

## Call for Nominations for 2021-2023 Project Management Institute Hong Kong Chapter Limited

### Executive Committee Positions

In 2021, members of the Project Management Institute Hong Kong Chapter Limited (hereinafter referred to as “PMIHK”) will elect **sixteen (16)** individuals to serve on the PMIHK Executive Committee for a two-year term from 1 July 2021 to 30 June 2023. The key duties of the Executive Committee members are defined as follows:

#### Roles & Responsibilities:

##### 1. President:

- Performs the role of President of PMIHK
- Provides general supervision 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 Chapter’s functions: Membership, Certification, Volunteer Development, Programs and Professional Practice
- Provides support and guidance to respective VP’s of the above Chapter’s functions
- Additionally, owns the function of Chapter’s Development
- Responds to the President

##### 3. Executive VP – External:

- Bears overall responsibilities for the following Chapter’s functions: Marketing, Education, Special Projects & Technologies, Corporate Relationships, Young PM Development and Awards
- Provides support and guidance to respective VPs of the above Chapter’s 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 Headquarters
- 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 finances of PMIHK from time to time
- Manages operational revenue & expenses, financial reporting, external accountants and auditors
- Responds to the President

#### 6. VP Marketing:

- Owns the Marketing and Communication function of PMIHK
- Develops and implements marketing programs to promote the brand image of PMIHK
- Collaborates with other VPs to ensure integrated and consistent communications with various channels
- Communicates with chapter members, PM practitioners in Hong Kong and the community via various channels in an accurate, timely and consistent manner
- Publishes newsletters and provides up-to-date chapter information on PMIHK website and social media sites
- 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
- Responds 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
- Responds 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 in supporting the Education function
- Responds 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 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
- Responds 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, local/overseas onsite studies
- Develops, leads, and coaches a sub-committee team supporting the Program function
- Responds 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 support services to specific community as initiated by the Executive Committee to effect social responsibility and values
- Develops, leads, and coaches a sub-committee team in supporting the Volunteer Development function
- Responds to the Executive VP – Internal; aligning with respective functional VPs

#### 12. VP Special Projects & Technologies

- Plays the role of Project Manager in special projects
- 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 & Technologies function
- Manages and supports the technology function for PMIHK
- Responds 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 PMIHK brand as a body of project management excellence and coordinates research activities of members
- Establish peer groups for project management professionals
- Develops, leads, and coaches a subcommittee team supporting the PM Professional Practice function

- Responds to the Executive VP – Internal; aligning with respective functional VPs

#### 14. VP Corporate Relationships:

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

#### 15. VP Young PM Development:

- Principle responsibility is to promote Project Management to school and university students
- Responsible to drive the initiative of developing young PMs, which includes school visits, talks and special innovation projects
- 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
- Responds 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
- Supports VP Marketing in implementing marketing programs to promote the brand image of PMIHK
- Responds to the Executive VP – External; aligning with respective functional VPs

### **Performance Measures:**

- Fulfill the Chapter's objectives set out at the beginning of the term
- Attend at least 70% (online and/or in person) 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 for nomination as Executive Committee Member candidate for 2021 elections**

- The candidate must hold a valid membership of PMIHK, on **30 April 2021, 00:00 hrs**, the date of call for nomination and for the immediate continuous 12 months prior to the date of call for nomination
- A candidate for election as Executive Committee member must be nominated by two other PMIHK members (a proposer and a seconder).
- Any candidate shall be nominated for one position only
- Candidate shall not be a member of the Nominating Committee or Board Liaison for the PMIHK 2021 elections
- Candidate shall not be an Authorized Training Partner owner or Authorized Training Partner trainer as defined by Project Management Institute

### **Qualifications for nomination in positions of President, Executive VP – Internal, Executive VP – External, Executive VP – Finance and Honorary Secretary**

- In addition to the qualifications for nomination as Executive Committee Members as above, each of the above candidates shall on the date of call for nomination:
  - Has served as an Executive Committee member of PMIHK, for a period of at least two years or
  - Has served as a member of the Advisory Committee of PMIHK for a period of at least two years or
  - Be recommended and endorsed by at least two-thirds of the incumbent Executive Committee

### **Nominating Committee and Nominating Committee Chair**

- The President, with the approval of the Board (incumbent PMIHK Executive Committee) shall appoint the Nominating Committee Chair and the Nominating Committee members
- Nominating Committee consists of at least 2 members and 1 Chair, who are either current or previous PMIHK Executive Committee members, and are not seeking nominations for the current PMIHK 2021 Elections
- Nominating Committee is independent from the current PMIHK Executive Committee and is responsible for the full PMIHK elections process which includes:
  - Announce call for nominations, validating nominees' credentials, accept/reject nominations, announce successful nominees for elections
  - Maintain the highest level of integrity in the election process

- Manage and make final decisions on any disputes raised
- Validate, confirm and announce the final election results

#### **Nomination and Election Action Items:**

Completed nomination form for nominees including a biographical statement and disclaimer statement with signature, in MS Word or PDF format must be sent to the Nominating Committee Chair (ncchair@pmi.org.hk) through email no later than 5:00pm (Hong Kong Time) on **21 May 2021**.

The Nominating Committee will be working throughout the open nomination period on developing a list of potential candidates from submissions from PMIHK members. The Nominating Committee Chair will inform all successful candidates who are placed on the ballot on or before **24 May 2021**.

Voting will be conducted by electronic ballots using PMI global's "VoteNet" online system. All electronic ballots must be submitted by 5:00pm (Hong Kong Time) on **18 June 2021**.

Election results will be validated and confirmed by the Nominating Committee on **29 June 2021** and announced on the PMIHK Website on **30 June 2021**. The election results will also be announced at the PMIHK Annual General Meeting, to be held on **5 July 2021**. **The Nominating Committee's elections decision is final.**