



STANDARD OPERATING PROCEDURES

PROJECT MANAGEMENT INSTITUTE – ATLANTA CHAPTER

COMMITTEE: **EXECUTIVE BOARD 2019**

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INTRODUCTION

The objective of this Document (hereafter called as "SOP") is to provide "PMI Atlanta Chapter" (hereafter called "The Chapter") Board members:

- ❖ With a clear understanding of their roles and responsibilities
- ❖ A standard set of policies and procedures with which to achieve individual office bearer's goals

This SOP is intended to provide detailed information that is aligned with the Chapter's By-laws. In the event of inconsistency, the Chapter's By-laws will take precedence over this SOP.

All Board Officers/Directors should read and familiarize themselves with the Chapter's By-laws as a pre or co-requisite to reading this SOP.

The By-laws and this SOP cover the governance and operational aspects of the Chapter. The Chapter's Strategic Plan provides the strategic direction for the Chapter. This will be made available to all Board Officers.

UPDATES

This document is owned by the Chapter Secretary. However, the Chapter Executive Board is collectively responsible for maintaining the SOP, and the Chapter Secretary is responsible for updating the SOP.

Board members are to provide suggested enhancements as needed. The amendments are to be an agenda item for discussion and approval at the next Board meeting.

Approval of the revised SOP shall be documented in the Board Minutes and in the Version Control section of the SOP.

THE PMI ATLANTA CHAPTER MANAGEMENT SYSTEM

The purpose of this section is to create the skeleton of a formal Chapter Management System which can be further developed over time.

The Chapter Management System has evolved into a three-tier structure:

- ❖ By-laws
- ❖ SOP

- ❖ The forms and templates which have been developed over time at both Board and individual Officers/Directors level to facilitate the execution of board.

STORAGE

Electronic copies of a Chapter Documents will be developed and maintained in the Chapter's SharePoint Site to record the:

- ❖ Forms and templates in use by the Chapter; and
- ❖ The Chapter's controlled documents

THE EXECUTIVE BOARD

COMPOSITION

The composition of the PMI Atlanta Chapter's Executive Board shall be as prescribed in the currently approved version of the Chapter By-laws.

ELECTION

ELECTIONS COMMITTEE

The Chair, with the approval of the Board, shall appoint members of the Elections Nominating Committee who shall be PMI Atlanta Chapter members in good standing with PMI. The Elections Committee may comprise of members from the board or leadership as determined by the chair every year. The composition of the committee may include at the least:

- ❖ A Member from Board of Directors
- ❖ A Chapter Leader from the Committees

ELECTIONS COMMITTEE RESPONSIBILITIES

- ❖ The Elections Committee shall prepare Nomination Forms and a short Biography for submission by candidates, then request the membership for submission of votes for election as Board Officers.
- ❖ Nominations shall be closed at a date and time to be designated by the Election Committee.
- ❖ Nominations/Votes shall be counted and evaluated by the Elections Committee.
- ❖ Results of the elections shall be advised to the Board and announced to the membership by the Elections Committee during the yearly Holiday Party held in December.

NOMINATIONS PROCEDURE

The Nominating Committee shall, in order of precedence, ensure that its work is carried out in compliance with the Chapter By-Laws and procedures set out in this document.

Sections from the current Versions of the "PMI Rules of the Board" and the "By-Laws of PMI Inc", as published on the PMI website, are to be used as guidelines by the Elections Committee as they deem relevant.

The Elections Committee shall prepare Nomination Forms and compile a brief Biography circulation by email to all Chapter Members. This will occur at a time to be determined by the Board and will usually be in the final quarter of each year.

CANVASSING FOR CANDIDATES

The Elections Committee gets listed the candidates running for Chapter Board positions on the Chapter Website for Voting.

Prospective candidates are to be actively solicited using Chapter communications mechanisms including e-mail communications, Chapter Newsletter, website, and announcements at Chapter meetings and events.

ELECTRONIC VOTING ELECTION

As the electronic voting process is utilized for a Chapter election, as determined by the Board, the following process will apply:

ELECTRONIC VOTING PROCESS

The Elections Committee is responsible for overseeing the electronic voting process and ensuring the integrity of the voting process.

The Committee is also responsible for determining the time period in which an electronic vote may be cast (minimum of 2 and a maximum of 3 weeks).

