

Policies & Responsibilities Manual

Revised on January 31, 2021

for

2021

Table of Contents

1. [Introduction](#)
 - 1.1 [Purpose of the Document](#)
 - 1.2 [Background](#)
 2. [Bylaws and Legal Status](#)
 3. [Roles & Responsibilities](#)
 - 3.1 [Board of Directors](#)
 - 3.2 [President](#)
 - 3.3 [Vice President of Operations/President-Elect](#)
 - 3.4 [Vice President of Finance](#)
 - 3.5 [Vice President of PMO & Administration](#)
 - 3.6 [Vice President of Career Development](#)
 - 3.7 [Vice President of Programs](#)
 - 3.8 [Vice President of Marketing & Communications](#)
 - 3.9 [Vice President of Technology](#)
 - 3.10 [Vice President of Membership](#)
 - 3.11 [Immediate Past President](#)
 - 3.12 [Trustee](#)
 4. [Executive Calendar](#)
 5. [Abbreviations and Acronyms](#)
 6. [Document Resources and References](#)
 7. [Revision Information](#)
- [Appendix A- PMI-LA's Presidents](#)
- [Appendix B- PMI-LA's Awards](#)
- [Appendix C- Charlie Lopinsky Volunteer of the Year](#)
- [Appendix D- PMI-LA Lifetime Achievement Award](#)

PMI-LA Chapter Policies (to be reviewed and approved annually by the new board)

[Board Operations Policy](#)

[Code of Ethics and Conflicts of Interest](#)

[Conference Attendance Policy](#)

[Event Raffles Policy](#)

[Finance Policies](#)

[Joint Ventures](#)

[Recognition & Rewards Policy](#)

[Records Retention](#)

[Social Media Policy](#)

[Website Policy](#)

[Whistleblower Policy](#)

DRAFT

1. Introduction

1.1 Purpose of the Document

This document is designed to support the PMI-LA Chapter officers and volunteers. It serves as a living document of the Chapter's Policies & Responsibilities and The information provided in the Chapter Policies &, Responsibilities manual will assist in board transitions and help reduce the time it takes for an officer or volunteer to become familiar with the processes in their new area. This manual provides:

- Roles and Responsibilities
- Strategic and Business Management Skills
- Leadership Skills
- Policies

This document is designed to help the board to understand their new roles as well as present a reference guide and “roadmap” for the following:

- A foundation for alignment of expectations
- Better understanding by officers of their roles and responsibilities
- Faster, better training of new officers
- Official Chapter policies as adapted and revised through the history of the chapter.

1.2 Background

Founded in 1969, the Project Management Institute (PMI) is a non-profit, voluntary professional organization with more than half a million members and credential holders in over 200 countries. PMI is the leading membership association for the project management profession. PMI provides a means for project management practitioners to advance their craft skills, establish professional relationships with other project managers, stay abreast of a rapidly growing marketplace for Project Management skill sets, and contribute to an increasingly important body of knowledge. For more information about PMI, please refer to www.pmi.org.

PMI-LA Chapter is one of the oldest Chapters and was founded in 1974. Membership benefits include:

- Networking opportunities and knowledge
- Invitations to conferences and expert presentations
- Access to jobs listings
- Ongoing training in project management
- Access to the latest in project management information, books, and templates
- Project Management mentoring programs
- Discounts on all PMI-LA Chapter Events, including Programs Events, Certification courses, Career Development Seminars, PDD events, Networking Events, etc.

2. Bylaws and Legal Status

The Chapter is governed by Bylaws and must meet all legal requirements per the State of California. Per the Bylaws, “this organization shall be called the Project Management Institute - Los Angeles Chapter, Inc. (hereinafter “the PMI-LA Chapter)”. This organization is a Chapter chartered by the Project Management Institute, Inc. (hereinafter “PMI®”) and separately incorporated as a non-profit mutual benefit corporation, organized under the laws of the state of California. The PMI-LA Chapter is tax exempt under Internal Revenue Code Section 501(c)(6). The most current Bylaws can be found on the website at <https://www.pmi-la.org/chapter-bylaws> All officers are required to read the Bylaws and it is highly encouraged that all volunteers be asked to do the same.

DRAFT

3. Roles & Responsibilities

3.1 Board of Directors

Each Board member

- Is responsible for those matters outlined in the PMI-LA Chapter Operations Manual, along with any other documentation adopted by the Board.
- Shall perform any additional responsibilities deemed necessary by the Board to support the ongoing functions of the PMI-LA Chapter.
- Shall exercise all powers of the PMI-LA Chapter, except as specifically prohibited by these Bylaws, the PMI® Bylaws and policies, the PMI-LA charter with PMI®, and the laws of California, the jurisdiction in which the organization is incorporated/registered.
- Is expected to attend monthly Board meetings and is required to notify the Board if unable to do so.

Is expected to attend monthly at least one (1) Community Event, networking event, or special event each month in order to support the membership and is required to notify the Board if unable to meet this commitment. The Board shall be authorized to adopt and publish such policies, procedures, and rules as may be necessary and consistent with these Bylaws and PMI® Bylaws and policies, and to exercise authority over all PMI-LA Chapter business and funds.

Responsibilities/Accountabilities

- Read and understand Bylaws
- Be aligned with PMI Strategic Plan and PMI-LA Chapter Annual Plan
- Read Chapter Operations Manual
- Review organization chart and align functional volunteers to this structure
- Review and update budget information - with the understanding that the entire BoD has fiduciary responsibility for Chapter funds, and not just their section of the budget
- Bod must always act with ONE VOICE and full transparency to the Membership
- Appoint new Board members to fill open positions
- Help with the transition to the next Board of Directors at year end
- Review and update the Chapter Operational Manual when necessary
- Respond to inquiries in a timely manner (24 - 48 hours)

Meeting Attendance

- Attend monthly Board Meetings
 - review and approve BoD meeting minutes at the start of the following meeting
 - complete or update action items on a timely basis
 - submit monthly status reports prior to meeting
- Attend any (quarterly) face-to-face Board meetings
- Attend monthly Flagship Meetings; meet and greet all members & visitors

- Attend Strategy Meetings in the middle and at the end of the year
- Optional to attend any of the Satellite Meetings
- Optional to attend Chapter special networking events, as available

Conference Attendance

- Region 7 Conference (optional)
 - Usually in March, rotates around 5 states (CA, NV, AZ, NM, HI)
 - Must submit a report about all the sessions attended within 30 days in order to get reimbursement from the Chapter
 - Attendance for Chapter Leaders and/or key volunteers
 - Regional Sharing Sessions
- Leadership Institute Meeting - LIM Conference (optional)
 - Attendance for Chapter leaders only, usually in October, moves around North America; chapter must participate
 - Must submit an application to be a Board member for the following year
 - Must submit a report about all the sessions attended in order to get reimbursement from the Chapter

Volunteer Team Member Recognition

- Submit information for the “Lee Mandley Volunteer of the Month” to the VP of PMO & Administration for inclusion on the BoD meeting agenda.
- Submit information for award recognition (Chapter year end, or Region 7, or PMI)

3.2 President

Purpose

To serve in the dual role as Chairperson of the Board of Directors and as President of the Chapter.

2020 Bylaws Description

The President shall be the chief executive Officer for the PMI-LA Chapter and of the Board and shall perform such duties as are customary for presiding Officers, including

- Oversee the corporation’s activities & affairs in accordance with the Bylaws.
- Act officially as the chapter’s liaison with PMI.
- Oversee the creation of the PMI-LA Chapter Annual Plan.
- Ensure that the chapter decisions align with both the PMI Strategic Plan and the PMI-LA Annual Plan.
- Preside at Board meetings. If the President is unable to attend a meeting, the Vice President of Operations & President-Elect or other Officer designated by the Board may preside over the meeting.

- Serve as a member ex-officio on all committees with the right to vote except for the Nominating Committee.
- Work together with the Vice President of Operations/President-Elect and/or entire board to ensure all operations are running smoothly. Eligibility requirements can be found in the Policies and Responsibilities Manual

Responsibilities/Accountabilities

As Chairperson of the Board of Directors:

- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Serve as presiding officer at Board meetings.
- As a board member, has joint fiduciary responsibility to ensure that the Chapter is maintained as a “going concern”, and that all legal and financial filing and reporting requirements are completed on a timely basis.
- May sign all contracts which have been approved by the Board of Directors as noted within the minutes after ROI and fiduciary sustainability analysis is performed
- Serve as liaison between PMI-LA Chapter and PMI Global.
- Serve as board liaison between PMI-LA Chapter and other organizations and individuals.

As President:

- Reports to the Board of Directors.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Perform and uphold all policies as specified by the PMI-LA Chapter Board of Directors.
- Serve as presiding officer at Chapter meetings and events.
- Provide oversight and guidance to other Board members in accordance with the purposes of the Chapter and PMI.
- Serve as management liaison between PMI-LA Chapter and other organizations and individuals.
- Responsible and accountable for the performance of the management of the Chapter, as may be measured in accordance with methods prescribed by PMI or the PMI-LA Chapter Board of Directors.
- Responsible and accountable for the maintenance and alignment of the Chapter Annual Plan with the PMI Strategic Plan.
- Responsible for the production of an Annual Operating Budget (for presentation to the Board for approval) that supports and is supported by an Annual Operating Plan.
- Responsible and accountable for the compliance of chapter management policies agreed to by the Board for sound and orderly management of the Chapter’s operations.
- May delegate duties and execution responsibilities, but not accountability, to other members of the Board of Directors or trustees as appropriate.
- Responsible for annual report to membership in the year following presidential year.
- Works in conjunction with Past President and President-Elect to transition access to PMI’s components to the new board. All need to be added in annually (do not just

change the dates) and none are removed. This is for chapter historical record of officers.

