

Puget Sound PMI Chapter

GOVERNANCE GUIDELINES

June 2023

GUIDELINES APPROVAL

CURRENT OFFICE	NAME	DATE
President	Yudhistira Pratama	February, 2023
Past President	Monika Petrova	February, 2023
VP of Finance	Ann Duong	February, 2023
VP of Operations	Bob Patrino	February, 2023
VP of Professional Development	Brent Mangum	June, 2023
VP of Programs	Aditi Sobti	June, 2023
VP of Membership & Community	Wendy Evans	February, 2023
VP of Marketing	Judit Nikolov	June, 2023
VP of Communication	Supriya Khatri	February, 2023
VP of Technology	Joshua Nguyen	February, 2023
VP of Partnerships	Michelle Leong	June, 2023

Change Control History

Date	Version	Release Approval	email
05/25/2010	Draft 0.1	Joe Brannon	
06/12/2010	Puget Sound 1 st Revision		
06/21/2010	Updated President Portion	Joe Brannon	
06/27/2010	Updated VP Operations section	David Ducolon	
06/30/2010	Added Expense form and Board Characteristics plus misc. edits	David Ducolon	
11/02/2010	Changes submitted 7/2010 by VP Membership & Community	David Ducolon	
04/20/2011		David Ducolon	
07/06/2013	Updates in Board Planning Session	Chiran Sarkar	
02/03/2014	Updated many sections with feedbacks from board of directors.	Helen Fleming	helen.fleming@yahoo.com
02/06/2014	Updated many sections with feedbacks from board of directors.	Gaurav Mehra	Gm01@gmail.com
07/30/2016	Updated from version 0.5 to 0.6, 0.7, 0.8 with grandma editing.	Leigh Chapple, Hui Tian, Helen Fleming	leighchapple@yahoo.com hui_tian@hotmail.com helen.fleming@yahoo.com
05/ 24/2020	Updated from version Draft 0.8: General review and update with participation of each VP responsible, except Finance and Technology.	Farida Shenasi	governance@pugetsound pmi.org
07/ 01/2020	General review, update, and validation of the previous draft (the session Board of Directors was completely restructured)	Ruan Almeida, Monika Petrova, John Holt	operations@pugetsoundp mi.org

01/15/2021	<ul style="list-style-type: none">▪ All policies now have an owner and a ID.▪ Each appendix item is now connected to a policy.▪ New policy created: Ethics and Professional Conduct (012)	Ruan Almeida	operations@pugetsoundp mi.org
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02/01/2021	Sections updated and submitted to approval of the board: <ul style="list-style-type: none"> ▪ Policies 001 to 005. ▪ Policies 008 to 015. ▪ Policies 018 to 022. ▪ Policy 024. 	Ruan Almeida	operations@pugetsoundpmi.org
03/01/2021	Updates approved by the Board in the BoD meeting	Board of Directors	board@pugetsoundpmi.org
05/15/2021	Asset Inventory Management Process policy (025) included for approval.	Ruan Almeida	operations@pugetsoundpmi.org
06/07/2021	Asset Inventory Management Process policy (025) approved.	Board of Directors	board@pugetsoundpmi.org
2/2/2023	Add current Board of Directors, update VP of Finance	Bob Patrino	operations@pugetsoundpmi.org
6/21/2023	Update BoD	Bob Patrino	operations@pugetsoundpmi.org

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Policy / Procedure	
Subject: Introduction	ID: PSPMI_001
Effective\Revised Date: July 2020	Version: 1.1
Owner: VP Operations	
Approved: March 2021	
More info / Related Info: Appendix B and E	

INTRODUCTION

Purpose:

The purpose of the Governance Guidelines is to:

- Establish consistent, repeatable policies/practices/procedures for the activities involved in executing chapter activities.
- Ensure a clear and consistent definition of the policies that impact and govern the numerous operating processes required in the administration of the chapter activities.
- Improve the transition of responsibilities when new members take on chapter responsibilities.
- Not to conflict with the chapter or PMI Bylaws.

This handbook is intended to be a dynamic document. As new subjects are identified, they will be added. Current information will be continually reviewed as requirements change or where the quality or efficiency of the process (es) can be improved.

Audience:

The audience of the Governance Guidelines is:

- ❑ **Primary:** Puget Sound PMI Board of Directors (BOD) & Committee Directors.
- ❑ **Secondary:** All members of the Puget Sound PMI Chapter.

Change Control:

Responsibility for the creation and ongoing maintenance of the content of each section rests with the owner, who is defined in the Policy and Procedure table of each section.

Requests for a new Subject or Section should be addressed to the VP Operations using the appropriated format (see appendix E). Each section has an *owner*. The *owners* will be the ultimate responsible for the changes in their sections.

When a section or new subject is created or when changes are made to an existing subject – except for grammatical changes that do not affect the intent of the statement – the *owner* will distribute it to the chapter BOD for review. After review, the *owner* will provide an electronic copy to the VP of Operations, with a request to include it in the Governance Guidelines. The VP of Operations will incorporate the change, update the version number of the subject and of the Governance Guidelines, and notify the BOD that the formal change has been made.

The Governance Guidelines will be available in the Chapter’s web page.

Updates and reviews to occur in annual planning sessions and will be scheduled for publication annually, portfolio changes to occur as needed with change control with majority Board approval. Board has 5 business days to respond to change – after 5 days changes are approved by default.

