

Call for Nominations for 2019-2021 PMI Hong Kong Chapter (PMIHK) Executive Committee Positions

In 2019, members of the PMI Hong Kong Chapter (PMIHK) will elect **sixteen (16)** individuals to serve on the PMIHK Executive Committee for a two-year term spanning July 2019 - June 2021. The duties of the Executive Committee members are defined as follows:

Roles & Responsibilities:

1. President:

- CEO of PMIHK
- Provides general supervision to the business and affairs of PMIHK
- Presides at Executive Committee meetings
- Presents at Advisory Council meetings
- Provides support and guidance to Executive VP – Internal, Executive VP – External, Executive VP - Finance, and Honorary Secretary.
- Responsible to Advisory Committee and PMI Headquarters

2. Executive VP - Internal:

- Bears overall responsibilities for the following business functions: Membership, Certification, Volunteer Development, Programs, and Professional Practice
- Provides support and guidance to respective VP's of the above business functions
- Additionally, owns the function of Business Development
- Responds to the President

3. Executive VP – External:

- Bears overall responsibilities for the following business functions: Marketing, Education, Special Projects, Corporate Relationships, Young PM Development and Awards
- Provides support and guidance to respective VP's of the above business functions.
- Additionally, owns the function of Public Relations
- Responds to the President

4. Honorary Secretary:

- Owns the overall administrative function of PMIHK
- Manages the administration office and its full-time staff
- Prepares and ensures follow-up on meeting agenda and minutes of the Executive Committee meetings
- Supports communication with Advisory Committee and PMI Headquarter
- Responds to the President

5. Executive VP - Finance:

- Owns the finance function of PMIHK
- Performs financial planning at the beginning of the fiscal year and oversees the financial situation of PMIHK from time to time
- Manages operational P/L and financial reporting, external accountants and auditors.
- Responds to the President

6. VP Marketing:

- Owns the Marketing and Communication function of PMIHK Chapter
- Develops and implements marketing programs to promote the brand image of PMIHK
- Collaborates with other VP groups to ensure integrated and consistent communications with various channels
- Communicates with chapter members, PM practitioners in HK and the community via various channels in an accurate, timely and consistent manner
- Publishes quarterly newsletter and provides up-to-date chapter information on PMIHK website
- Manages the communication channels between the Chapter and the community, including web content management and e-mail blast
- Develops, leads, and coaches a **sub-committee** team in supporting the Marketing function
- Reports to the Executive VP – External; aligning with respective functional VPs

7. VP Membership:

- Owns the Membership function of PMIHK
- Develops and implements membership and PMP growth and retention programs
- Promotes Membership Values through events exclusively for members
- Leads development for special interest groups as initiated by the Executive Committee
- Develops, leads, and coaches a sub-committee team in Membership
- Reports to the Executive VP – Internal; aligning with respective functional VPs

8. VP Education:

- Owns the Education function of PMIHK
- Designs, prepares and organizes deliveries of PM and advanced PM training courses for members, non-members and PMPs
- Develops, leads, and coaches a sub-committee team (i.e. a PMP trainer team) in supporting the Education function
- Reports to the Executive VP – External; aligning with respective functional VPs

9. VP Certification:

- Owns the Certification function of PMIHK.
- Develops and implements PM development programs to promote PM certification for members, non-members, and to prepare PMs for re-certification and/or higher certification
- Develops, leads, and coaches a sub-committee team (i.e. a PMP mentor team) in supporting the Certification function
- Responsible for providing value added service to PMP certified individuals in Hong Kong and elevate the status of the certification
- Establish peer groups for PMPs
- Reports to the Executive VP – Internal; aligning with respective functional VPs

10. VP Programs:

- Owns the Program function of PMIHK
- Develops and implements programs, events, and functions for members and non-members
- Examples of programs include bi-weekly/monthly seminars, lunch/dinner gathering, local/overseas onsite studies, and so on
- Develops, leads, and coaches a sub-committee team supporting the Program function
- Reports to the Executive VP – Internal; aligning with respective functional VPs