ELECTRONIC VOTE COMMUNICATIONS

Communications using the Chapter communications processes containing the details of the electronic voting process including:

- ❖ the URL to be used for accessing the electronic voting website,
- ❖ timeframe in which an electronic vote may be cast by Chapter members and
- ❖ Other information deemed appropriate by the Elections Committee for inclusion.

PRESENTATION OF ELECTION RESULT

The election results will be presented to the membership during the yearly holiday party, by either the Chair or an authorized member of the Elections Committee.

RESIGNATION / OFFBOARDING OF BOARD OFFICERS

If circumstances require a Board Director/Officer has to resign from the Board during their term of office, they should submit a letter of resignation to the Chair, copy the Secretary as soon as practicable.

The letter should include a "with effect" date of the resignation and may provide a brief outline of the circumstances which have led to the resignation.

The resigning Director/Officer should prepare for a handover to an incoming Director.

If, due to a change of circumstances, a Director finds themselves unable to perform the minimum requirements of their Board role on either an ongoing basis or for a protracted period, it is appropriate for the resignation to be submitted to the Board as soon as practicable.

FILLING CASUAL BOARD VACANCIES

In the event of a vacancy occurring during the term of a Board, the Chair, with the unanimous approval of the Board may nominate a suitably qualified member of the Chapter to fill the casual vacancy for the remainder of the current term of the Board.

A "Casual Vacancy" will occur if a Board Officer/Director passes away, becomes of unsound mind, resigns or *is removed* as a Director/Board Officer under the Chapter's Bylaws.

THE EXECUTIVE BOARD – COLLECTIVE ACTIVITIES & RESPONSIBILITIES

CHAPTER STRATEGIC PLANNING

The Chapter formally develops an ongoing strategic plan, with annual review.

The Strategic Plan will be delivered via ongoing operational activities and specific projects required to bring the Plan to fruition.

The Chair and the entire Board are responsible to ensure that the Strategic Plan remains current, relevant and is always aligned with the Chapter Vision, Mission, Objectives and also with PMI's Pillars – Strategic Focus, Customer Centricity, Agility

CHAPTER CHARTER RENEWAL

The Chair, using information compiled by the Secretary and Past Chair, will complete and submit the annual Charter Renewal in the required format to PMI GOC by the PMI GOC published date (usually end of January).

In addition to the Chair's input, the Charter renewal requires input from all the other Directors as needed.

The Charter Renewal document is to be distributed to the Board for review and then ratified at a Board Meeting prior to submission to PMI GOC.

BOARD MEETINGS

Monthly Board meetings will be scheduled by the Secretary before the start of the year and will be published and maintained in the Board Minutes. Board Meetings are usually held on the first Thursday in each calendar month.

Agenda items should be submitted to the Secretary (cc Chair) at least two working days before the meeting. The Secretary shall finalize the Agenda for Board Meetings, then prepare and distribute the Agenda to Board members at least 1 day prior to the scheduled Board meeting date.

Any presentations or documents required for review at the Meeting are to be distributed 2 days prior to the scheduled date in order to allow time of consideration and review by Directors.

ATTENDING THE CHAPTER'S EVENTS/MEETINGS

At Chapter Meetings, the Chair and the rest of the Board must attend event and further engage the membership. The Chair or designated Board Director, in consultation with the respective VP in-charge of the event, may attend prior to the meetings to assist with receiving guests and make any last-minute adjustments to the meeting program.

PARTICIPATING IN THE CHAPTER'S SPECIAL PROJECTS

The Chapter undertakes several project management special events (PMDOS, RILM, IPM Day etc.) in any given year.

The Chair or a designated Board Member may conduct opening and closing presentations/speeches on behalf of the Chapter. The form, content and timing of such speeches shall be determined in consultation with the Board Liaison and VP in-charge of the Event.

The Chair or appointed Board Member should liaise at the appropriate level with the business partners / sponsors of the Chapter on an as required basis.

The Special Events are listed as a part of the board members responsibilities, as they are primarily the owners. If a VP is the chief of a special event, he/she, along with their Board Liaison, must mention about the special event in their responsibilities.

PMI GLOBAL CORRESPONDENCE

PMI GOC distributes the following to Chapter President and other component leaders;

- ❖ PMInsight (Formerly Friday Facts) Weekly: Friday
- ❖ Leadership Links: Quarterly

The Chapter Chair or designated Board Member will distribute the recurring correspondence to each Board in a timely manner.