- Responsible for ensuring submissions for the Volunteer of the Year award and other volunteer awards based on Board of Directors are sent to the Awards Committee for votes and input.
- Responsible for gathering Trustee applications, sharing with the board, confirming via vote in January, and sending a personal email to all who submitted accepting or rejecting their application.
- Maintains the highest level of integrity, sets an example for all volunteers, utilizes chapter resources and is familiar with all chapter resources.
- Responsible for initiating the formation of the nominations committee, which is responsible for preparing applicants for the Board of Directors' election.
- Responsible for selecting and presenting gifts to current Board of Directors and Trustees at the End of Year Volunteer Appreciation Event.
- Maintain documents and records on PMI-LA's choice of document management system (e.g. SharePoint/O365 Teams).
- Responsible for the training and knowledge transfer to the President-Elect as part of successful transition planning.
- Responsible for the Annual Charter Renewal due by March of the year following Presidency (as Immediate Past-President) and the successful training of the incoming President and President-elect on this process.
- Responsible for the CRS access of the entire incoming new BoD as soon as elected to ensure continuity of access.
- Serve as the Immediate Past President for one year at the end of the term of office as the President.
- Develop and oversee leadership succession planning and ensure a smooth transition

Policy Ownership

- Maintain the Board Operations Policy for the year.
- Ensure update (based on PMI Recommendations) of Code of Ethics and Conflict of Interest and signed documents by current board

Strategic and business management skills

- Management
- Organization management
- PMI knowledge and experience
- Volunteer recognition and appreciation
- Parliamentary Procedures (i.e. Robert's Rule of Order)

Leadership skills

- Ability to delegate effectively
- Coaching and mentoring
- Conflict resolution skills
- Skilled in strategic planning and process execution
- Team building skills

Required for the role

- Must have served on the Board of Directors for at least one full, uninterrupted term in a Chapter functional board position prior to VP of Operations/President-Elect
- 3-year commitment to the Chapter (President-Elect, President, Past President)
- In order to be eligible to serve as President of the Chapter, a member must have held a Board of Directors position for at least one (1) full year prior to the election in which that person is a candidate for President-
- The President can be approved to run for a second consecutive term as President providing a second term would not cause the President to serve more than six (6) consecutive terms on the Board. He must submit an application to the Nominations Committee and be vetted for the position like any other nominee.
 - The current Vice President of Operations/President-Elect or any board member (past or current) meeting the minimum requirements may run against him.
- If the President is voted in for a second term, this would leave the position of Past President vacant. The Immediate Past President may be appointed for that role again by the new Board, or the current Board may select another past President to serve that role

Recommended for the role

- 4-year commitment to the Chapter.
- Served on the Board of Directors as Vice President of Operations/President-Elect in the year immediately prior to assuming the presidency.
- Should have attended at least one Regional and/or Leadership Institute Meeting in the past three years.
- Any PMI certification, especially the PMP certification.

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Policies & Responsibilities Manual

- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- Bank Account Signatory Authority as Chief Executive Officer
- Contract Signatory Authority as Chairperson of the Board of Directors
- PMI Chapter Reporting System or other comparable PMI system – has the ability to grant to any member outside of the Board of Directors. The entire BoD and Trustees should have access to this information, as well as the Region Mentor/Shadow mentor.
- Financial System security access as determined appropriate to ensure “separation of duties” and internal controls
- Event management systems used by the Chapter (if different from the Chapter website) as determined appropriate to ensure separation of duties and internal controls
- Other Information systems security access as determined appropriate to ensure “separation of duties” and internal controls
- Officer-level access to all Chapter websites (front-end and back-end), including the O365 site

3.3 Vice President of Operations/President-Elect

Purpose

To serve in the triple role as a member of the Board of Directors, as Vice President of Operations of the management of the Chapter, and as the President-Elect of the Chapter.

2020 Bylaws Description

The Vice President of Operations/President-Elect is responsible for Operations and works with the President to be mentored for the role of President. This position:

- Is responsible for oversight of all operational functions for the Chapter.
- Is responsible for submission of PDUs for each event to PMI.
- Acts as the President's backup when the President is unavailable.
- Does not automatically become President after his or her term unless or until voted into the role.

Must have served in a Board position for a minimum of one (1) full year prior to the election in which that person is a candidate for Vice President of Operations & President-Elect

Responsibilities/Accountabilities

As a Member of the Board of Directors:

- Perform and uphold duties as specified by the PMI-LA Chapter Bylaws.
- Serve as presiding officer at Board meetings in the absence of the President.
- As a board member, has joint fiduciary responsibility to ensure that the Chapter is maintained as a "going concern", and that all legal and financial filing and reporting requirements are completed on a timely basis.
- In the absence of the President, may review and sign all contracts which have been approved by the Board of Directors as noted within the minutes after ROI and fiduciary sustainability analysis is performed.
- As President-Elect, prepare to assume the responsibilities and accountabilities of the President in their roles as Chairperson of the Board of Directors.

As Vice-President of Operations/President-Elect:

- Collaborate and Report to the President and Board of Directors in their role as Vice President of Strategy/President-Elect.
- Takes direction from the President and Board of Directors in their role as Vice President of Strategy/President-Elect.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Perform and uphold all policies as specified by the PMI-LA Board of Directors.
- Perform and uphold all management policies as specified by the President and agreed to by the Board in their role as Vice President of Strategy/President-Elect.
- As President-Elect, prepare to assume the responsibilities and accountabilities of the President in their role as Chief Executive Officer.

- Serve as presiding officer at Chapter meetings and events in the absence of the President.
- May delegate duties and execution responsibilities, but not accountability, to other members of the management team, as appropriate.
- Takes initiative to promote coordination of core and extended service offerings across functional areas.
- Lead the implementation and maintenance of the next term annual plan, holding meetings throughout the year to validate adherence and alignment of current activities with the Chapter's and PMI Global's strategic plans.
- Leads the update/maintenance of the Chapter Operations & Procedures Manual. The Manual should be updated throughout the year and reviewed by the Board annually, and all updates voted on and approved by the Board by October to ensure smooth transition to the incoming Board of Directors.
- Review, maintain, and rehearse PMI-LA Disaster Recovery Plan.
- Manage the organization of a minimum of 2 Annual Planning and Strategic Alignment sessions.
- Set the Guidelines in order to organize the travel to the Region 7 meeting and the North America LIM as set forth in the chapter policies.
- Assist in mentoring current Board of Directors and/or volunteering in Chapter areas, as discussed and/or agreed to by the President.
- Responsible for reaching out to all Past-Presidents (not just Trustees) for submitting Trustee application for incoming year.
- Responsible for selecting and presenting gift to Outgoing President at the End of Year Volunteer Appreciation Event.
- Maintain governance documents in order to guide members of the Strategy and PMO team.
- Maintain documents and records on PMI-LA's choice of document management system (e.g. SharePoint/O365) with publicly visible documents on the website either in Members Only or front-page access accordingly
- Develop and oversee leadership succession planning and ensure a smooth transition.
- Responsible for the production of a Tactical Plan that supports the Chapter Strategic Plan.

Policy Ownership

- Conference Attendance Policy

Strategic and business management skills

- Budget management skills
- Financial planning
- PMI knowledge and experience
- Resource management
- Parliamentary Procedures (i.e. Robert's Rules of Order)

Leadership skills

- Ability to delegate effectively
- Decision making
- Conflict resolution skills
- Facilitation skills for workshops
- Skilled in strategic planning and process execution
- Team building skills

Required for the role

- Must have served on the Board of Directors for at least one full, uninterrupted term in a Chapter functional board position prior to VP of Operations/President-Elect.
- Additional 3-year commitment to the Chapter (President-Elect, President, Past President)

Recommended for the role

- Preferred to have served at least one full, uninterrupted term in a Chapter functional board position prior to VP of Strategy.
- Should have organized and attended at least one Regional and/or Leadership Institute Meeting in the past three years.
- Any PMI certification, especially the PMP certification.

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies
- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- Bank Account Signatory Authority as Vice President of Strategy/President-Elect to ensure continuity of finances thru an election period.
- Contract Signatory Authority as Chairperson of the Board of Directors when the President is not available
- PMI Chapter Reporting System or other comparable PMI system
- Financial System security access as determined appropriate to ensure “separation of duties” and internal controls
- Event management systems used by the Chapter (if different from the Chapter website) as determined appropriate to ensure separation of duties and internal controls

- Other Information systems security access as determined appropriate to ensure “separation of duties” and internal controls
- Officer-level access to all Chapter websites (front-end and back-end), including the Office 365 site

DRAFT

3.4 Vice President of Finance

Purpose

To serve in the dual role as a member of the Board of Directors and as Vice President of Finance of the management of the Chapter.

2020 Bylaws Description

The Vice President of Finance shall

- Oversee the management of funds for duly authorized purposes of the PMI-LA Chapter.
- Keep and maintain, or cause to be kept and maintained, adequate and correct books and accounts of the corporation's properties and transactions according to the process documented in the PMI-LA Finance Manual.
- Provide monthly financial reports to the PMI-LA Board and make the Book of Accounts open to inspection by any Board member.
- Provide assistance with creation of Profit and Loss statements for each event.
- Gather all attendance records for PMI-LA Chapter events.
- Provide reports and information, as necessary, to Federal and California agencies or authorities as required by law.

Responsibilities/Accountabilities

As a Member of the Board of Directors:

- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- As a board member, has joint fiduciary responsibility to ensure that the Chapter is maintained as a "going concern", and that all legal and financial filing and reporting requirements are completed on a timely basis.
- In the absence of the President and President-Elect, may review and sign all contracts which have been approved by the Board of Directors as noted within the minutes after ROI and fiduciary sustainability analysis is performed.

As Vice President of Finance:

- Collaborate and Report to the President and Board of Directors in their role as Vice President of Finance.
- Take direction from the President and Board of Directors in their role as Vice President of Finance.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws and the PMI-LA Board of Directors.
- Perform and uphold all chapter management policies as specified by the President and agreed to by the Board in their role as Vice President of Finance.
- May delegate duties and execution responsibilities, but not accountability, to other members of the Board of Directors or others, as appropriate.