Policy / Procedure	
Subject: Affiliations	ID: PSPMI_002
Effective\Revised Date: July 2020	Version: 1.1
Owner: VP Membership & Community	
Approved: March 2021	

AFFILIATIONS

The Puget Sound PMI Chapter is an independent, affiliated component of the Project Management Institute. Consistent with the terms of our Charter with PMI we may form authorized relationships with other organizations, corporations, associations, and similar entities, to establish a basis for mutual activities and exchanges of information related to the field and practice of project management. Such relationships shall comply with guidelines established by PMI. Prior to its acceptance and execution of a cooperative agreement or other formal relationship with a non-PMI entity, we must employ a fair process for full and open exchange and communication with PMI at the discretion of the Board. During such a process, the Component shall inform PMI of the terms and conditions of such agreement or relationship and shall provide PMI with a complete copy of all documents stating the terms and conditions of the relationship.

Policy / Procedure	
Subject: Charter Renewal	ID: PSPMI_003
Effective\Revised Date: July 2020	Version: 2.0
Owner: President	
Approved: March 2021	

CHARTER RENEWAL

Charter Renewal

PMI requires that, on an annual basis, Puget Sound PMI Chapter prepare and submit a Charter Renewal. The Charter Renewal must be completed and submitted by March 31st.

The general process is as follows:

1. Chapter president receives an email notification in the fourth quarter of each calendar year for impending Charter Renewal requirement due March 31st.
2. The March BoD meeting will provide time for the BoD to jointly answer the Charter Renewal questions.
3. The President will complete the online Charter Renewal form and upload it to the components system, according to the instructions that are provided by PMI.

Policy / Procedure	
Subject: Board of Directors	ID: PSPMI_004
Effective/Revised Date: July 2020	Version: 2.0
Owner: President	
Approved: March 2021	
More info / Related Info: Appendix C	

BOARD OF DIRECTORS

The Puget Sound PMI Chapter shall be governed by a Board of Directors (also referred as the Board or BoD). The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation.

The Board shall consist of:

- Elected Chapter officers
- Appointed Chapter officers
- Executive Committee – President, VP Operations, VP Finance, and Past President

These are the current portfolios / board member positions of PSPMI Chapter, which are governed by this document:

- VP of Finance
- VP of Operation
- VP of Membership & Community
- VP of Education
- VP of Programs
- VP of Communications
- VP of Marketing
- VP of Technology
- VP of Partnership

The Executive committee oversees the Board of Directors and defines which will be the portfolios that will help supporting the Chapter's ongoing strategy.

GENERAL RESPONSIBILITIES FOR ALL BOARD MEMBERS:

In addition to the responsibilities outlined in the Chapter Bylaws, every Board member is responsible for maintenance of their assigned portion of this Governance Guideline and transition of their responsibilities to incoming Officers.

As an elected officer of Puget Sound Chapter PMI, each Board member must be familiar with, and committed to the Chapter's governance documents and guidelines. Failure to comply may result in impugnation. The Chapter offers continue learning opportunities for the Chapter Officers (Board members

and directors) with financial support for them to attend PMI Leadership Institute Meetings (LIM) and PMI Region Meetings (REM).

Finally, all Board members must develop and implement a succession and transition plan for his/her successor.

SPECIFIC RESPONSIBILITIES OF EACH BOARD MEMBER:

President

The chief executive officer for the Puget Sound Chapter. The president shall direct the activities of the other board members in accordance with the Governance Guidelines and Chapter bylaws.

Responsibilities:

- Direct the chapter's strategic goals.
- Achieve the Chapter vision, mission and objectives as detailed by the chapter board, PMI and Chapter business plans.
- Coordinate the Annual Strategic Planning Meeting.
- Direct the activities of other officers toward Chapter goals and objectives.
- Ensure that the Chapter board works together as a team.
- Represent the Chapter at public events.
- Ensure strategic alliance, planning and annual reporting.
- Be ultimately accountable for all Board operations and Chapter activities.
- Serve as primary liaison to PMI (GOC) & Region 1.
- Ensure that the Charter renewal is updated and that the chapter is in compliance as specified by PMI.
- Preside over the Board of directors' meetings (BoD) and the Annual Business Meeting (ABM).
- Ensure that all chapter business is being done legally and ethically.
- Assume responsibility for the overall functioning of the chapter.
- Legally represent the organization (co-dependent with the VP Finance).
- Ensure statutory and regulatory compliance in consultation with the Executive Committee.
- Promote leadership development opportunities for Board development.
- Coordinate Chapter awards applications and submit final forms to PMI GOC.
- Chair special committee to address and resolve conflict of interest incidences directly related to Chapter activities.
- Ensure the Chapter bylaws are upheld and enforced.
- Ensure prudent disbursement of Chapter funds along with the Board members.
- Drive implementation of PMI policies and guidelines and ensure that they are reflected in Chapter processes.

Expected strategic and business management skills:

- Management Skills.
- Organization Management.
- PMI Knowledge and Experience.
- Volunteer Recognition and Appreciation.
- Skilled in Strategic Planning and Process Execution.

Expected leadership skills:

- Persuasion/Motivation Skills.
- Ability to Delegate Effectively.
- Coaching and Mentoring.
- Conflict Resolution Skills.
- Team Building Skills.

Estimated Volunteer Hours per Month: 30-40.

Past President

Immediate former elected volunteer responsible for oversight of the Chapter and the board in accordance with Chapter policies and bylaws.

Responsibilities:

- Maintain continuity in the Chapter to help to ensure smooth board transitions.
- Advise the Board of Directors with strategic policies.
- Proactively support and promote the work within the Board.
- Assume the role of mentor for the President.
- Assist the president in liaison with PMI if required.
- Lead and direct the elections process.
- Support conflict resolution.
- Ensure the Chapter bylaws are upheld and enforced.

Expected strategic and business management skills:

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

Expected leadership skills:

- Coaching and Mentoring.
- Conflict Resolution Skills.

Estimated Volunteer Hours per Month: 12–16.

VP Finance

Oversee the annual budget, the management of funds for duly authorized purposes and the primary finance administrator of the Puget Sound Chapter.