Additionally, the Chair or the designated Board Director is responsible to ensure that all GOC information is reviewed and distributed to the appropriate Board members.

CHAPTER REPRESENTATION IN GLOBAL EVENTS

The Chapter Chair is entitled to sponsorship to attend the PMI Global Congress conducted in North America in October/November each year. The Chair and the Board Members will represent the Chapter at the PMI LIM and Global Congress and any other agreed PMI GOC events and is expected to make any presentations and/or speeches on behalf of the Chapter.

Additionally, the Chair and Chair-Elect are ultimately responsible for determining if the Chapter is to be represented at other appropriate external events. If representation is determined to be appropriate, the Chair or Chair-Elect are responsible for organizing appropriate attendance and preparation.

The Chair or any Board member designated by the Chair is expected to take a leadership position on any special initiatives that could be regarded as beneficial to the Chapter or may have an impact on it.

Subject to sponsorship and funds availability, the new members of the Board and other key members will attend the Leadership Institute Meeting held during the PMI Global Congress.

THE EXECUTIVE BOARD – GENERAL RESPONSIBILITIES

The general responsibilities of all Chapter officers are to:

- ❖ Represent the PMI Atlanta Chapter as required
- ❖ Regularly attend Chapter and Event Meetings
- ❖ Regularly attend the scheduled Board Meetings in accordance with the Board Attendance Policy.

BOARD MEETINGS

- ❖ The Events Calendar for the year will contain a list of all scheduled Board meeting dates up to and optionally including the handover meeting to the following year's Board of Directors (as deemed appropriate by the Chair).
- ❖ Board Directors should note the schedule of dates and avoid making other commitments which may prevent Board meeting attendance.
- ❖ Board meetings are held on the first Thursday within each calendar month.

- ❖ Board Directors are expected to attend in person at least 75% of Board meetings throughout the year.
- ❖ Other type of meetings during weekends could take place; these include but not limited to weekend sessions, conference calls and meetings; as well as ad-hoc conference calls.
- ❖ **A quorum** shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person or through the tele-conference if they are unavailable in person at that meeting.
- ❖ While attendance in-person is encouraged, attendance by a tele-conference is acceptable.

BOARD COMMUNICATIONS

Board members are expected to maintain communication with the Board by:

- ❖ Responding promptly to communications from the Board and Chapter members via email or phone. The Director shall endeavor to respond to any Member specific communications within 48hrs unless the he/she is not able to access communications media.
- ❖ Notify the Secretary and get the Chapter's Document Repository updated of any change of contact details such as address, telephone, email.
- ❖ Notify the Chair and Board well in advance of any expected extended absence and arrange a delegate to perform any ongoing administrative duties.
- ❖ Submit portfolio reports and presentations to all Board members three days prior to scheduled Board meetings
- ❖ Submit highlighting portfolio articles for publication in a Chapter newsletter if applicable according to publication schedule.
- ❖ Using their Director Portfolio emails addresses for all internal and external email communications (the exception being whilst travelling and unable to access the Chapters email, then private email addresses may be used as a one off).
- ❖ All external written communication is to use the Chapters Letter Head and have the Chapter's PO Box listed as the return address. External emails are to similarly list the Chapter's PO Box for written responses. The Chapter's PO Box is to be used as the registered address notified to all external organizations.

BOARD E-MAIL ACCOUNTS

Board members are required to manage the portfolio's email account so that it is always functional (i.e. is redirected during absences and does not exceed space requirements):

- ❖ e-mail accounts are specific to each portfolio (i.e. role-based) and not personal
- ❖ e-mail accounts are to be maintained well and preserved at handover/succession

- ❖ e-mail accounts to be regularly accessed (i.e. at least once every 2 days during the working week) and inwards e-mails actioned

CHAPTER WEBSITE UPDATES

Each Board Director / Board Officer is required to keep the Chapter Webmaster (here, our Chapter Admin) informed of any additions/changes/deletions to content on the web site, relevant to your portfolio.

Directors are responsible for maintaining the content of the Chapter website, pertinent to their portfolio, in an up to date condition.