- Maintain the financial records of the Chapter.
- Work with the Board of Directors and other qualified individuals to create policy and procedure to support sound financial practice for the accounting of all Chapter assets.
- Steward all Chapter funds in accordance with established policy and procedure.
- Work with the Board of Directors to prepare and maintain an annual operating budget.
- Report to the Board of Directors, on a monthly basis, the actual financial activity against the approved operating budget, highlighting any activity outside of the budget guidelines.
- Oversee the collection and deposit of all funds for Chapter activities, services, and products.
- Disburse funds for all authorized Chapter activities, services, and products as approved by budget or Board approved special consideration (including reimbursements to individuals).
- Request annual audit of Chapter financial activity by tax preparer at the close of books December 31, of every year.
- Request formal audit of Chapter financial activity at the change of VP of Finance role to another individual as needed.
- On a timely basis, ensure that all Chapter tax filings are submitted by an independent third-party tax preparation service and that all other government filings and communications are submitted as appropriate. This includes 1099 tax forms for subcontractors, an Independent Contractor report if necessary, and the Incorporation renewal with the State of California by June on even years.
- Review and disseminate to the Board the current PMI Insurance provisions and changes as applicable to Chapter events.
- Maintain incorporation renewals biannually with the State of California. (Even years)
- Provide financial input into Charter Renewal document (due annually March 31)
- Create and maintain a payment schedule of regularly occurring Chapter transactions (revenue and expenses) as well as a list of approved Chapter credit card transactions.
- Oversee financial Transactions with a 2-factor authorization to ensure Fraud is detected.
- Raise all Fraud related events to the Board of Directors.
- Recommend appropriate investments for Chapter reserve funds and maintain investments according to approval of Board of Directors.
- Take initiative to inform and coordinate activities with others on the Chapter management team.
- Document and maintain all Finance processes and procedures.
- Perform or cause to be performed onsite financial transactions at all Chapter events and inform the Registration team of the results.
- Process all refunds and communicate cancellations to the necessary individuals.
- Work with the Sponsorship Liaison to maintain a list of sponsors and advertisers.
- Provide appropriate access to online financial systems to the Board of Directors and any other necessary individuals.

- Produce and maintain governance documents in order to guide members of the Finance team.
- Maintain documents and records on PMI LA's choice of document management system (e.g. SharePoint/O365)
- Develop Finance team member's role descriptions and division of duties to ensure no Single Point of Fraud.
- Onboard and offboard members of the Finance team.
- Ensure closure of books with projected income/expenses by October to ensure detailed information to incoming Board on all Financial activities.
- Develop and oversee leadership succession planning for Finance and ensure a smooth transition.

Policy Ownership

- Finance Policies
- Records Retention

Strategic and business management skills

- Accounting Software/Tools (e.g. QuickBooks, Excel)
- Analytical Thinking
- Documentation skills/financial record keeping for Non-Profit organizations
- Knowledge of Finance Records Retention Requirements
- Knowledge of Financial Planning
- Knowledge of generally accepted accounting Principles
- Basic Accounting practices (Chart of Accounts, Budgeting)

Leadership skills

- Decision Making
- Technical Tools
- Time Management
- Skilled in Strategic Planning and Process Execution

Recommended for the role

- 3-year commitment to the Chapter
- PMP certification
- Finance Experience (non-profit)

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies

- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- Bank Account Signatory Authority as Vice President of Finance
- Contract Signatory Authority as Member of Board of Directors in the absence of the President and President-Elect
- PMI Chapter Reporting System or other comparable PMI system
- All financial systems as determined appropriate to ensure separation of duties and internal controls, including Bank of America online banking for all Board-controlled Chapter accounts, QuickBooks Online, and PayPal
- Event management systems used by the Chapter (if different from the Chapter website) as determined appropriate to ensure separation of duties and internal controls
- Information-only access to any trustee-controlled Chapter investment accounts
- Officer-level access to all Chapter websites (front-end and back-end), including the O365 site
- Oversee Chapter Credit cards
- Automated finance system (such as Zoho)

Vice President of PMO & Administration

Purpose

To serve in the dual role as a member of the Board of Directors and as Vice President of Administration of the management of the Chapter.

2020 Bylaws Description

Vice President of PMO & Administration. The Vice President of PMO shall run a process-oriented PMO as well as keep and maintain all official records for the PMI-LA Chapter. The role encompasses the cross functional project management, administrative, and secretarial functions of the chapter. This position

- Is responsible for recording and posting minutes of all PMI-LA Chapter business meetings.
- Maintains all legal contracts for the Chapter (except those relating to finance). Serves as point contact provided for on-going contracts as necessary.

- Is responsible for the oversight of all PMI-LA Chapter documents, assets, and historical information, and for the creation and oversight of all project forms for the Chapter.
- Provides project management assistance and oversight on new initiatives, as well as cross functional projects.

Ranks all new initiatives and special projects via intake forms and provides an objective ranked list of new initiatives to the Board for review and approval

Responsibilities/Accountabilities

As a Member of the Board of Directors:

- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- As a board member, has joint fiduciary responsibility to ensure that the Chapter is maintained as a “going concern”, and that all legal and financial filing and reporting requirements are completed on a timely basis.
- May In the absence of the other chapter officers, sign contracts which have been approved by the Board of Directors.

As Vice President of PMO & Administration:

- Report to the President and Board of Directors in their role as Vice President of Administration.
- Takes direction from the President and Board of Directors in their role as Vice President of Administration.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Perform and uphold all policies as specified by the PMI-LA Board of Directors.
- Perform and uphold all chapter management policies as specified by the President and agreed to by the Board in their role as Vice President of Administration.
- May delegate duties and execution responsibilities, but not accountability, to other members of the Board of Directors or others as appropriate.
- Oversee the Chapter Project Management Office (PMO) and its team, providing guidance towards achieving Chapter’s annual and cross-functional goals.
- Develop PMO team member role descriptions.
- Onboard and offboard members of the PMO team.
- Maintain the Chapter’s non-financial records. Documents include but are not limited to the following:
 - Board of Directors Organizational Chart
 - Key contact information
 - All chapter contracts and MOUs
 - Internal chapter calendar containing all team meetings and chapter events
- Assigns the preparation of the agenda, gathering of status reports, production and maintenance of the official minutes of Chapter Board meetings to members of the Administration team. Accountability remains with the VP of Administration to produce

the detailed and summarized member minutes within 48 hours of scheduled BoD Meeting.

- Timekeeper for all Board Meetings.
- Assigns preparation of “Member Summary” version of minutes to be posted to members only section of Chapter website within 1 week of approved BoD Meeting minutes.
- Produce and maintain Board of Directors master action items list and keep a documented record of Board decisions.
- Coordinate the use of all venues for Chapter events and approve invoices pertaining to them.
- Ensure all Chapter activities and events have the necessary appropriate insurance documents and in compliance with the PMI Insurance provided
- Maintain Board of Director applications and Bylaws signoff documents.
- Maintain current vendor list, contract list, and master asset list.
- Take initiative to communicate with other Vice Presidents to inform and to coordinate Chapter needs.
- Provide conference call information to Board of Directors.
- Manage Administration approved budget.
- Produce and maintain governance documents in order to guide members of the management team.
- Maintain documents and records on PMI LA’s choice of document management system (e.g. SharePoint/O365)
- Oversee facility roles and facility agreements
- Develop Administration team member’s role descriptions.
- Onboard and offboard members of the Administration team.
- Develop and oversee leadership succession planning for Admin and ensure a smooth transition.

Policy Ownership

- Records Retention

Strategic and business management skills

- Ability to Record Minutes
- Knowledge of Chapter Bylaws and Policies
- Parliamentary Procedures (i.e. Robert’s Rule of Order)
- Knowledge of PMI Bylaws and Policies
- Knowledge of Admin Records Retention Requirements
- Meeting Coordination

Leadership skills

- Active Listening
- Decision Making

- Excellent Writing
- Time Management

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies
- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- Bank Account Signatory Authority as Vice President of Administration
- Contract Signatory Authority as Member of Board of Directors in the absence of the other chapter officers
- PMI Chapter Reporting System or other comparable PMI system
- Online Event Management System security access as determined appropriate to ensure “separation of duties” and internal controls
- Other information systems security access as determined appropriate to ensure “separation of duties” and internal controls
- Officer-level access to all Chapter websites (front-end and back-end), including the Office 365 site

3.5 Vice President of Career Development

Purpose

To serve in the dual role as a member of the Board of Directors, and as Vice President of Career Development of the management of the Chapter.

2020 Bylaws Description

The Vice President of Career Development is responsible for

- Developing and coordinating educational workshops or sessions on project management topics and tools (in physical locations or remote webinars). This includes advanced seminar topics and courses to prepare members for the PMI® certification exams.
- Ensuring that courses offered adhere to the Talent Triangle and provide a reasonable source of income for the chapter.
- Maintaining Career Development Opportunities for the members of the chapter.
- Reporting the Professional Development Units (PDU's) for members with PMP credentials to the Vice President of Operations/President-Elect.

Responsibilities/Accountabilities

As a Member of the Board of Directors:

- Perform and uphold duties as specified by the PMI-LA Chapter Bylaws.
- As a board member, has joint fiduciary responsibility to ensure that the Chapter is maintained as a “going concern”, and that all legal and financial filing and reporting requirements are completed on a timely basis.
- May sign MOUs which have been approved by the Board of Directors for Instructor Engagement in a Career Development capacity.

As Vice President of Career Development:

- Report to the President and Board of Directors in their role as Vice President of Career Development.
- Takes direction from the President and Board of Directors in their role as Vice President of Career Development.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Perform and uphold all policies as specified by the PMI-LA Board of Directors.
- Perform and uphold all chapter management policies as specified by the President and agreed to by the Board in their role as Vice President of Career Development.
- May delegate duties and execution responsibilities, but not accountability, to other members of the management team, Career Development team members or others as appropriate.

- Review and approve non-Chapter related promotions to ensure no conflict with the Chapter's interests.
- Plan, develop, and coordinate the delivery of educational activities (i.e. seminars) that are aligned with PMI's Talent Triangle.
- Plan, develop, and coordinate the delivery of certification examination preparation workshops.
- Create and maintain defined processes, checklists, and other planning artifacts to ensure consistent and continuously improving Career Development offerings.
- Take initiative to coordinate with other members of the Board of Directors to ensure consistent and continuously improving Career Development offerings.
- Investigate revenue sharing workshops, classes, etc. with approved external vendors to provide more knowledge opportunities for members and non-members
- Obtain attendee satisfaction evaluation and feedback from Chapter Career Development offering attendees and maintain this information in a database to help analyze trends and offerings satisfaction.
- Maintain Chapter Career Development offering attendance and other member value statistics which satisfy PMI, Board of Directors, and senior management requirements in the chapter selected document repository (eg. SharePoint/O365).
- Create innovative ways to deliver project management Career Development value to members and others who may not be able to attend traditional meetings, or who may be seeking alternative venues, formats, times, and price points.
- Take initiative to communicate with other Vice Presidents to inform and to coordinate Chapter needs.
- Respond to queries about PMP, workshops, seminars, etc. in a timely manner.
- Manage the Career Development approved budget.
- Solicit job postings to be placed on website
- Manage Career Development 's event website postings.
- Manage job postings on website.
- Oversee chapter Mentor program.
- Produce and maintain governance documents in order to guide members of the Career Development team.
- Maintain documents and records on PMI-LA's choice of document management system (e.g. SharePoint/O365)
- Develop Career Development team member's role description.
- Onboard and offboard members of the Career Development team.
- Develop and oversee leadership succession planning for Career Development and ensure a smooth transition.
- Review and approve non-Chapter related promotions to ensure no conflict with the Chapter's interests.