Responsibilities:

- Maintain and manage accounts receivable and payable and all financial portfolios, including but not limited to the collection of Chapter dues from PMI, guest payments for Chapter meetings or special events and the payment of all Chapter bills in accordance with chapter committee directives.

- Managing bookkeeper to prepare and maintain financial records of all Chapter incomes (membership dues, Chapter events fees, sponsors incomes, etc.); and expenses (bills, taxes, etc.).
- Establish and maintain all required Chapter bank accounts and/or similar financial transactions; arrange for officer signatures as required.
- Provide financial reporting regarding the state of finances and Chapter activity to chapter membership, Board, and executive level volunteer leaders on a regular basis.
- Report on the state of finances at Board meetings and Chapter's Annual Business Meeting.
- Develop an annual operating budget to be approved by the Board and financial statement to be included in the annual application for Charter renewal.
- Ensure the Chapter has reviewed and reported required tax filings.
- Recommend improvements in the financial processes to the Board.
- Establish, maintain, and ensure compliance with all financial operational processes and policies to ensure continuity of Chapter operation.
- Maintain the annual budget.
- Contribute to financial planning/goal setting, investing, forecasting, and budgeting for the Chapter.
- Distribute/communicate financial section of the annual report to Chapter Officers.
- Assist in the preparation of the annual financial statements and reports.
- Provide timely information to independent auditors as required.
- Handle all PMI and government required payments.
- Ensure maintenance and storage of all historic financial documents in accordance with Chapter Board policies regarding Record Retention policies.
- Establish financial metrics; ensure chapter is maintaining requirements.
- Serve as liaison with PMI Global on financial matters.
- Prepare financial guidelines and procedures for the chapter along with board.
- Analyze cost impact and income benefit of all activities proposed by the Board of Directors.
- Review any chapter contract, agreement, and insurance.
- Distribute information, materials and/or fees received from the PMI Global to appropriate officers in a timely manner.
- Confirm and check bank accounts monthly.
- Coordinate required changeover of signature authority for Chapter bank account after Chapter elections.
- Verify accuracy of third-party billing against "agreed to contracts" prior to payment.
- Evaluate and manage all financial reimbursements requests related to Chapter expenses paid by Board members.
- File Nonprofit Corporation Information Update to the State of Washington.
- Establish and monitor Chapter compliance with IRS tax code and "Tax Exempt Certificate" use.
- Along with Operations, prepare the resources planning – budget and volunteers – for implementing Finance strategy and activities though the year.

Expected strategic and business management skills:

- Accounting Software/Tools (e.g., Quick Books, Excel).
- Knowledge of Financial Planning.
- Analytical Thinking.
- Knowledge of Generally Accepted Accounting Principles (GAAP).
- Documentation Skills/Financial Record Keeping.

- Skilled in Strategic Planning and Process Execution.

Expected leadership skills:

- Decision Making.
- Technical Tools Skills.
- Time Management Skills.

Estimated Volunteer Hours per Month: 25–35

VP Operations

Responsible for the Chapter governance, volunteer management and administration/secretary processes.

- Governance: address governance and policy issues, including ensuring the maintenance and enforcement of chapter policies and bylaws.
- Volunteer management: address the needs of the volunteers, including recruitment, recognition, and leadership development support in accordance with chapter policies and bylaws.
- Administration/secretary: maintain record of Chapter assets; schedule, prepare and store the BoD minutes of meetings.

Responsibilities:

- Review and update bylaws and ensure they are in alignment with PMI Chapter Charter.
- Develop and maintain policy manual (PSPMI Governance Guidelines).
- Ensure the policies are consistent and compliant with PMI guidelines; Identify gaps between PMI Global policies and chapter policies
- Assist in resolving Chapter conflicts of interest.
- Raise awareness of and provide training on code of conduct/regulations/processes according to the PMI ethics guidelines.
- Oversee and manage the chapter's volunteer programs and services.
- Recruitment of volunteers through PMI Volunteer Relationship Management System (VRMS).
- Conduct general volunteer orientation (onboarding) for all new volunteers including an overview of the Chapter structure, values, and volunteer conduct.
- Understand and leverage experience of volunteers and direct them to various initiatives in the chapter.
- Implement programs to involve, develop and engage volunteers.
- Develop and administer volunteer recognition programs.
- Assure safekeeping of all governing documents (approved bylaws, articles of incorporation, charter agreement, board policies, committee charters, and all other non-financial records for the Chapter).
- Coordinate and distribute Board meeting agendas, keep the records of all Board meetings of the Chapter; maintain all BoD meeting minutes.
- Keep an up-to-date inventory of all the Chapter assets.
- Along with Finance, prepare the resources planning – budget and volunteers – for implementing Operations strategy and activities though the year.

Expected strategic and business management skills:

- Knowledge of PMI Bylaws and Policies
- Knowledge of Chapter Bylaws and Policies (PSPMI Governance Guidelines).
- Knowledge of PMI Ethical Code & Guidelines.
- Experience with Developing Roles & Responsibilities.
- PMI Knowledge & Experience.
- Policy Development Experience.
- Ability to use volunteer management software tools to match volunteers' skills with interests.
- Understanding of volunteer recruitment methods and tools (PMI's Volunteer Relationship Management System).
- Understanding of volunteer resource management.
- Understanding of volunteer recognition and appreciation programs.
- Knowledge of Meeting Procedures.
- Ability to Record Minutes.
- Meeting Coordination.
- Skilled in Strategic Planning Process and Execution.

Expected leadership skills:

- Conflict Resolution Skills.
- Facilitation Skills.
- Ability to Delegate Effectively.
- Coaching and Mentoring.
- Persuasion/Motivation Skills.
- Team Building Skills.
- Active Listening Skills.
- Time Management Skills.

Estimated Volunteer Hours per Month: 30–40.