SUCCESSION PLANNING AND HANDOVER

Board Directors are responsible for maintaining the documents and records of their portfolio and delivering all permanent and pertinent records to the position successor as required. Please refer to the SUCCESSION PLANNING DOCUMENT and mandatorily follow all the guidelines.

At the end of the term or if a replacement Director assumes responsibility for the role, the outgoing Director will be required to review this section of the SOP and the **Succession Package** with incoming Director as part of the formal hand over. All files, documentation and pertinent information, will be passed to the incoming Director.

The outgoing Director will also brief the incoming Director on all current and outstanding matters (to be resolved or minimized) in progress under their portfolio.

EXPENSES

Expenditures shall be handled by the Treasurer except as otherwise documented herein, along review and with approval of Chapter Chair.

Where expenditure on budgeted items within a portfolio is **to exceed** the approved budget amount by more than **ten (10)** percent, or an item of expenditure has not been previously budgeted, **board approval is required**.

Board Directors are to submit Expense claims in a timely manner in order to ensure that the level of monthly accruals is reduced (i.e. preferably before the EOM in which they are incurred). Retiring/resigning Directors are to ensure that all expense claims are submitted within one month of the completion of their term of office.

THE EXECUTIVE BOARD – PROTOCOL

Board officers agree to adopt and be bound by the following protocols and the PMI Conflict of Interest Policy, Ethical Standards and the Code of Ethics for the proper conduct of Board and Chapter Officers.

Board Officers agree:

- ❖ To act honestly and in good faith in the best interests of PMI and the PMI Atlanta Chapter.
- ❖ To not act in any way likely to bring discredit to PMI and the PMI Atlanta Chapter.
- ❖ To exercise and discharge their responsibilities as Board officers with due care and diligence.
- ❖ To ensure that the powers of the Board are exercised by the Board as a whole. Decisions of the Board must be made collectively. It follows that Board members must agree to be bound by Board decisions and to actively provide comprehensive & accurate information.
- ❖ To be frank and open in Board or LMT or Sub Committee meetings and to question, request information, and raise issues in a professional, collegiate and informed manner.
- ❖ In order to serve the best interests of PMI and PMI Atlanta Chapter, they will conduct themselves with good will and in a harmonious manner. Where disagreements occur, every effort should be made to resolve the issue, to provide comprehensive & accurate information and to avoid dissension.
- ❖ Not employ manipulative tactics such as threatening to resign or engage in public disclosure.

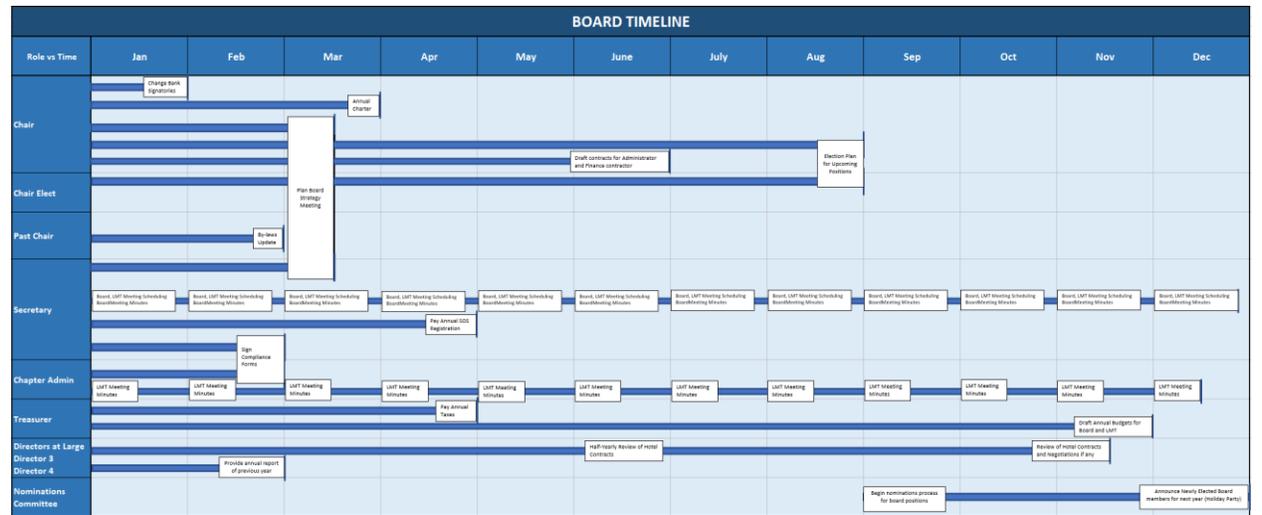
Board officers must:

- ❖ Recognize their duty of loyalty to PMI, PMI Atlanta Chapter. Officers/Directors agree that, outside the Board room, they will support the letter and spirit of Board determinations and decisions irrespective of their personal opinions on the Board determinations or decisions reached. "Loyalty" is defined as per the PMI Conflict of Interest Policy.
- ❖ In exceptional circumstances, should a Board Member have a major objection to a Board determination or decision, they are to advise the Board in writing (via the Chair) of their concerns.
- ❖ Maintain the complete confidentiality of Board deliberations and of sensitive Chapter information. Information obtained as a result of Board or Committee membership shall not be released except as decided by the Board or Committee as a whole.
- ❖ Complete assigned Action Items in a comprehensive manner by the due date without follow up being required.
- ❖ Actively seek to ensure the professional conduct and management of the activities of the Chapter and Board. This is to include actively assisting other Board members in the conduct of activities and the avoidance of any lapses in the conduct of Chapter or Board activities due to any lack of expertise, familiarity or availability of Board members. A "Team" approach is to be implemented.

Directors have a right and a duty to raise matters and serious concerns at Board meetings. So that such items can be considered and discussed in an informed and proper manner, the issues or concerns should be raised with the:

- ❖ Chair and Secretary in time for the matter to be added to the agenda.
- ❖ Board collectively, with sufficient time prior to the Board meeting so that all Board members are able to properly consider them.

THE EXECUTIVE BOARD – DELIVERABLES TIMELINE (TO BE UPDATED)



[CLICK HERE](#) to see a bigger image timeline

THE EXECUTIVE BOARD – KEY INDIVIDUAL RESPONSIBILITIES

Board Officer (Click below to See Detailed Responsibilities)	Responsibilities	Internal Liaison	External Liaison (Contracts)	Deliverables/Documentation
<u>Chair</u>	Chapter Strategy Chapter Annual Report Chapter Charter Renewal Chapter Awards Submission to PMI Agreements signatory (sole) Chapter SOP and Operations Manual Chapter Reporting System(CRS) Permissions Change bank signatories	At least one member of the LMT	PMI Global Region 14 Chapter Mentor	Strategic Plan Chapter Awards Nomination Doc

<u>Chair-Elect</u>	Special Projects LMT Meeting Activities as determined by the Board from time-to-time to enable effective operation of our Chapter	At least one member of the LMT	PMI Global Region 14 Chapter Mentor	Special Projects Reports
<u>Past-Chair</u>	Mentor the Chapter Chair By-laws Update Charter Renewal preparation & submission Nominations Committee for Board Elections	At least one member of the LMT	PMI Global Region 14 Chapter Mentor	By-laws Chapter Renewal Submission
<u>Treasurer</u>	Chapter Budget & Forecasts Revenue collection & bill payments Chapter Bank Accounts Credit Card Facilities Insurances Accounts for Board Financial Statement Audit requirements Tax Filing Expense Claim PO Box Clearance	VP/AVP of Finance	Bookkeeper Banks Insurance Companies External Auditor IRS	Chapter Budget Chapter Financial Records Annual & Special Project Accounts Expense Claim Forms Asset Register
<u>Secretary</u>	Minutes of Board Meetings Board Meeting Agendas PO Box Clearance Mailbox Correspondence In and Out Agreements & Legal Matters Repository NDA Completion Board Portfolios Table Board Contact Details Records Management - SharePoint (except Financial) Electronic Voting	At least one member of the LMT	Georgia SOS	All External Agreements All Board Minutes All Chapter Records Chapter Resource Centre (register) - SharePoint
<u>Director at Large (x2)</u>	Activities as determined by the Board from time-to-time to enable effective operation of our Chapter Special Projects	At least one member of the LMT	Vendor Relationships as Applicable	As Required Special Projects Reports
<u>Collective Responsibilities</u>	Succession Planning Onboarding Chapter Flagship Events PMI Global Events PMI Global Correspondence			

APPENDIX: FORMS AND TEMPLATES

To be compiled and populated.

Ex: Election/Nomination forms, Reimbursement form templates, Org Charts etc.