Policy Ownership

- [Joint Ventures](#)

Strategic and business management skills

- Ability to Develop and Manage Career Development Event Schedules
- Content & Curriculum Development
- Knowledge of PMI Credentials and PDUs
- Event Planning Skills
- Public Speaking Evaluation Skills

Leadership skills

- Ability to Delegate Effectively
- Coaching and Mentoring
- Public Speaking/Presentation Skills
- Team Building Skills

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies
- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- PMI Chapter Reporting System or other comparable PMI system
- PMI R.E.P System for creating and verifying chapter activity codes
- Online Event Management System security access as determined appropriate to ensure “separation of duties” and internal controls
- Other information systems security access as determined appropriate to ensure “separation of duties” and internal controls
- Officer-level access to all Chapter websites (front-end and back-end), including the Office 365 site

3.6 Vice President of Programs

Purpose

To serve in the dual role as a member of the Board of Directors and as Vice President of Programs of the management of the Chapter.

2020 Bylaws Description

The Vice President of Programs is responsible for

- Developing and coordinating all Community Events. This includes
 - Soliciting and coordinating speakers that adhere to the Talent Triangle
 - Coordinating / arranging for the needed facility
 - Coordinating vendors and networking at the events
 - Coordinating other aspects of the events
- Seeking ways to advance the programs to other geographical areas via onsite sessions or live webinars.
- Reporting the Professional Development Units (PDU's) for members with PMP credentials to the Vice President of Operations & President-Elect.

Responsibilities/Accountabilities

As a Member of the Board of Directors:

- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- As a board member, has joint fiduciary responsibility to ensure that the Chapter is maintained as a “going concern”, and that any and all legal and financial filing and reporting requirements are completed on a timely basis.
- May sign MOUs as it pertains to speaker engagement which have been approved by the Board of Directors.

As Vice President of Programs:

- Report to the President and Board of Directors in their role as Vice President of Programs.
- Take direction from the President and Board of Directors in their role as Vice President of Programs.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Perform and uphold all policies as specified by the PMI-LA Board of Directors.
- Perform and uphold all chapter management policies as specified by the President and agreed to by the Board in their role as Vice President of Programs.
- May delegate duties and execution responsibilities, but not accountability, to other members of the Board of Directors or others as appropriate.
- Plans, develops, and coordinates the delivery of the presentation of programs relating to project management for regularly scheduled Chapter meetings.
- Oversee Satellite Meeting Directors at various sites throughout the Los Angeles area.

- Oversee other programs, such as Book Club, ToastMasters Alliances (LA ProjectMasters & Pasadena ProjectMasters)(promotion & PDUs only).
- Obtain attendee satisfaction evaluation and feedback from Chapter meeting attendees and maintains this information in a database.
- Create and maintain defined processes, checklists, and other Programs artifacts to ensure consistent and continuously improving programs at Chapter meetings.
- Take initiative to coordinate with other Vice Presidents to ensure consistent and continuously improving programs at Chapter meetings.
- Maintain Chapter programs offering attendance and other member value statistics which satisfy PMI, Board of Directors, and senior management requirements in the chapter selected document repository (eg. SharePoint/O365).
- Create innovative ways to deliver project management program value to members and others who may not be able to attend traditional meetings, or who may be seeking alternative venues, formats, times, and price points.
- Take initiative to communicate with other Vice Presidents to inform and to coordinate Chapter needs.
- Manage Programs approved budget and share with appropriate Directors for a net zero budget in programs.
- Maintain database of speakers shared with Career Development
- Work with Sponsor Liaison (Marketing Team) regarding sponsorship of Flagship Meeting and Satellite Meetings.
- Produce and maintain governance documents in order to guide members of the Programs team.
- Maintain all documents and records on PMI LA's choice of document management system (e.g. SharePoint/O365)
- Develop Programs team member's role description.
- Onboard and offboard members of the Programs team.
- Develop and oversee leadership succession planning for Programs and ensure a smooth transition.
- Programs cycle runs from February to January so prior board will set up and promote the January meetings during board transition.

Policy Ownership

- [Joint Ventures](#)

Strategic and business management skills

- Ability to Develop and Manage Program and Event Schedules
- Content & Curriculum Development
- Knowledge of PMI Credentials and PDUs
- Program and Event Planning Skills

Leadership skills

- Ability to Delegate Effectively
- Coaching and Mentoring
- Public Speaking/Presentation Skills
- Public Speaking Evaluation Skills
- Team Building Skills

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies
- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- PMI Chapter Reporting System or other comparable PMI system
- PMI R.E.P System for creating and verifying chapter activity codes
- Online Event Management System security access as determined appropriate to ensure “separation of duties” and internal controls
- Other information systems security access as determined appropriate to ensure “separation of duties” and internal controls
- Officer-level access to all Chapter websites (front-end and back-end), including the Office 365 site

3.7 Vice President of Marketing & Communications

Purpose

To serve in the dual role as a member of the Board of Directors and as Vice President of Marketing & Communications of the management of the Chapter.

2020 Bylaws Description

The Vice President of Marketing & Communications is

- Responsible for all communications to members and prospective members (via all channels, including emails and social media).
- Responsible for the PMI-LA Chapter's email system and its associated applications.
- Responsible for the PMI-LA Chapter's Social Media Presence and its associated applications.
- Responsible for the chapter's brand management and promotional items.
- Responsible for corporate outreach and sponsorships.

Responsibilities/Accountabilities

As a Member of the Board of Directors:

- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- As a board member, has joint fiduciary responsibility to ensure that the Chapter is maintained as a "going concern", and that all legal and financial filing and reporting requirements are completed on a timely basis.
- May sign MOUs as they pertain to sponsorship agreements which have been approved by the Board of Directors.

As Vice President of Marketing and Communications:

- Collaborate with the President and Board of Directors in their role as Vice President of Marketing and Communications.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Perform and uphold all policies as specified by the PMI-LA Board of Directors.
- Perform and uphold all chapter management policies as specified by the President and agreed to by the Board in their role as Vice President of Marketing & Communications.
- May delegate duties and execution responsibilities, but not accountability, to other members of the Board of Directors or others as appropriate.
- Create Marketing Committee with members working with the President and other VPs to create a Marketing Strategy.
- Take initiative to communicate with other Vice Presidents to inform and to coordinate Chapter needs.
- Manage Marketing & Communications approved budget.
- Produce and maintain governance documents in order to guide members of the Marketing & Communications team.

- Maintain documents and records on PMI LA's choice of document management system (e.g. SharePoint/O365)
- Develop Marketing & Communications team member's role description.
- Onboard and offboard members of the Marketing & Communications team.
- Develop and oversee leadership succession planning and ensure a smooth transition.
- Create all Marketing promotions with adherence to PMI and chapter branding. Ensure website is up to date with content from various Board Members and committees. Ensure scrolling presentation is up to date with latest events from various sources.
- Ensure all events have an identified Marketing plan across appropriate marketing channels. This includes appropriate branding going out to various social media platforms.
- Work closely with the Technology team to ensure that website vendor is performing up to chapter standards and escalated issues, recommended enhancements are submitted on a timely basis.
- Develop and maintain the Chapter's social media branding strategy and social media policy.
- Manage Chapter presence on social media.
- Create and maintain defined processes, checklists, and other marketing artifacts to ensure consistent and continuously improving publicity and marketing activities.
- Maintain inventory levels of chapter brochures and chapter logo items for coordination and distribution for chapter sponsored events to ensure Chapter visibility.
- Create innovative ways to create interest in the value of the project management profession and to raise awareness of PMI-LA in the geographic region served.
- Review and approve non-Chapter related promotions to ensure no conflict with the Chapter's interests.
- Basic understanding of current trends in social media technology and applications
- Maintain a communications schedule that details all Chapter communications across all channels.
- Supervise and support all communication channel activities of the Chapter.
- Maintain the Chapter weekly Newsletters and special emails and Targeted Marketing schedules

Sponsorship Responsibilities

- Promote the project management profession to local organizations.
- While available from PMI, manages Military Guest Passes in conjunction with Membership team who handles Chapter Guest Passes.
- Oversees Sponsor Liaison role – seek sponsors for in-person Flagship Meeting, Satellite Meetings, networking events etc. Keep rate schedule up to date. Liaise with Finance, Programs, Membership as needed.
- Maintain master advertisers list.
- Seek to obtain corporate sponsors as outlined by the approved marketing sponsorship program document on www.pmi-la.org under Marketing.

Policy Ownership

- [Social Media Policy](#)
- [Joint Ventures Policy](#)

Strategic and business management skills

- Knowledge of Sponsorship Techniques and impact to non-profits in the State of California
- Proficiency with, or Desire to Learn, Digital Marketing Tools, Including Email Marketing Platforms, Social Media Platforms, Web Content
- Management Systems
- Research/Surveys
- Understanding of Marketing Strategy, Tactics, Planning and Delivery
- Working Knowledge of Best Practices in Marketing
- Knowledge of PMI Global and Chapter Brand Guidelines
- Strong Written Communication Skills
- Basic understanding of current trends in social media technology and applications
- Strong Knowledge of Common Communication Vehicles (i.e. Newsletters, Annual Plans, Email Communications, etc.)
- Basic understanding or desire to learn and utilize social media management tools (for example: Hootsuite, Spredfast, Sprinklr, etc.)
- Basic understanding of social media terms and metrics
- General understanding of social media platforms such as Facebook, Twitter, and LinkedIn

Leadership skills

- Public Speaking/Presentation Skills
- Persuasion/Motivation Skills
- Skilled in Strategic Planning & Process Execution

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies
- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- MOU signatory as it pertains to Marketing & Communications services provided BoD approval has been granted for vendor services and financial analysis has been completed
- PMI Chapter Reporting System or other comparable PMI system
- Online Event Management System security access as determined appropriate to ensure “separation of duties” and internal controls
- Other information systems security access as determined appropriate to ensure “separation of duties” and internal controls
- Officer-level access to all Chapter websites (front-end and back-end), including the Office 365 site
- Access to PMI marketing portal for advertising materials, brochures, etc.
- Access to Marketing tools (ex. Mailchimp)

DRAFT

3.8 Vice President of Technology

Purpose

To serve in the dual role as a member of the Board of Directors and as Vice President of Technology of the management of the Chapter.

