRANSITION CHECKLISTS](#)

Checklists to assist in a smooth transition of PMI Component board members.

4. [PMI COMPONENT LEADERSHIP ONLINE COMMUNITY](#)

The primary portal for PMI Component leaders to access information to support the development and administration of their PMI Component is the Component Leadership Online Community. We strongly encourage all component leaders to become familiar with this site, which PMI Global Operations Center (GOC) makes available only to elected component officers.

Once on the site, you will find the following important information:

- **PMI COMPONENT OFFICER PLANNING CALENDAR:** Lists important dates and deadlines applicable to PMI Component leaders. Located on the homepage of the Community site.
- **2008 PMI LEADERSHIP INSTITUTE MEETINGS:** Reference the Community homepage to link to these important meetings taking place throughout the year. Don't miss these meetings, which will benefit your component by enhancing officers' leadership skills, networking with peers and sharing best practices and information.
- **POLICY MANUAL FOR PMI COMPONENTS:** Outlines important PMI policies for PMI Components. Located under the Policies tab.
- **CHAPTER MEMBERSHIP DATABASE:** Information on the membership database called the Data Exchange Program (DEP). Located under the Services tab under Data Exchange Program, the DEP is accessible only to those individuals designated to PMI GOC as requiring access to the program.
- **CHARTER RENEWAL INFORMATION:** Information on the required Charter Renewal application which was **due on February 29**. Located under the Services tab. Note that the Charter Renewal is typically done as a responsibility of the previous BOD.
- **WHO TO CALL LIST:** List of PMI Component & Community Relations department staff members. Enables component leaders to gain a better understanding of who to contact for a particular question or concern. Select the Toolkit tab and find the file named "Component Services Contact List" in the Basic Tools folder.

- **SERVICES OFFERED TO PMI COMPONENTS:** Brief overview of services to PMI Components and how to access them. Select the ToolKit tab and find the file named “GOC Services for Components” in the Basic Tools folder.

- **TOOLKIT FOR COMPONENTS:** Samples, presentations, processes, and templates which are useful in managing components. For a printable list of these tools to provide your officers, select the ToolKit tab and find the file named “ToolKit Index” in the Basic Tools folder.

- **COMPONENT STATISTICS:** Provides membership statistics for each of the PMI components. Located under the Communications tab.

- **COMPONENT AWARDS:** Information on the Component Awards program and the application which is **due on April 30**. Located under the Services tab. Note that the Components Award application(s) are typically done as a responsibility of the previous BOD.

5. COMPONENT SYSTEM (CS)

The new online Component System (CS) is a web-based resource that provides all component leaders with access to important information about their component. The online CS allows you as leaders to access a wide variety of information that is on record with PMI. One feature that will provide greater information flow between PMI and the component leaders is the ability for leaders to update the main contact information and officers of their component. The Component System is now also the central location for the DEP/real time reports, so in addition to accessing administrative information about your component, you will also be able to access the DEP/real time reports, if you have access rights to the DEP.

You will find a complete User Guide located in the Support/FAQ Section of the CS.

Component System Sections:

1. Component Home
2. Component Contact Information (can be edited with permission rights)
3. Business Records
 - legal records
 - financial records
 - insurance records
 - tax records
 - dues specifications
4. Officers (can be edited with permission rights)
5. DEP (only for those with DEP permission)
6. Support/FAQ

How to Access the Component System:

1. Sign in to the PMI Web site www.pmi.org
2. Once logged in, click on 'Get Involved' in the top navigation bar
3. From the menu bar on the left, click 'Components & Communities'
4. 'Component System/DEP' will be the last selection under 'Components & Communities'

Thank you for your valuable time and dedication to PMI! PMI wishes you and your team great success this year in building and supporting our envisioned goal:

“Worldwide, organizations will embrace, value and utilize project management and attribute their success to it.”

Best Regards,

PMI Global Operations Center
Component & Community Relations Department