

## Call for Nominations for 2023-2025 Project Management Institute Hong Kong Chapter Limited

### Executive Committee Positions

In 2023, 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 20 July 2023 to 19 July 2025. 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 elevating 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
- Furnishes 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:

- Plays the role of “Human Resources Manager” of PMIHK
- Owns the Volunteer Leadership development function
- 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
- Establishes 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:

- Promotes Project Management to school and university students
- Responsible for driving the initiative to develop young PMs, which includes school visits, talks and special innovation projects
- Acts as a conduit to schools and education institutes to drive continual 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:

- Develops the awards program as one of the key initiatives for PMIHK
- Develops the framework of PM awards, drive execution and report progress
- Works 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, Executive VP – Finance and Honorary Secretary: 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 2023 elections

- The candidate must hold a valid membership of PMIHK, on **11 May 2023, 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 2023 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 be 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 or Advisory Committee members, and are not seeking nominations for the current PMIHK 2023 Elections (Otherwise Edith is not qualified for being the Nomination Committee?)
- 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 **31 May 2023**.

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 **2 June 2023**.

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 **29 June 2023**.

Election results will be validated and confirmed by the Nominating Committee on **7 July 2023** and announced on the PMIHK Website on or before **20 July 2023**. The election results will also be announced at the PMIHK Annual General Meeting, to be held on **20 July 2023**. **The Nominating Committee's elections decision is final.**