Membership & Community

Will address the needs of Chapter members, including membership recruitment, retention, and associated value delivery in accordance with chapter policies and bylaws.

Responsibilities:

- Ensure continued growth through proactive recruiting, retention, and member engagement, including the establishment of measurable goals and the monitoring of success metrics for appropriate action; develop and implement a Member Recruiting and Retention Plan.
- Develop and implement a community outreach plan including emergent professionals and students.
- Answer general member/non-member information inquiries and other requests for assistance with membership and its benefits.
- Provide analysis and reporting of membership data using PMI tools such as the Chapter Reporting System (CRS).
- Maintain the membership records of the chapter.
- Provide member data to officers as requested, respecting information privacy aspects/policy.
- Review and analyze member satisfaction survey data and enhance membership benefits.

- Develop and administer lapsed (non-renewal) member survey.
- Establish/update and manage the Membership Welcome Package including the promotion of PMI (in alignment with Communication and Marketing) and Chapter membership value; make sure that each and every new member of the Chapter receive this package.
- Establish/update and manage the Membership Benefits Package; communicate and deliver member value through different methods (in alignment with Communication and Marketing).
- Utilize membership marketing materials available through the PMI Marketing Portal.
- Along with Communications and Programs, promote new Chapter members (e.g., Newsletter, events, etc.).
- Implement/maintain a rewards and recognition program plan for Chapter members that reach membership milestones (e.g., 10 years of membership).
- Along with Finance and Operations, prepare the resources planning – budget and volunteers – for implementing Membership strategy and activities though the year.

Expected strategic and business management skills:

- Data Analysis & Reporting.
- Proficiency in using Survey Tools/Market Research/Demographic Research.
- Proficiency in using PMI Chapter Reporting System (CRS).
- Skilled in Strategic Planning Process and Execution.

Expected leadership skills:

- Persuasion/Motivation Skills.
- Public Speaking/Presentation Skills.

Estimated Volunteer Hours per Month: 25–35.

Education

Will manage the Chapter's professional development and certification programs.

Responsibilities:

- Develop plans for and coordinate the Chapter's educational activities, such as study groups, workshops, courses, certification preparation trainings (bootcamps), and other educational activities.
- Provide information and guidance to members and non-members on certification/re-certification in the context of PMI.
- Provide information to members and non-members on career development.
- Monitor and maintain all stakeholders of the Chapter informed about changes in PMI standards (especially the PMBOK).
- Manage Chapter-created credential examination review courses and other such courses according to the PMI latest standards.
- Work together with Marketing to promote the education, certification, as well as training opportunities offered by the Chapter.
- Recommend, develop, and deliver project management education materials, courses, presentations, and sessions including leadership development training programs.

- Seek new project management professional development programs and services through networking with other educational organizations and PMI Chapters.
- Ensure that all educational trainings support the needs and desires of the business and educational communities of the Puget Sound area.
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the attendees regarding the contents of the trainings and performance of the instructors.
- Maintain relationships with Registered Education Providers (R.E.P.s).
- Administer PDU allocation for Chapter members who attended educational activities performed by the Chapter.
- Remain in communication with the PMIEF Liaison Program Administrator (PMIEF staff contact) and keep the Chapter Board updated with the PMI Education Foundation initiatives.
- Along with Finance and Operations, prepare the resources planning – budget and volunteers – for implementing Education strategy and activities through the year.

Expected strategic and business management skills:

- Ability to Plan, Develop and Manage Trainings.
- Content & Curriculum Development.
- Knowledge of PMI Credentials and PDUs.
- Knowledge of PMI current standards (especially the PMBOK).
- Skilled in Strategic Planning Process and Execution.

Expected leadership skills:

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

Estimated Volunteer Hours per Month: 30–40.

Programs

Will plan, manage, and execute Chapter events.

Responsibilities:

- Promote the project management profession through the planning and coordination of special events, as identified by the Board, designed to enhance, and expand the skills and knowledge of Project Managers.
- Advance the project management profession through the planning and coordination of special events, as identified by the Chapter's board.
- Ensure that all education events support the needs and desires of the business and educational communities of the Puget Sound area.
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the audience regarding the contents of events/programs.
- Oversee all events, presentations, and training programs.
- Invite key influencers from industry to participate in Chapter events.

- Provide for accommodations of speakers including dinners, gifts, special equipment, etc.
- Develop a backup speaker program in the event of speaker/schedule conflicts.
- Work together with Marketing and Communications to promote the event notice (e.g.: brief bio of the speaker and the topic).
- Negotiate with service vendors to deliver the best value for the Chapter events.
- Coordinate all physical arrangements for the events (such as seating arrangements, schedule/timing of events, projectors, microphones, and any other required equipment).
- Administer PDU allocation for Chapter members who attended events performed by the Chapter.
- Recommend an annual calendar of events for Board approval prior to the Annual Business Meeting (ABM).
- Along with Finance and Operations, prepare the resources planning – budget and volunteers – for implementing Programs strategy and activities though the year.

Expected strategic and business management skills:

- Management Skills
- Organization Management
- Public Speaking/Presentation Skills.
- Skilled in Strategic Planning Process and Execution.

Expected leadership skills:

- Conflict Resolution Skills.
- Ability to Delegate Effectively.
- Team Building Skills.
- Strong Negotiation Skills.
- Team Collaboration / Teamwork.

Estimated Volunteer Hours per Month: 30–40.

Communications

Responsible for managing and coordinating the Chapter’s formal communications channels (mailing list, Newsletter) and contact with the Chapter members.