11. VP Volunteer Development:

- Is the “Human Resources Manager” of PMIHK
- Owns the Volunteer Leadership development function
- Be responsible for volunteer recruitment, orientation, development and deployment
- Coordinates volunteer efforts and/or support services to specific community as initiated by the Executive Committee to effect social responsibility and value
- Develops, leads, and coaches a sub-committee team (i.e. among the volunteer recruits) in supporting the Volunteer Development and Community Services function
- Reports to the Executive VP – Internal; aligning with respective functional VPs

12. VP Special Projects & Technologies:

- Leads the digital transformation and creates the roadmap
- Plays the role of Project Manager in special projects like conference
- Develops and maintains good relationships with vendors and contractors
- Manages onsite production and project resources
- Prepares reports on project results, research findings and lessons learnt.
- Develops, leads, and coaches a subcommittee team in supporting the Special Projects function
- Reports to the Executive VP – External; aligning with respective functional VPs

13. VP Professional Practice:

- Responsible for developing Project Management as a professional practice
- Acts as a knowledge base for Project Managers to look for best practices, guidelines, tools and templates
- Builds the PMI Hong Kong brand as a body of project management excellence and coordinates research activities of members
- Develops, leads, and coaches a subcommittee team supporting the PM Professional Practice function
- Reports to the Executive VP – Internal; aligning with respective functional VPs

14. VP Corporate Relationships:

- Owns the Sponsorship function of PMIHK
- Develops and implements sponsorship packages to acquire corporate sponsors
- Organizes and manages sponsorship for special events and major functions
- Establishes strong and sustainable relationships with corporations
- Develops, leads, and coaches a subcommittee team supporting the Sponsorship function
- Reports to the Executive VP – External; aligning with respective functional VPs

15 VP Young PM Development:

- Principle responsibility is to promote Project Management as a profession to school and university students
- Responsible to drive the initiative of developing young PMs, which includes school visits, talks and special innovation projects working with teenagers
- Act as a conduit to schools and education institutes to drive continued relationships in developing young PM
- Develops, leads, and coaches a subcommittee team supporting the Young PM Development function
- Reports to the Executive VP – External; aligning with respective functional VPs

16. VP Awards:

- Primary focus is to develop the awards program as one of the key initiatives for PMIHK
- Develop the framework of PM awards, drive execution and report progress
- Work closely with other VPs to seek support from different areas to drive the awards program
- Develops, leads, and coaches a subcommittee team supporting the Awards function
- Reports to the Executive VP – External; aligning with respective functional VPs

Performance Measures:

- Fulfill the business objectives set out in the beginning of the term.
- Attend at least 70% of the monthly Executive Committee meeting, and other important Committee meetings of PMIHK such as Annual Planning Meeting and Extraordinary General Meeting.
- Expected hours of volunteer work:
 - President, Executive VP – Internal, Executive VP – External: at least 20 hours per month;
 - ALL other members of Executive Committee – at least 12 hours per month

Qualifications of Executive Committee Members:

- A candidate for election as Executive Committee member has to be nominated by two other PMI Hong Kong Chapter members (a proposer and a seconder).
- Any candidate should be nominated for one position only.
- Any PMI Hong Kong Chapter member shall be eligible to be a candidate for election after having been a Chapter member for at least **one year** prior to the date of call for nomination.
- Candidates for the position of President, Executive VP – Internal, Executive VP – External, and Executive VP - Finance shall, on the date of call for nomination,
 - 1. Have served as an Executive Committee member of PMIHK for a period of at least one year during the previous four (4) years; or**
 - 2. Have served as a member of the Advisory Committee of PMIHK for a period of at least one year during the previous four (4) years; or**
 - 3. Be recommended and endorsed by at least two-thirds of the incumbent Executive Committee.**

Note: Members of the Nominating Committee shall not be eligible to be a candidate for office in the election for which the Nominating Committee was created.

Nomination and Election Action Items:

Completed nomination form for nominees including a vision statement and biographical description in MS Word format must be sent to the Nominating Committee Chair (ncchair@pmi.org.hk) through email no later than 5:00pm (HK time) on **April 30, 2019**.

The Nominating Committee will be working throughout the open nomination period on developing a list of potential candidates. The Nominating Committee Chair will inform all successful candidates who are placed on the ballot on or before **May 7, 2019**.

All electronic ballots must be submitted by 5:00pm Hong Kong Time on **June 6, 2019**.

Election results will be announced at the PMI Hong Kong Chapter Annual General Meeting on **June 20, 2019**.