2020 Bylaws Description

The Vice President of Technology is

- Responsible for the web presence of the PMI-LA Chapter, including website management, troubleshooting, management of technology vendor relationships, and end user training.
- Responsible for identifying technology needs for the PMI-LA Chapter, recommending solutions to the Board, and implementing those approved.

Responsibilities/Accountabilities

As a Member of the Board of Directors:

- Perform and uphold duties as specified by the PMI-LA Chapter Bylaws.
- As a board member, has joint fiduciary responsibility to ensure that the Chapter is maintained as a “going concern”, and that all legal and financial filing and reporting requirements are completed on a timely basis.
- May sign MOUs as they pertain to Technology which have been approved by the Board of Directors.

As Vice President of Technology:

- Collaborates and Reports to the President and Board of Directors in their role as Vice President of Technology.
- Takes direction from the President and Board of Directors in their role as Vice President of Technology.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Perform and uphold all policies as specified by the PMI-LA Board of Directors.
- Perform and uphold all chapter management policies as specified by the President and agreed to by the Board in their role as Vice President of Technology.
- May delegate duties and execution responsibilities, but not accountability, to other members of the Board of Directors or others as appropriate.
- Review and approve non-Chapter related promotions to ensure no conflict with the Chapter's interests as it applies to technology platforms
- Maintain electronic email accounts and email distribution lists (groups) and update on a timely basis as volunteers transition on/off teams.
- Oversee Primary Board access to Chapter Website, Office 365 platform, and any future technology platforms.

- Coordinate with Marketing and Distribute communications to membership and others at the request of the members of the Board of Directors and balance the need for timely communication with the need to limit sending too many messages.
- Maintain the Chapter website, domain name, and other information systems (oversee technology for the Chapter).
- Maintain vendor relationships for technology resources, periodically reviewing changes, documenting and ensuring the continued Chapter presence.
- Have the ownership of the Chapter website, keep it up to date, refreshed regularly, consistently and professionally formatted.
- Be the point of contact for the website vendor (escalate issues, recommend enhancements, etc.).
- Manage defect fixes and enhancement requests.
- Manage Technology approved budget.
- Create and maintains defined processes, checklists, and other planning artifacts to ensure consistent and continuously improving communications activities.
- Take initiative to coordinate with other members of the Board of Directors to ensure consistent and continuously improving Technology offerings.
- Produce and maintain governance documents in order to guide members of the Technology team.
- Maintain documents and records on PMI LA's choice of document management system (e.g. SharePoint/O365).
- Ensure chapter has the latest technology under review to appeal to all members (ex. Mobile app, New Social Media Sites)
- Develop Technology team member's role description.
- Onboard and offboard members of the Technology team.
- Coordinate with Marketing to ensure that website "front-page" communications are in line with Marketing & Communications.
- Work with VP of Marketing & Communications to ensure that Chapters' brand is understood and leveraged in communication plans.
- Develop and oversee leadership succession planning for Technology and ensure a smooth transition.

Policy Ownership

- [Website Policy](#)

Strategic and business management skills

- Experience in supporting marketing and communication plans
- Knowledge of PMI Global and Chapter Brand Guidelines
- Strong Written Communication Skills
- Online community moderation – SEO Optimization
- Understanding of latest in Web Design and Tools

- Testing and evaluation capability of technology brought into the chapter for sustainability and ease of use
- Analysis and compatibility of any tools requested by the Board of Directors to be implemented
- Integration of any requested tools into the chapter operations in a seamless, non-impacting manner with full cooperation of the board. All changes impacting services shall be documented and reversion plan provided prior to implementation.

Leadership skills

- Ability to Delegate Effectively
- Excellent Writing Skills
- Public Speaking/Presentation Skills
- Skilled in Strategic Planning and Process Execution
- Technical Tools Skills
- Team Building Skills

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies
- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- MOU signatory as it pertains to technology approved by the Board of Directors after financial analysis has been completed
- PMI Chapter Reporting System or other comparable PMI system
- Online Event Management System security access as determined appropriate to ensure “separation of duties” and internal controls
- Other information systems security access as determined appropriate to ensure “separation of duties” and internal controls
- Officer-level access to all Chapter websites (front-end and back-end), including the Office 365 site

3.9 Vice President of Membership

Purpose

To serve in the dual role as a member of the Board of Directors and as Vice President Membership of the management of the Chapter.

2020 Bylaws Description

The Vice President of Membership is

- Responsible for the management of volunteers including overseeing volunteer recruitment as well as onboarding and transitioning volunteers and assisting with volunteer career paths.
- Responsible for maintaining volunteer information in the PMI-LA Volunteer Management System (VMS), to be used for capturing, tracking, and reporting of volunteers.
- Responsible for coordinating with the Vice President of Marketing & Communications to send communications to volunteers, and to new and renewing members.
- Responsible for new member onboarding and orientation.

Responsibilities/Accountabilities

As a Member of the Board of Directors:

- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- As a board member, has joint fiduciary responsibility to ensure that the Chapter is maintained as a “going concern”, and that all legal and financial filing and reporting requirements are completed on a timely basis.
- May sign MOUs as they pertain to Networking Events which have been approved by the Board of Directors.

As Vice President of Membership:

- Report to the President and Board of Directors in their role as Vice President of Membership.
- Takes direction from the President and Board of Directors in their role as Vice President of Membership.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Perform and uphold all policies as specified by the PMI-LA Board of Directors.
- Perform and uphold all management policies as specified by the President and agreed to by the Board in their role as Vice President of Membership.
- May delegate duties and execution responsibilities, but not accountability, to other members of the Board of Directors or others as appropriate.
- Review and approve member related promotions to ensure no conflict with the Chapter's interests.

- Maintain monthly membership records of the Chapter in chapter approved document repository (eg. SharePoint). This is done by having Business Analyst access to CRS to download the reports and run metrics, then format for the entire board.
- Regularly report to the Board of Directors and membership the membership statistical data as required by PMI, the Board of Directors, or the President.
- Work with the Board of Directors to create policy and procedure to support sound volunteer management practice for the Chapter's efficient and effective functions.
- Authorize posting of descriptions of all Chapter volunteer opportunity positions.
- Work with the Board of Directors to process submitted volunteer opportunities, which support Annual Plan activities. Volunteer Opportunities are posted on the VMS system home page and linked to the Chapter Website.
- Work with the Board of Directors to attract, retain, and motivate volunteers (e. g. Volunteer Recruitment Event in Q1, and mid-year recruitment, End of Year Volunteer Recognition Event). General Theme: "Who is PMI? We are PMI!" Volunteer recruitment is an on-going process and events can be scheduled more than once a year but must be scheduled in Q1 at a minimum to ensure success of the incoming board.
- Ensure volunteers sign the Confidentiality Form and re-affirm annually by way of electronic means of keeping track of them.
- Maintain Chapter VMS System, a database of Chapter volunteers, their interests, knowledge, skills, preferences and abilities.
- Identify and Maintain a volunteer "career" path with the chapter.
- Track Volunteer hours within Chapter VMS system for Chapter recognition at the end of the calendar year and generate certificates for all volunteers.
- Work with Board of Directors to ensure that Review of Volunteers and Hours Posting is completed on a timely basis for EOY Awards. Maintain VP and Volunteers Responsibilities Documentation.
- On-board and De-activate volunteers as they stop volunteering and maintain levels of volunteers.
- Maintain all videos on volunteer on-boarding and reporting hours thru the chapter VMS system. Maintain Volunteer Application & Volunteer Hours Submission documentation. Maintain VMS Administrator documentation.
- Maintain the Lee Mandley Volunteer of the Month Process as well as volunteer criteria for End of Year (EOY) Awards.
- Responsible for Rewards & Recognition Program evaluation and updates annually with Board of Directors approval.
- Organize the end of the year volunteer recognition program at a venue selected by the Board of Directors.
- Identify target populations of members and non-members and create innovative programs such as networking events to engage current members and attract new members to PMI Los Angeles Chapter. Attend events such as Satellite Meetings and marketing outreach events (schools & colleges, job fairs, etc).

- Schedule Chapter Networking Events. Provide follow-up Surveys to each event for trends analysis.
- Maintain New Chapter Member documentation & Videos.
- Responsible for Chapter Volunteer Satisfaction Survey, Annual Chapter Driven Survey, if requested.
- While available from PMI, manage Chapter Guest Passes provided to interested volunteers. This is done in conjunction with Military Guest Pass provided by Marketing & Communications Team. Maintain Guest Pass Redemption documentation.
- Hold new member and volunteer orientation sessions – in person or virtual or video.
- In conjunction with Marketing & Communications Team Maintain an inventory of informative literature on PMI and Chapter membership for potential members, new members, and existing members.
- Work in collaboration with Prof Dev to support Mentor program addendum
- Takes initiative to communicate with other Vice Presidents to inform and to coordinate Chapter needs.
- Manage Membership approved budget.
- Upload Chapter offered PDUs based on operational process adhering to current Continuing Certification Requirements Systems (CCRS) in batch mode to ensure Chapter members have Chapter PDUs uploaded in a timely manner
- Produce and maintain governance documents in order to guide members of the Membership team.
- Maintain documents and records on PMI LA's choice of document management system (e.g. SharePoint)
- Develop Membership team member's role description.
- Onboard and offboard members of the Membership team.
- Develop and oversee leadership succession planning for Membership and ensure a smooth transition.

Policy Ownership

- [Recognition & Rewards Policy](#)

Strategic and business management skills

- Data Analysis & Reporting
- Marketing Skills
- Proficient use of Survey Tools/Market Research/Demographic Research
- Proficiency in using PMI Chapter Reporting System (CRS)
- Networking and Negotiation Skills

Leadership skills

- Persuasion/Motivation Skills
- Public Speaking/Presentation Skills
- Skilled in Strategic Planning and Process Execution

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies
- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- MOU signatory as it pertains to Networking Events that have been approved by the Board of Directors
- PMI Chapter Reporting System or other comparable PMI system
- PMI Chapter Reporting System for Business Analyst
- Online Event Management System security access as determined appropriate to ensure “separation of duties” and internal controls
- Other information systems security access as determined appropriate to ensure “separation of duties” and internal controls
- Officer-level access to all Chapter websites (front-end and back-end), including the Office 365 site

3.10 Immediate Past President

Purpose

To serve in the dual role as a non-voting member of the Board of Directors and as Immediate Past President, providing mentorship to the Board of Directors of the Chapter.