Responsibilities:

- Disseminate information both to and from the Chapter in a timely manner.
- Define and regularly update Chapter communication strategy, policies, goals, and objectives.
- Work together with Marketing to maintain a communications schedule that details all Chapter communications across all channels.
- Supervise and support formal communication channel activities of the Chapter.
- Work with Marketing to ensure that chapters’ brand is understood and leveraged in communication plans.
- Coordinate the development and issuance of a Chapter newsletter (quarterly publication).
- Collaborate with Technology to provide website input and content.
- Consult and collaborate with all members of the Board to coordinate the communication needs of the Chapter.
- Notify Chapter members not less than seven (7) days prior to each Chapter event.

- Notify Chapter members at least thirty (30) business days before the Annual Business Meeting (ABM).
- Email timely notices to Chapter members of all scheduled activities (including their location, date, time, PDU information and subject matter).
- Maintain master distribution lists both for Chapter members and Marketing Outreach.
- Balance the need for timely communication with the goal to keep communication concise, timely and appropriate.
- Along with Finance and Operations, prepare the resources planning – budget and volunteers – for implementing Communications strategy and activities through the year.

Expected strategic and business management skills:

- Knowledge of PMI Global and Chapter Brand Guidelines.
- Strong Written Communication Skills.
- Strong Knowledge of Common Communication Vehicles (i.e., Newsletters, mailing tools, etc.).
- Skilled in Strategic Planning Process and Execution.

Expected leadership skills:

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

Estimated Volunteer Hours per Month: 20–30.

Marketing

Responsible for Chapter-based marketing and public relations to increase awareness of both the chapter and the PMI brand within the territory. Also responsible for implementing, moderating, and maintaining social media for the Chapter in line with Communications plan and PMI's Social Media Guidelines and brand standards for Chapters.

Responsibilities:

- Develop and implement an integrated marketing and public relations program aligned with the Chapter's strategic objectives.
- Use best practices in marketing and public relations to promote the Chapter and its activities to members and the community at large.
- Develop all marketing materials including, but not limited to, web content, social media posts, promotional materials, banners, flyers, advertising, etc.
- Gain access to PMI's Marketing Portal and use PMI-provided marketing/PR resources.
- Work with local vendors to develop marketing materials in accordance with PMI brand guidelines if suitable materials are not available in the Marketing Portal.
- Plan and purchase print and digital advertising.
- Create and distribute public relations communications to local media outlets (e.g., local newspapers, radio stations and television) and manage local media inquiries. This can be

delegated to a press office vendor (in this case, Marketing will be responsible to manage this contract).

- Collaborate with local businesses and academic institutions, where appropriate, to publicize the chapter and PMI
- Develop and maintain the Chapter’s social media strategy and social media policy; lead social media efforts.
- Collaborate with Technology to define the website design.
- Submit to PMI regular information of Chapter activities for publication in the PMI Today newspaper, and other publications, as required.
- Create and distribute business cards to the Chapter officers (with the approval of the President).
- Stay abreast of social media trends and technology and advise the Board and Chapter officers if and how to leverage them.
- Learn about tools and applications that can enhance and/or automate social media activities.
- Content creation as necessary, including posts, tweets, pins, pictures, infographics, videos, multimedia.
- Curate content, finding and sharing information of interest to the chapter’s audience while respecting copyright laws.
- Respond to social media comments, concerns and complaints in a professional manner.
- Advise on the best way to integrate social media in the chapter’s website, marketing campaigns and content publishing.
- Create and manage social media campaigns tailored to the specific needs of the Chapter.
- Monitor and post on behalf of the chapter to other people’s blogs, social sites and so forth to develop new relationships.
- Reach out to online communities to build Chapter brand awareness.
- Along with Finance and Operations, prepare the resources planning – budget and volunteers – for implementing Marketing strategy and activities though the year.

Expected strategic and business management skills:

- Proficiency with, or desire to Learn, Digital Marketing Tools, Including Email Marketing Platforms, Social Media Platforms, Web Content, Management Systems, Research/Surveys.
- Basic Understanding or Desire to Learning/Utilize Social Media Management Tools (for example: Hootsuite, Spredfast, Sprinklr, etc.).
- Understanding of Marketing Strategy, Tactics, Planning and Delivery.
- Working Knowledge of Best Practices in Marketing.
- Basic Understanding of Current Trends in Social Media Technology and Applications.
- Basic Understanding of Social Media Terms and Metrics.
- General Understanding of Social Media Apps Such as Facebook, Twitter, and LinkedIn.
- Online Community Moderation Ability.
- Skilled in Strategic Planning Process and Execution.

Expected leadership skills:

- Excellent Writing Skills.
- Technical Tools Skills.

Estimated Volunteer Hours per Month: 30–40.

Technology

Manage and maintain all technology tools and IT Assets of the Chapter, including the website. Responsible for the IT Governance.

Responsibilities:

- Maintain data and transaction services and processes.
- Maintain inventory of technologies in place, including administrative access information.
- Ensure compliance with all software/subscription licenses that are acquired.
- Ensure backups and ensure proper archiving occurs within the infrastructure.
- Manage internet site security/system monitoring.
- Maintain the process and methods for access rights for Chapter systems.
- Maintain IT security policies; assess risk in IT systems.
- Research new technologies and/or features to improve the Chapter efficiencies and members experience and report on feasibility of proposed technology initiatives.
- Oversee any initiatives for current or proposed technologies.
- Maintain the Chapter website & event registration.
- Coordinate needs of Chapter website with Chapter Board members; update Chapter website on a regular basis.
- Maintain Chapter events registration site.
- Provide data analytics support, if requested.
- Successfully plan, track, and deliver all IT-related services employed to benefit the Chapter.
- Work with other technology team members, Chapter Board members and volunteers to identify opportunities to improve Chapter technology and infrastructure.
- Provide recommendations for system upgrades.
- Identify upcoming technology needs based on Chapter plans/activities.
- Keep current on technologies being adapted by PMI or other PMI Chapters.
- Along with Finance and Operations, prepare the resources planning – budget and volunteers – for implementing Technology strategy and activities through the year.

