



PMI-RSSC Chapter Officer Guidelines		
CATEGORY: Global	SUBJECT: Officer Guidelines	NO: 102

Purpose/Background:

As stated in the Bylaws of PMI Regina South Saskatchewan Chapter (as approved March 16, 2017)

Article V – Chapter Board of Directors.

Section 1. The RSSC shall be governed by a Board of Directors (Board). The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation (or equivalent).

Section 2. The RSSC shall have elected Officers. The offices to be filled shall be documented in the Chapter Officer Guidelines and are subject to change from time to time. The following offices shall always be documented in said Guidelines: President, Vice President Administration, and Vice President Finance. These three positions along with the Past President shall form the Executive.

Section 3. The RSSC Board of Directors shall review and update the Chapter Officer Guidelines as part of the regular process of policy review.

Section 4. The Board shall consist of the officers of the RSSC (Article V, Section 2) as elected by the membership. The Board shall have a minimum of six (6) and a maximum of fifteen (15) members and the Chapter Officer Guidelines shall never provide for less than six (6) or more than fifteen (15) offices without the approval of an Amendment to this bylaw as provided for in Article XIII.

Guideline Description:

This guideline documents the key responsibilities (from the Bylaws) and any position prerequisites for the Chapter Board Officer Positions (President, Vice President Administration, and Vice President of Finance) as well as the currently active Board Member positions as required by our Bylaws.

Section 1. Board Officer Positions (Board Executive):

1. President

The President shall be the Chief Executive Officer for the RSSC and for the Board and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees except the Nominating Committee.

2. Vice President Administration (Board Secretary)

The Vice President of Administration duties and authorities shall include, but not be limited to: accountability for the accuracy of Board documents, such as true minutes of all business meetings of the Chapter and meetings of the Board, and custodian of RSSC documents including, but not limited to, the by-laws and Board Policies and Procedures.

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The Vice President of Administration may assume additional duties as determined by the Board of Directors.

3. Vice President Finance

*The Vice President of Finance duties and authorities shall include, but not be limited to: accountability for the accuracy of the RSSC’s finances, preparation of the annual budget, adherence to Generally Accepted Accounting Principles and ensuring an **annual** independent audit/review of the RSSC’s finances and financial statements. The Vice President of Finance may assume additional duties as determined by the Board of Directors.*

4. Immediate Past President

The Immediate Past President duties and authorities shall include, but not be limited to: liaison with PMI if and when required, chairing the Nominations Committee, coordinating policy and bylaw reviews, and coordinating the annual Strategic Planning process. The Immediate Past President may assume additional duties as determined by the Board of Directors.

Section 2. Board Member Positions

5. Vice President Membership

- will be responsible for the development and maintenance of a Chapter membership plan that assures continued growth through aggressive recruiting and partnering with major community employers.

6. Vice President Communications

- is responsible for the timely dissemination of information both to and from the Chapter membership, using appropriate means to accomplish the objective. Position is also responsible for the promotion of the local Chapter and PMI to internal and external publications.

7. Vice President Marketing

- is responsible for the overall marketing of the Chapter and PMI to business, industry, associations, other agencies/organizations and potential membership groups.

8. Vice President Volunteers

- shall be the voice of the volunteers that support the Chapter. This involves recruiting, organizing and recognizing the contributions of the volunteers.

9. Vice President Programs

- is responsible for the development and delivery of programs relating to project management for each scheduled Chapter meeting. The content of these programs is to be consistent and in accordance with the objectives of the Chapter and with approval of the Chapter Board.

10. Vice President Professional Development

- will be responsible for the Chapter's professional development programs designed to increase the competence of the project management community.

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11. Vice President Community Relations

- is responsible for liaison activities and partnering with corporations, private and public sector and other agencies/organizations in the community.

12. Vice President At Large/Special Projects

- is responsible for Board and Chapter level special projects that impact overall operations and are multi-portfolio in perspective. The Board will define the specific responsibilities for this position based on the Strategic plan and objectives of the Chapter. This position may be filled by the Board by short-term appointment (less than one two- year term) or on an as-needed basis.

In total, there will normally be 11 to a maximum of 12 board members serving at any one time.

Section 3. Board Elections

Article V – Chapter Board of Directors.

Section 5. The officers of the RSSC elected by the membership shall be members in good standing of PMI® and of the Regina South Saskatchewan Chapter. All elected officers must reside in the geographic area of the RSSC. Elected terms of office for the Officers shall be two years, limited to two consecutive terms in the same position. (This restriction does not apply to appointed board positions as described in Section 15 of this Article.) Elected board positions shall be staggered so that half are elected each year.

Odd-year position elections:

President	VP Programs
VP Administration	VP Membership
VP Professional Development	

Even-year election positions:

VP Finance	VP Marketing
VP Community Relations	VP Volunteers
VP Communications	

Section 4. Board Position Prerequisites

Candidates for nomination as President must have served a minimum of one term (2 years) on the Board of Directors.

Candidates for nomination as VP Finance must have education or experience that includes financial competencies.