2020 Bylaws Description

The Immediate Past President shall assist in making a smooth transition for the incoming President by coaching and mentoring the new President throughout the year. The Immediate Past President

- Is responsible for coordinating the completion and submission of the PMI-LA Charter renewal (in conjunction with the President, Vice President of Operations/President-Elect & Vice-President of Finance).
- Oversees the chapter's adherence to the PMI Strategic Plan and the PMI-LA Annual Plan.
- Serves on the Nominations Committee.
- May, at his discretion, undertake special projects as requested by the PMI-LA Chapter President.
- Adheres to all other board responsibilities, including attendance at board and chapter meetings, yet shall not have any voting privileges.

This position is not an elected position. If the Immediate Past President is unavailable to take on this role, the Board may appoint any member who has previously served as PMI-LA President.

Responsibilities/Accountabilities

As Past President:

- Serve as mentor and advisor to the President and the Board of Directors.
- Provide history and guidance to the President and the Board of Directors.
- Perform and uphold all duties as specified by the PMI-LA Chapter Bylaws.
- Ensure the Update of PMI's component system with newly elected Board of Director's information in conjunction with the current President and incoming president to ensure transition.
- Prepare the Charter renewal and submit to PMI Global for the year serving as president (due at end of March).
- Inform Board of any projects started, yet not completed in the prior term, should a change in board functional leadership occur.
- Assist the Board with any Chapter Award Nominations documents to the PMI Global.
- Perform and uphold all policies as specified by the PMI-LA Chapter Board of Directors.
- Undertake special projects as assigned by PMI-LA Chapter President or the Board of Directors.

- Serve on Committees as assigned by PMI-LA Chapter President or the Board of Directors.
- Recommended to Serve on the Nominations Committee.
- Shall be invited to all Board meetings and other meetings as deemed necessary by the Board of Directors of PMI-LA Chapter.
- Shall make a concerted effort to attend the majority of PMI-LA Chapter Board of Directors meetings.
- Shall make a concerted effort to attend the majority of PMI-LA Chapter monthly meetings.
- Develop and oversee leadership succession planning and ensure a smooth transition.

Policy Ownership

- [Records Retention](#)
- [Joint Ventures](#)
- [Recognition & Rewards Policy](#)
- Whistleblower Policy

Strategic and business management skills

- Diplomacy
- Human Resource Management
- Parliamentary Procedures (i.e. Robert's Rule of Order)

Leadership skills

- Coaching and Mentoring
- Conflict Resolution
- Persuasion/Motivation
- Skilled in Strategic Planning and Process Execution
- Team Building

Required for the role

- Must have served on the Board of Directors as President for the previous year

Recommended for the role

- Should have attended at least one Regional and/or Leadership Institute meeting in the past three years.
- PMI certificate, especially PMP certified.

Governance documents knowledge requirement

- PMI Strategic Plan
- PMI-LA Chapter Bylaws

- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies
- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- PMI Chapter Reporting System or other comparable PMI system
- Online Event Management System security access as determined appropriate to ensure “separation of duties” and internal controls
- Other information systems security access as determined appropriate to ensure “separation of duties” and internal controls
- Officer-level access to all Chapter websites (front-end and back-end), including the Office 365 site

Note

The Immediate Past President is the only non-elected position on the BOD - President automatically becomes Past President in the year immediately following his/her term as President provided he/she remains a member of PMI-LA Chapter in good standing and meets the above requirements.

3.11 Trustee

Purpose

To serve in the role as Trustee to the Board of Directors of the Chapter.

2020 Bylaws Description

The PMI-LA Chapter may have one or more members referred to as “Trustees,” who shall have governance oversight of the chapter and act as advisors and mentors to the Board. These individuals may, at their own discretion, undertake special projects as requested by the PMI-LA Chapter President. Trustees shall have previously served as President of the PMI-LA Chapter. They must be members in good standing of PMI® and must attend Chapter meetings and Board meetings regularly. Trustees shall be invited to all Board meetings and other meetings as deemed necessary by the Board but shall have no voting rights. Past Presidents must apply each year to the Board to be appointed or reappointed. The Board will appoint or reappoint them each year as long as they have met the requirements to become or remain a Trustee. Any Trustee can simultaneously act in any volunteer position outside the role of Trustee except the role of an elected or appointed BOD member. If he assumes the role of acting Board member, he shall have no voting rights.

Responsibilities/Accountabilities

- Perform and uphold all duties as specified by the Chapter Bylaws.
- Provide history and guidance to the Chapter Board of Directors.
- Act as unofficial advisors and mentors to the Board of Directors.
- Act in an ambassador role for the Chapter.
- Undertake special projects as assigned by the Chapter President or Board of Directors based on availability and number of trustees appointed in a term.
- Oversee PMI-LA Chapter’s strategic direction as it aligns to PMI’s Strategic Plan.
 - Understand and be able to communicate PMI’s Strategic Plan and the chapters Annual Plan.
 - Participate in all chapter Annual planning activities as requested by the PMI-LA Chapter Board of Directors.
- Serve as “watchdogs” for the Chapter and the Board of Directors, including but not limited to raising awareness and clarifying interpretation of the PMI-LA Chapter Bylaws.
- Serve on Committees if requested by the Board of Directors, including but not limited to the following:
 - Minimum of one Trustee must serve on the Nominations Committee annually. Other Trustees may assist the committee, as needed.
 - Minimum of one Trustee must serve on the Bylaws Committee in years that the Bylaws are being reviewed and/or revised. Other Trustees may assist the committee, as needed.
 - Minimum one Trustee must serve on the end of the year Volunteer Awards committees.

- Minimum of one Trustee must serve on the Scholarship committees.
- Minimum of one Trustee must be assigned “Whistleblower” Duties
- Regularly attend Board meetings and other Chapter leadership meetings as deemed necessary by the PMI-LA Chapter Board of Directors.
 - Each Trustee shall make a concerted effort to attend a minimum of four PMI-LA Chapter Board of Directors meetings per calendar year, if invited (which includes the monthly BoD meetings and/or occasional weekend all day/half day meetings).
 - Participate in the Board of Directors Candidates Orientation meeting and the new Board of Directors Orientation/Strategy meeting as requested.
- Regularly attend PMI-LA Chapter meetings at which the general membership is present and in-person.
 - Each Trustee shall make a concerted effort to attend a minimum of four monthly in-person Chapter meetings per calendar year (which includes the monthly Flagship Meetings and/or any of the monthly satellite Chapter meetings).
- Make a good effort to hold quarterly Trustee meetings, either virtually or in person.
 - Each Trustee shall make a concerted effort to attend all four meetings per year.
- Trustees are members of the PMI-LA Chapter Leadership team, but not members of the Board of Directors and as such have no voting privileges.

Policy Ownership

- [Records Retention](#)
- [PMI-LA WhistleBlowerPolicy.pdf](#)

Strategic and business management skills

- Diplomacy
- Human Resource Management
- Parliamentary Procedures (i.e. Robert’s Rule of Order)

Leadership skills

- Coaching and Mentoring
- Conflict Resolution
- Persuasion/Motivation
- Strategic Planning and Process Execution
- Team Building

Required for the role

- Must have served on the PMI-LA Board of Directors as President and as the immediate Past President.
- Must apply to be a Trustee and be appointed by the PMI-LA Board of Directors annually.
- Must meet the following minimum requirements each year in order to be considered to be appointed the following year by the PMI-LA Board of Directors:

- Be a member of PMI and PMI-LA Chapter in good standing
- Volunteered for at least one (1) chapter activity from the list of above requirements/accountabilities during the calendar year prior to the year for which the Trustee is applying to be appointed. Activities include but not limited to participating on one committee, one special project, and/or mentoring PMI-LA Board of Director members.
- Attended at least four PMI-LA Board of Director meetings during the calendar year prior to the year for which the Trustee is applying to be appointed (the only exception is if the PMI-LA Board of Directors invites the Trustee to attend less than four meetings in a calendar year).
- Attended at least four PMI-LA Chapter in-person meetings during the calendar year prior to the year for which the Trustee is applying to be appointed if in-person meetings were held throughout the year.
- Attended quarterly Trustee meetings during the calendar year prior to the year for which the Trustee is applying to be appointed if quarterly meetings were held throughout that year (exception is the immediate past president applying to be a Trustee the following year).
- Completed the Trustee Application/Active Trustee form, which serves as a review of the Trustee's accomplishments for the year as well as the application to be reappointed as a Trustee the following year and submit it to the incoming President by the November Flagship Meeting.
- Former Trustees who have taken time off from acting in a Trustee role and now wish to be re-instated as Trustees must also apply to the PMI-LA Board of Directors to be appointed, and must meet the same requirements as above during the calendar year prior to the year that the former Trustee is applying to be reinstated, with the exception of the following:
 - Not required to have attended PMI-LA Board of Directors meetings during the year(s) the former Trustee was not acting in the role of a Trustee.
 - Not required to have attended quarterly Trustee meetings during the year(s) the former Trustee was not acting in the role of a Trustee.
 - Completed the Re-instatement Trustee Application form, rather than the Active Trustee form, which serves as a review of the former Trustee's accomplishments for the year as well as the application to be reappointed as a Trustee the following year, and submit it to the incoming President by the November Flagship Meeting.

Recommended for the role

- Should have attended at least one Regional and/or Leadership Institute meeting in the past.
- PMP certified or any other PMI certification.

Governance documents knowledge requirement

- PMI Strategic Plan

- PMI-LA Chapter Bylaws
- PMI-LA Annual Plan
- PMI-LA Chapter Roles, Responsibilities, & Policies
- PMI Continuing Certification Requirements (CCR) Talent Triangle requirements and eligibility

Role Specific Security Access

- PMI Chapter Reporting System or other comparable PMI system.
- Online Event Management System security access as determined appropriate to ensure “separation of duties” and internal controls.
- Other information systems security access as determined appropriate to ensure “separation of duties” and internal controls.
- Officer-level access to all Chapter websites (front-end and back-end), including the Office 365 site.