Expected strategic and business management skills:

- Savvy Digital Asset Manager, comfortable with Technology Tools and Technology Processing.
- Technology and Web knowledge, transfer business needs to a solution.
- Contract & Vendor Management.
- Data Analysis & Reporting.
- Organizational Change Management.
- Skilled in Strategic Planning Process and Execution.

Expected leadership skills:

- Technical Tool Skills.
- Decision Making.
- Stakeholder Management.

Estimated Volunteer Hours per Month: 25–35.

Partnership

Manage all relations regarding soliciting, vetting & securing corporate sponsorship and strategical alliances (partnerships).

Responsibilities:

- Monitor and coordinate branded presentations to external stakeholders and other organizations interested in the activities of PMI.
- Maintain relationships with existing sponsors for continued revenue generation to fund the Chapter's activities.
- Coordinate and organize presentations to potential Chapter, event, and other sponsors.
- Establish a sponsorship plan and recommend multiple sponsorship level.
- Develop/maintain the PSPMI Sponsorship Catalog with all benefits that the Chapter can (currently) offer to potential sponsors. Make it available for other Chapter Officers to use it at any time/opportunity.
- Develop/maintain the PSPMI Partnership Catalog with models of partnership offered by PSPMI Chapter.
- Maintain a sponsorship repository of past and future event sponsors.
- Ensure fair process is practiced, with prior Board approval, before entering ANY 3rd party affiliation.
- Develop chapter networking capabilities with local area companies, universities, business, etc.
- Identify and confirm sponsors and partners for events and initiatives from all Chapter portfolios.
- Provide proper sponsor and partnership recognition.
- Follow-up and make sure that all benefits offered in contracts with sponsors and partners will be delivered.
- Along with Finance and Operations, prepare the resources planning – budget and volunteers – for implementing Partnership strategy and activities through the year.

Expected strategic and business management skills:

- Organization Management.
- PMI Knowledge and Experience.
- Recognition and Appreciation.
- Diplomacy.
- Knowledge of PMI Bylaws and Policies.
- Knowledge of Chapter Bylaws and Policies (PSPMI Governance Guidelines).
- Knowledge of PMI Ethical Code & Guidelines.
- Policy Development Experience.
- Knowledge of PMI Global and Chapter Brand Guidelines.
- Strong Written Communication Skills.
- Understanding of Marketing Strategy, Tactics, Planning and Delivery.
- Skilled in Strategic Planning Process and Execution.

Expected leadership skills:

- Persuasion Skills.
- Strong Negotiation Skills.
- Conflict Resolution Skills.

- Decision Making.
- Facilitation Skills.
- Active Listening Skills.
- Public Speaking/Presentation Skills.
- Stakeholder Management.

Estimated Volunteer Hours per Month: 15–25.

Policy / Procedure	
Subject: PMI Awards	ID: PSPMI_005
Effective/Revised Date: July 2020	Version: 1.0
Owner: President	
Approved: March 2021	

PMI AWARDS

PMI sponsors a global awards ceremony recognizing achievement against specific metrics. The PMI Awards are presented during the annual North American Leadership meeting (LIM-NA).

Chapter Awards

The Chapter Awards is the highest recognition a Chapter can have from PMI. PMI requests applications that must be completed by Chapter leaders and submitted to PMI by the end of the first business quarter. To be eligible, the Chapter needs to qualify on the first phase, which takes place in the previous year. Only Chapters that have submitted the Charter Renew (in the current year) can proceed. Detailed process below:

1. PMI GOC conducts an online research along with selected Chapter members to check if the Chapter is successfully delivering the Core PMI Values to its members.
2. If the Chapter qualifies, the Chapter President will receive an email from PMI GOC with an invitation to apply for the Annual Chapter Awards. The invite is typically made during the first quarter. The Board of Directors will have around one month to prepare the application.
3. The Chapter President will inform the Board in case the Chapter receives the invitation. The preparations for the application should be an agenda item on the very next Board meeting.
4. The Board members will be responsible to provide all information needed for the President to complete the application.
5. Once completed, the President will submit the application to PMI and wait for the end of the process to know if the Chapter will participate the Annual Chapter Awards ceremony as a nominated Chapter. PMI will establish the deadline for the end of this process.
6. The President will submit the application to PMI according to their specified procedures.
7. If selected, the Chapter President must represent the Chapter in the annual LIM-NA Awards Ceremony. PMI will grant the Chapter one free ticket for the event and a reimbursement for the Chapter participant (limited by an amount established by PMI; usually \$2,000 dollars).
8. In this distinguished occasion, all PSPMI Chapter Board members will be invited to participate, with their expenses covered by the Chapter (according to our current Financial Travel policy).

Other PMI Awards

PMI offers different kinds of recognition awards to individual professionals and organizations for the project management profession's most prestigious achievements. Any Chapter volunteer nominated by a Board member can submit application to one of those awards, after the Board of Directors approval (in the BoD meeting). A Board member can also endorse a company or project to participate. More information available in <https://www.pmi.org/about/awards>.

Policy / Procedure	
Subject: Budgeting	ID: PSPMI_006
Effective/Revised Date: May 2010	Version: 1.0
Owner: VP Finance	
Approved: March 2014	

BUDGETING AND OTHER PLANNING

Strategic Plan

The Board will establish goals for the Chapter, over a 3–5-year horizon, and the supporting strategies required attaining those goals. The Strategic Plan is developed by the Board and is updated annually at the summer Strategic Planning Meeting.

Tactical Plan

Each elected Board officer will establish objectives for their respective areas for the fiscal year, and document actions that will be taken to attain the objectives. Tactical Plans should be developed in June/July by the current officer and outgoing officer and submitted for approval to elected Board prior to the August Board meeting. At or before the August Board meeting, each of the Tactical Plans will be ratified or changes requested. Each plan must be approved by the Board.

