



Honorary Secretary Elect: Ms. LAM Hoi Ming, Xenon

### **Vision Statement**

In my 1st term from 1 July 2019 as Honorary Secretary, I successfully managed the transition of the PMI HK Chapter Association to the Project Management Institute Hong Kong Chapter Limited (PMIHK), which is now a company limited by guarantee, under the jurisdiction of the Hong Kong Companies Ordinance.

My vision is to ensure that PMIHK (i) complies with all the statutory requirements within Hong Kong and within rules which it is governed under the PMI global umbrella and (ii) the effective operations of the administration of the PMIHK office in serving its stakeholders. My strategy is to manage the 3 levels of responsibilities:

1. Hong Kong SAR laws: PMIHK operates under the Articles of Association and complies with the Hong Kong Companies Ordinance, which includes:
  - a. Holding of board meetings, general meetings, maintaining records of minutes
  - b. Submission of company returns, business registrations, etc
2. PMI Global rules: PMIHK complies with the rules and PMI charter, and includes:
  - a. Compliance with PMI global charter
  - b. Successful renewal of the annual chapter, annual chapter plan, etc
  - c. Preparation for the next Executive Committee elections
3. Effective operations of the administration office
  - a. Manage the administration office to deliver services to all stakeholders
  - b. Support and motivate the administration office staff

### **PMI Leadership Experience**

1. Honorary Secretary 2019-2021 – I have been doing my new role as Honorary Secretary from 1 July

2019 until now and have been supporting the new corporate structure of PMIHK with minimal disruption to the operations of the Chapter and ensured effective operations of the administration of the PMIHK office in serving its stakeholders

2. VP Membership during 2017 – 2019 term
3. Served as Secretary in Organizing Committee (OC) for PMIHK Asia Pacific Project Management Congress 2012. Attended OC meeting, support OC Chair in communication with different stakeholders, records management, coordination with PMIHK office.
4. Onsite volunteer for PMIHK Asia Pacific Project Management Congress 2012 which include usher to VIPs, site setup, registration support, event logistic across multiple sites and attended volunteer preparation meeting.
5. Marketing sub-committee member during 2013- 2017 term, provided ideas in congress marketing, prepared marketing material, etc.