DRAFT

DRAFT

4. Executive Calendar

NOVEMBER/DECEMBER	RESPONSIBLE	INCLUDED
<p>Budget</p> <p>Prepare budget. Review previous year’s budgets and current actuals. Previous VP of Finance should provide end of the year actuals vs. budget so you can determine what is needed for upcoming year.</p>	<p>President VP of Finance</p>	<p>All incoming Board Members</p>
<p>New board planning meeting</p> <p>Minimum 1-2 day event – new Board bonding Create agenda and email out at least a week before meeting. Includes:</p> <ul style="list-style-type: none"> • Chapter BoD agreed upon Management Policies (including date/time of monthly BoD meetings) • Review Calendar (Internal & External) for holiday/conference/meeting conflicts • Overview of Policies & Responsibilities Manual • Components 101 & other tools • Solicit all Initiatives and decide on which ones the chapter will focus on • List of tools needed by each BoD member • Sharing of processes across functions (Website tickets, Teams/SharePoint Usage, Survey requests, Marketing Requests, Volunteer Job Descriptions & On-boarding/Off-boarding, disaster recovery processes) • Develop upcoming Annual Plan (include any carryovers from the year before if not yet completed) <ul style="list-style-type: none"> • First cut of Budget for new year • Discuss conferences and gather sizes for LOGO wear branded options by VP of Marketing & Communications 	<p>President VP of Administration</p>	<p>New Board Past President (optional) Trustees (optional)</p>

<ul style="list-style-type: none"> • Preparation for New Board Kick-Off meeting with key volunteers • Discussion of continuance of Rewards & Recognition & VoM Awards • Discussion of Policies and any potential changes • Discussion of January events and required preparations 		
<p>New board Kickoff meeting</p> <p>VP Administration coordinates with facility</p> <p>Arrange breakfast and lunch (if runs after 12 noon)</p> <p>Create agenda and email out at least a week before meeting. New Board to share Initiatives and plans with all governing volunteers and key volunteers.</p> <p>See sample in President area of SharePoint</p>	<p>President</p>	<p>New Board Past board Trustees Key Volunteers</p>
<p>New board contact list</p> <p>Send email out to new Board requesting contact information (or you should get this from Nomination Committee). Send contact info to the VP Administration to create contact list.</p> <p>See contact list in shared area of SharePoint.</p>	<p>President VP of PMO & Administration</p>	<p>New Board Past President Trustees</p>
<p>Previous board transition</p> <p>Send an email to current board with contact information for new board. Transition needs to happen in December. Set up Components access for all incoming board members.</p>	<p>President</p>	<p>Past board New board</p>
<p>Badges</p> <p>Order name badges. Information for badge vendor is on the vendor contact list.</p>	<p>VP of PMO & Administration or VP of Marketing & Communications</p>	<p>Board</p>
<p>Storage Unit inventory</p>		

<p>Review current inventory for Marketing Brochures, PMI brochures, Branded logo items, speaker gifts, new credential holder gifts, new member gifts, etc. to see what is needed.</p>	<p>VP of PMO & Administration and VP of Marketing & Communications</p>	<p>Refer to inventory list and discuss with Board.</p>
<p>Flagship Meetings</p> <p>Flagship Meetings – (location TBD)</p> <ul style="list-style-type: none"> Finalize Flagship Meeting schedule Review dinner choices Renew contract (with \$1,000 rolling deposit) Review dates for conflicts. Past-President presents at Annual General Meeting the State of the Chapter report in January 	<p>VP of PMO & Administration</p>	<p>Previous VP of Programs New VP of Programs</p>
<p>Website & Zoho training</p> <p>Provided to all levels of access as identified. VPs of Marketing & Communications, Programs, Career Development, Finance all need to be trained on the website back office. Other Board members should be trained as back-ups, and All should be trained in how to pull reports, submit tickets, Zoho expense reports.</p>	<p>President VP of Technology</p>	<p>Board</p>
<p>Business cards</p> <p>Vendor on vendor contact list. General cards are ordered by Vp of Marketing & Communications.</p>	<p>VP of PMO & Administration or VP of Marketing & Communications</p>	<p>Board</p>
<p>Website updates</p> <p>VP of Technology should update the website to reflect the new Board page bio and contacts. New Trustees, and verification of all web pages that are active and need to be updated. Admin needs to update the org charts.</p>	<p>President VP of Technology VP of Marketing & Comms VP of PMO & Admin</p>	<p>Board</p>
<p>Email aliases</p> <p>Get list of aliases from VP of Technology. Communicate alias information to the Board.</p>	<p>President VP of Technology</p>	<p>VP of Comms/Technology Website vendor</p>
<p>JANUARY</p>	<p>RESPONSIBLE</p>	<p>INCLUDED</p>

<p>Finalize/Approval of Budget</p> <p>Approve new budget (via conference call if first board meeting is late in month). Cannot be done prior to January.</p>	<p>President/VP of Finance</p>	<p>Board Past President</p>
<p>Bank signature card</p> <p>Update signature card at Bank of America (address on vendor list). Need two ID's and proof of board status (bring the Nov. Flagship Meeting minutes from election/newsletter).</p> <p>Credit Cards are issued at this time –recall prior year credit cards and issue new credit cards ensuring that VP of Finance (finance@pmi-la.org) has full visibility to every transaction and each credit card owner must sign credit card authorization and usage policy to be filed with VP of Administration.</p>	<p>President</p>	<p>VP of Finance VP of Operations VP of PMO & Administration</p>
<p>Website article</p> <p>Post “executive” article for Website with new Executive team and initiatives. Include invitation to January Annual Meeting (Low cost? Free?)</p>	<p>President VP of Technology VP of Marketing & Comms</p>	<p>Board Past President</p>
<p>QuickBooks</p> <p>Assign and Update QuickBooks read only access for new board</p>	<p>President VP of Finance</p>	<p>VP of Finance</p>
<p>Storage unit</p> <p>Code number should have limited access.</p>	<p>Finance address is listed as contact, no transition required as long as bill is paid</p>	
<p>Proof of Insurance (may not be required)</p> <p>If required by a meeting vendor:</p> <ul style="list-style-type: none"> • Pull Event Questionnaire down from PMI Leadership or Region 7 Insurance documents 	<p>President</p>	<p>VP of Finance VP of PMO & Administration</p>

<ul style="list-style-type: none"> E-mail completed form to Chapter Administrator requesting for Facilities (we do not need one for the Marriott Hotel). The administrator will email form back to you (within a few days). <p>E-mail Proof of Insurance to VP of PMO & Administration, who will send to facility.</p>		
<p>January Flagship Meeting: Annual General Meeting Presentation</p> <p>Create your presentation based on achievements that the Board has submitted. This needs to be reported to chapter membership at a high-level during the meeting.</p> <p>Financial summary can be presented at the January Flagship Meeting.</p> <p>New incoming BoD should be in attendance and New President should present the initiatives for the year.</p> <p>See sample in President area of SharePoint.</p>	<p>Past-President</p>	<p>Prior Year Board</p>
<p>January/February Volunteer Recruitment Event</p> <p>Used to ensure success of new board by getting as many volunteers as needed to help with operations. Template is provided by Membership, but each VP presents their area and recruiting needs. Job descriptions are located in SharePoint.</p>	<p>President VP of Membership</p>	<p>All incoming Board Members</p>
<p>FEBRUARY/MARCH</p>	<p>RESPONSIBLE</p>	<p>INCLUDED</p>
<p>Logo Wear</p> <p>Logo Wear (Shirts, Jackets) is purchased for Board members to be worn at the Region 7 meeting, Flagship Meetings, etc.</p>	<p>VP of Marketing & Comms</p>	<p>Board & Guest Attendees</p>
<p>Region 7 Planning & Organization</p>		

<p>Delegation attending Region 7 Summit (typically 10-11 people) make necessary arrangements under direction of the VP of Strategy/President-Elect</p> <p>Expense Reports & BoD Reports due within 30 days of event or no reimbursement.</p> <p>Article about Conference needs to be posted on Website & presented as part of scrolling for Flagship Meeting following the meeting</p>	<p>VP of Operations/President-Elect</p>	<p>Board & Guest Attendees</p>
<p>Chapter Taxes Filed</p> <p>Chapter taxes are to be filed by March 15 or an extension until August is filed.</p> <p>VP of Finance works with Tax Preparer to ensure taxes are filed</p>		
<p>President sends copy of signed taxes to PMI's Chapter Admin for PMI Historical filing.</p> <p>VP of Finance prints a copy of signed taxes along with electronically or manually filing all Financial documentation in the Chapters Secure repository. Print copy is filed in Chapter Storage Facility.</p>	<p>President VP of Finance</p>	<p>Past President Past VP of Finance</p>
<p>JUNE</p>	<p>RESPONSIBLE</p>	<p>INCLUDED</p>
<p>Organize Nominations Committee (Nom Comm)</p> <p>The Nom Comm usually consists of a chapter member, a Past President, and one or more Trustees. It is up to the President to initiate this process.</p> <p>President cannot be involved with the decisions made by the Nom Comm once it is formed.</p>	<p>President</p>	<p>Past-President</p> <p>Trustee</p> <p>Member at Large</p> <p>-</p>
<p>JULY</p>	<p>RESPONSIBLE</p>	<p>INCLUDED</p>
<p>Mid-Year Annual Planning Meeting</p>	<p>VP Operations</p>	

Checkpoint on Initiatives and how they are proceeding. Additional initiatives can be brought in at this time.		Board Trustees Key Volunteers
AUGUST	RESPONSIBLE	INCLUDED
LIM Conference (Leadership Institute Meeting) See Conference Attendance policy for who to invite and what is expected of them	VP Operations	Board
New Candidates Meeting Held before voting opens up, this is for all new candidates to be familiar with responsibilities prior to being put on the ballot.	President Nominations Committee	Nominations Committee All incoming Board Candidates
New Board Elections Run by PMI via VoteNet - Results are announced by NomCom at the September Meeting to allow for transition period prior to start of the new year	President Nominations Committee	All members
SEPTEMBER	RESPONSIBLE	INCLUDED
Final volunteer list Request the master volunteer list from the Vice President of Membership. The list should contain a column for number of PDUS. Send the list out to the Board to verify all of their volunteers are there, all names are spelled correctly, all PMPs are noted, # of PDUs are indicated. This is the list that the Membership will work from to create PDU and/or thank you certificates for the EOY meeting and the final count to order volunteer gifts. This is also where we determine the invitation list.	VP of Membership	VP of Membership, Board
Volunteer Awards and Volunteer of the Year (VOY) Committee The President is responsible for putting together the VOY committee. The committee consists of the current President, a Trustee, and/or an ex-Board member.	President	Trustee