Budget

Based on the Tactical Plan, each elected Board officer will develop a Budget request identifying funding that will be required to support attainment of the approved tactical objectives. All planned revenue and expense must be accounted for.

The individual budgets will be rolled up to create the chapter’s financial plan, which will be maintained by the VP Finance. ***Financial reports showing Actual versus Plan and the Net Worth of the chapter will be available for review at the monthly Board meetings.***

Policy / Procedure	
Subject: Professional Development Units (PDU) Credit	ID: PSPMI_007
Effective/Revised Date: May 2010	Version: 1.0
Owner: VP Education	
Approved: March 2014	

CERTIFICATION AND PROFESSIONAL DEVELOPMENT UNITS (PDU) POINTS

Chapter Meetings & Seminars

- ❑ Puget Sound PMI Chapter is a PMI Registered Education Provider (R.E.P.). This means that Project Management Professionals (PMPs) can get PDUs for attending our seminars and chapter meeting presentations.
- ❑ For any seminar for which the Chapter plans to offer PDU credits, the VP Education will assign an event code and submit the required R.E.P. form to PMI-GOC at least 5 days prior to the event.
- ❑ As a PMI Registered Education Provider, we must adhere to the “R. E. P. Criteria and Policies” when we put on an event for which we offer PDU credits. These policies are available in full on the R. E. P. website at www.pmi.org. They include, among other things, that we must offer a certificate or letter of attendance to each attendee and must keep a list of attendees for one year.

Policy / Procedure	
Subject: Committees	ID: PSPMI_008
Effective/Revised Date: July 2020	Version: 1.1
Owner: President	
Approved: March 2021	

COMMITTEES

The President may establish standing or temporary committees to advance the purposes of the organization. The Board must approve a charter for a proposed committee. The charter must define the committee purpose, authority, and outcomes/goals. An approved charter will be integrated into this Governance Guidelines as a new Policy / Procedure. Committees can be proposed by the Board of Directors to the President.

Committee members will be appointed by the Board. They must be members of the Puget Sound Chapter, with commitment to the organization and the purpose of the committee.

Dissolution

- ❑ A committee can be terminated at any time by the Board of Directors if they understand that the committee is failing in meeting their established outcomes/goals.
- ❑ A committee can be terminated when the Board of Directors understand that the committee has delivered its outcomes/goals and no longer is necessary.

Policy / Procedure	
Subject: Contact	ID: PSPMI_009
Effective/Revised Date: July 2020	Version: 1.1
Owner: VP Communication	
Approved: March 2021	

COMMUNICATIONS

This procedure covers all communications to and from the Puget Sound Chapter Board of Directors. Communications include business between the Board of Directors and the Chapter membership, business between the Board of Directors and PMI GOC, and business between the Board of Directors and non-PMI or non-Chapter individuals. Communications will include mail from the US Postal System, e-mail, Puget Sound PMI Web-site information, newsletters, meeting notifications, and other communications, as designated by the Board of Directors.

US Postal System Mail:

The standard, official Chapter mailing address is:

Puget Sound Washington Chapter
 Project Management Institute
 19540 International Blvd.
 Suite 105
 SeaTac, WA, 98188

Phone: (206)-653- 7259

E-Mail:

The official Chapter e-mail address is:

info@PMIpugetsound.org

Web-site:

The official Chapter website URL is: <http://PugetSoundPMI.org>

Policy / Procedure	
Subject: Complaints or Disputes	ID: PSPMI_010
Effective/Revised Date: July 2020	Version: 2.0
Owner: Past President	
Approved: March 2021	

COMPLAINT OR DISPUTE

- ❑ All complaints or disputes directed at any function or activity of the Puget Sound PMI Chapter operation are to be submitted to the Past President by formal Email.
- ❑ The Past President will notify the President and Executive Committee of the complaint or dispute. The team will assign the disputed item to the appropriate Board Officer (owner) for resolution or the Committee will provide a resolution out right.
- ❑ Upon resolution, the owner of the disputed item will notify the President and Past President of the date and details of the resolution via email. If the complaint or dispute requires arbitration, the Committee will act as the arbitration agent.
- ❑ The Past President will inform all involved stakeholders of the resolution of the complaint or dispute.

Policy / Procedure	
Subject: Privacy and Conflict of Interest	ID: PSPMI_011
Effective/Revised Date: July 2020	Version: 2.0
Owner: VP Operations	
Approved: March 2021	
More info / Related Info: Appendix A	

PRIVACY AND CONFLICT OF INTEREST

- ❑ All incoming elected and appointed Board Officers will be expected to sign the following documents which are available at the [Chapter's Governance Repository](#):
 - [PMI Confidentiality and Records Compliance Agreement](#)
 - [PMI Conflict of Interest Questionnaire](#)

- ❑ Members of the Puget Sound PMI Chapter shall not be eligible to receive any pecuniary gain, benefit, or profit, incidental or otherwise, from the activities, financial accounts, and resources of the chapter with these exceptions:
 - Members who teach classes may receive a payment at a rate established and approved by the Board.
 - Members may, upon Board approval, be retained to provide administrative support services.
 - No officer, director, appointed committee member or authorized representative except for contracted administrative support services of the chapter shall receive any compensation, or other tangible or financial benefit for service on the Board. However, the Board may authorize payment by the VP Finance of actual and reasonable expenses incurred by an officer, director, committee member or authorized representative regarding attendance at Board meetings and other approved activities.
 - All officers, directors, appointed committee members and authorized representatives of the chapter shall act in an independent manner consistent with their obligations to the chapter and applicable law, regardless of any other affiliations, memberships, or positions.
 - All officers, directors, appointed committee members and authorized representatives shall disclose any interest or affiliation they may have with any entity or individual with which the chapter has entered, or may enter, into contracts, agreements or any other business transaction, and shall refrain from voting on, and or influencing the consideration of, such matters.
 - Members who are paid vendors/service providers of the Chapter are not eligible for Board election or appointment until 12 months after rendered services have been completed.