<p>The committee is responsible for reviewing all of the submissions and determining who should receive VOY Individual, Team, or the Lopinsky Award.</p>		
OCTOBER	RESPONSIBLE	INCLUDED
Volunteer and Board Gifts		
<ul style="list-style-type: none"> The budget set in the beginning of the year allocates monies for Board gifts (which includes Trustees), volunteer awards, and volunteer gifts. 	VP of Membership	
<ul style="list-style-type: none"> All BoD gifts are usually something with PMI-LA logo on it and/or at President’s discretion (around \$40 each depending on budget). 	President	
<ul style="list-style-type: none"> All Trustee gifts are usually something with PMI-LA logo on it and/or at President’s discretion (around \$25 each depending on budget). 	President	
<ul style="list-style-type: none"> President's gift is handed by the incoming President at their discretion. Maximum amount spent is \$100. 	VP of Operations/President-Elect	
<ul style="list-style-type: none"> Volunteer Certificates should accompany all gifts. If the individual is a PMP, the certificate should indicate how many PDUs earned. If not PMP, the certificate should simply say “Thank You.” See past year’s certificates on SharePoint. 	VP of Membership	EOY Committee
<p>The VOY plaque is kept in Storage Facility. When ordering awards, add VoY name plate to be added to perpetual plaque to be brought to the recognition event. Be sure to validate the spelling of their name and if they are a PMP. See vendor list for where to get it engraved.</p>		
NOVEMBER	RESPONSIBLE	INCLUDED
Board Achievements	President	Board

<p>Request from the Board their end of year achievements for their areas. This will be used to create the January business update to membership.</p>		
<p>Final President's Message Article Article is a thank you for the year to membership. Consists of achievements that have happened throughout the year and where we've come from the previous year. See sample in President area of SharePoint.</p>	<p>President</p>	<p>N/A</p>
<p>Finalization Process Documentation, SharePoint files, transition plans, etc. October is the point where you need to ensure that the BOD has started transition plans, finalized their area's documentation and checklists, and loaded all documents into SharePoint. This needs to be raised with the Board early on and reminded throughout the year, but October is where some things should start getting finalized.</p>	<p>President/All Board members</p>	<p>Board</p>
<p>New Board Transitions - SEE ABOVE The Board should transition after elections. If someone is running for a Board seat and is not an active volunteer, they should not expect the current Board member to stop what they are doing to train them. This needs to be done at an appropriate time after that person has been elected to the BOD seat. In addition, the previous or current BOD members, need to get through their current year and not feel rushed out.</p>	<p>Previous President Incoming President</p>	<p>Previous Board Incoming Board</p>
<p>New Board Strategic Planning Meeting - SEE ABOVE</p>	<p>Incoming President</p>	<p>Incoming Board</p>

1-2 day session to iron out all the transition items and discuss preliminary budget against initiatives. Focus for the year will be set and all initiatives geared around that vision.		
December	RESPONSIBLE	INCLUDED
EOY Volunteer Appreciation Dinner		
Celebrating the year's successes and all volunteers. Usually held the 2nd Thursday of the Month.	President VP of Membership	All Volunteers
Close out Finance Books		
All financial transactions need to be closed out and handed to the tax preparer.	President VP of Finance	

5. Abbreviations and Acronyms

BoD	Board of Directors
CCRS	Continuing Certification Requirements Systems
CRS	Chapter Reporting System
LIM	Leadership Institute Meeting
PDU's	Career Development Units
PMI	Project Management Institute
PMI-EF	Project Management Institute – Educational Foundation
PMI-LA	Project Management Institute – Los Angeles
PMP	Project Management Professional
VP	Vice President
Nom Comm	Nomination Committee
VMS	Volunteer Management System

6. Document Resources and References

- PMI-LA Chapter Bylaws
- PMI-LA Chapter Annual Plan
- PMI-LA Chapter Tactical Plan
- PMI-LA Disaster Recovery Plan
- PMI Chapter Leaders’ Guide: Volunteer Role Delineation Study Results – Second Edition

- PMI Strategic Plan

DRAFT

7. Revision Information

Revision History

Version #	Date Completed	Created By
1.0_2011	21/06/2011	JM Bascom, PMP
1.5_2012	26/01/2012	Rachel Medrano, PMP
1.6_2013	20/01/2013	Kay Rathfelder, PMP
1.7_2013	04/04/2013	Carl Blake, CSM
01_2015	12/02/2015	Flavia Gitersonke, PMP
01_2016	09/26/2016	Flavia Gitersonke, PMP
11_2018	11/30/2018	Pam Meador, Deby Covey, Christine Nguyen
12_2018	12/15/2019	Christine Nguyen
12_2019	1/18/2020	Deby Covey, Christine Nguyen
11_2020	11/05/2020	Latest copy from Deby Covey, verified by Barb Cooke.
1_2021	1/31/2021	Charles Ou-Yang prepared for voting. Title adjustments made by Deby Covey.

Present Revision Contributors

Operations Manual Document Section	Responsible/Contributor	Approval Date
3.1 Current President	Parash Sharma	Jan 2019
3.2 VP of Strategy		
3.3 VP of Finance	Vincent Eng	Jan 2019
3.4 VP of Professional Development	Ferlicius Martinez	Jan 2019
3.5 VP of Programs	Anil Divakaran	Jan 2019
3.6 VP of Marketing and Outreach	Deby Covey	Jan 2019
3.7 VP of Communications & Technology	Vick Madenian	Jan 2019
3.8 VP of Membership	Joan McNamara	Jan 2019
3.9 VP of Administration		
3.10 Immediate Past President	Eduardo Henriquez	Jan 2019
3.11 Trustees	Ida Harding and Kay Rathfelder	Jan 2019
3.12 Board of Directors (New section)		
Revision structure approach		
Overall content revision		

Editing and formatting	Deby Covey and Christine Nguyen	
Rename to Chapter Policies & Responsibilities; update with new bylaws changes; institute formal annual approval process and key documents policy & links to all approved policies	Yolanda Guam, Christine Nguyen, Kay Rathfelder, Deby Covey	

DRAFT

Appendix A - PMI-LA's Presidents:

- 2021 – Svetlana Averbukh, PMP
- 2020 – Dennis Chang
- 2019 – Parash Sharma, PMP
- 2018 – Eduardo Henriquez, PMP
- 2017 – Jon Hicks, PMP
- 2016 – Keith Birch
- 2015 – Kay Rathfelder, PMP
- 2014 – Jerry Wang, PMP
- 2013 – Deby Covey, PMP
- 2012 – Pan Kao, PMP
- 2011 – Sirish Bhatnagar, PMP
- 2010 – AJ Jafari, PMP
- 2009 – JM Bascom, PMP
- 2008 – Barbara Cooke, PMP
- 2007 – Jeanne Takano, PMP
- 2006 – Bernie Morse, PMP
- 2005 – Sharon Yates
- 2004 – Tim Wallender
- 2003 – Tim Wallender
- 2002 – Maria McHolland, PMP
- 2001 – Maria McHolland, PMP
- 2000 – Ida Beal Harding, PMP
- 1999 – Ida Beal Harding, PMP
- 1998 – Steve Carman
- 1997 – Steve Carman
- 1996 – Daniel Cozad, PMP
- 1995 – Daniel Cozad, PMP
- 1994 – Bob Feldman, PMP
- 1993 – Gerald Ruse
- 1992 – Russell Archibald
- 1991 – Russell Archibald
- 1990 – Donald Hughes
- 1989 – Owen Yoshimura
- 1988 – Warren W. Bonthius
- 1987 – Robert M.Beck
- 1986 – Karl Widmayer/Mark Marlin
- 1985 – Susan Sinclair
- 1984 – Rod Stroope
- 1983 – Michael Yoshimura
- 1982 – Michael Yoshimura
- 1981 – Wayne K. San Fillippo
- 1980 – Wayne K. San Fillippo
- 1979 – Linn C. Stuckenbruck
- 1978 – Linn C. Stuckenbruck
- 1977 – Robert Day
- 1976 – Robert Day
- 1975 – James Easton
- 1974 – James Easton

Appendix B - PMI-LA's Awards

Below is a list of the PMI awards that PMI-LA has won over the years:

2019	Chapter 45 Year Milestone Award (Scholarship)
2015	PMI Chapter Leader of the Year Award - Deby Covey
2014	Chapter 40 Year Milestone Award (Scholarship)
2013	PMI Retention Award for North America Chapters with more than 1000 members
2012	PMI Community Outreach Award for North America Group III
2009	Chapter 35 Year Milestone Award
2004	Chapter 30 Year Milestone Award
2001	PMI Chapter President of the Year Award - Ida Harding
2000	PMI Chapter President of the Year Award - Ida Harding, PMP

	PMI Chapter Career Development Award PMI Chapter Sponsor/Mentor Award PMI Chapter Sustained Superior Performance Award
1999	PMI Chapter President of the Year Award - Ida Harding, PMP PMI Chapter of the Year Award PMI Outstanding Chapter Performance Award, Region III Chapter 25th Anniversary Milestone Award PMI Chapter Sustained Superior Performance Award, Region III
1998	PMI Outstanding Chapter President Award - Steve Carman, PMP PMI Chapter Sustained Superior Performance Award, Region III
1997	PMI Outstanding Chapter President Award - Daniel Cozad, PMP PMI Chapter Sustained Superior Performance Award, Region III
1996	PMI Chapter Sustained Superior Performance Award, Region III
1995	PMI Chapter Sustained Superior Performance Award, Region III
1994	Chapter 20 Year Milestone Award
1990	PMI Chapter Sustained Superior Performance Award, Region III
1989	Chapter 15 Year Milestone Award

Appendix C – Charlie Lopinsky Volunteer of the Year

- 2020 – Darci Oltman, PMP
- 2018 – Joan McNamara, PMP
- 2017 – Chris Oconnell, PMP
- 2016 – Kay Rathfelder, PMP
- 2015 – Hector Rivera, PMP
- 2014 – Darci Oltman, PMP
- 2013 – Keith Birch
- 2012 – (none)
- 2011 – Shirley Douglass, PMP
- 2010 – Kerry Plinton
- 2009 – Steve Marlin
- 2008 – Jeb Bowdoin, PMP
- 2007 – Vick Madenian, PMP
- 2006 -Michael Berner
- 2005 – Allan Shechet
- 2004 – Mallik Kesavaraju
- 2003 – Margaret Chu
- 2002 – Allan Shechet

Appendix D – PMI-LA Lifetime Achievement Award

- 2019 – Barbara Cooke, PMP
- 2016 – Maria McHolland, PMP
- 2012 – Ida Harding, PMP

DRAFT