Policy / Procedure	
Subject: Ethics and Professional Conduct	ID: PSPMI_012
Effective/Revised Date: July 2020	Version: 1.0
Owner: VP Operations	
Approved: March 2021	
More info / Related Info: Appendix A	

ETHICS AND PROFESSIONAL CONDUCT

- ❑ This Code of Ethics and Professional Conduct describes the expectations that we have of ourselves and our fellow practitioners in the global project management community. It articulates the ideals to which we aspire as well as the behaviors that are mandatory in our professional and volunteer roles.
- ❑ The purpose of this Code is to instill confidence in the project management profession and to help an individual become a better practitioner. We do this by establishing a profession-wide understanding of appropriate behavior. We believe that the credibility and reputation of the project management profession is shaped by the collective conduct of individual practitioners.
- ❑ Each section of the Code of Ethics and Professional Conduct includes both aspirational standards and mandatory standards. The aspirational standards describe the conduct that we strive to uphold as practitioners. Although adherence to the aspirational standards is not easily measured, conducting ourselves in accordance with these is an expectation that we have of ourselves as professionals—it is not optional.
- ❑ The mandatory standards establish firm requirements, and in some cases, limit or prohibit practitioner behavior. Practitioners who do not conduct themselves in accordance with these standards will be subject to disciplinary procedures, according to the Chapter Bylaws.

Responsibility:

Responsibility is our duty to take ownership for the decisions we make or fail to make, the actions we take or fail to take, and the consequences that result.

Aspirational Standards:

- We make decisions and take actions based on the best interests of society, public safety, and the environment.
- We accept only those assignments that are consistent with our background, experience, skills, and qualifications.
- We fulfill the commitments that we undertake – we do what we say we will do.
- When we make errors or omissions, we take ownership and make corrections promptly. When we discover errors or omissions caused by others, we communicate them to the appropriate body as soon they are discovered. We accept accountability for any issues resulting from our errors or omissions and any resulting consequences.
- We protect proprietary or confidential information that has been entrusted to us.
- We uphold this Code and hold each other accountable to it.

Mandatory Standards:

- We inform ourselves and uphold the policies, rules, regulations, and laws that govern our work, professional, and volunteer activities.
- We report unethical or illegal conduct to appropriate management and, if necessary, to those affected by the conduct.
- We bring violations of this Code to the attention of the appropriate body for resolution.
- We only file ethics complaints when they are substantiated by facts.

Respect:

Respect is our duty to show a high regard for ourselves, others, and the resources entrusted to us. Resources entrusted to us may include people, money, reputation, the safety of others, and natural or environmental resources. An environment of respect engenders trust, confidence, and performance excellence by fostering mutual cooperation – an environment where diverse perspectives and views are encouraged and valued.

Aspirational Standards:

- We inform ourselves about the norms and customs of others and avoid engaging in behaviors they might consider disrespectful.
- We listen to others' points of view, seeking to understand them.
- We directly approach those persons with whom we have a conflict or disagreement.
- We conduct ourselves in a professional manner, even when it is not reciprocated.

Mandatory Standards:

- We negotiate in good faith.
- We do not exercise the power of our expertise or position to influence the decisions or actions of others in order to benefit personally at their expense.
- We do not act in an abusive manner toward others.
- We respect the property rights of others.

Fairness:

Fairness is our duty to make decisions and act impartially and objectively. Our conduct must be free from competing self-interest, prejudice, and favoritism.

Aspirational Standards:

- We demonstrate transparency in our decision-making process.
- We constantly reexamine our impartiality and objectivity, taking corrective action as appropriate.
- We provide equal access to information to those who are authorized to have that information.
- We make opportunities equally available to qualified candidates.

Mandatory Standards:

- We proactively and fully disclose any real or potential conflicts of interest to the appropriate stakeholders.
- When we realize that we have a real or potential conflict of interest, we refrain from engaging

in the decision making-process or otherwise attempting to influence outcomes, unless or until: we have made full disclosure to the affected stakeholders, we have an approved mitigation plan; and we have obtained the consent of the stakeholders to proceed.

- We do not hire or fire, reward or punish, or award or deny contracts based on personal considerations, including but not limited to, favoritism, nepotism, or bribery.
- We do not discriminate against others based on, but not limited to, gender, race, age, religion, disability, nationality, or sexual orientation.
- We apply the rules of the organization (employer, Project Management Institute, or other group) without favoritism or prejudice.

Honesty:

Honesty is our duty to understand the truth and act in a truthful manner both in our communications and in our conduct.

Aspirational Standards:

- We earnestly seek to understand the truth.
- We are truthful in our communications and in our conduct.
- We provide accurate information in a timely manner.
- We make commitments and promises, implied or explicit, in good faith.
- We strive to create an environment in which others feel safe to tell the truth.

Mandatory Standards:

- We do not engage in or condone behavior that is designed to deceive others, including but not limited to, making misleading or false statements, stating half-truths, providing information out of context or withholding information that, if known, would render our statements as misleading or incomplete.
- We do not engage in dishonest behavior with the intention of personal gain or at the expense of another.

Policy / Procedure	
Subject: Document Retention	ID: PSPMI_013
Effective/Revised Date: July 2020	Version: 1.1
Owner: VP Operations	
Approved: March 2021	

DOCUMENT RETENTION

Policy Statement:

The VP Operations, or an approved designate, will collect & store the following chapter documents in their electronic form on the Board website. Suitable off-site backup will be maintained, to minimize risk of loss. The location will be agreed upon by the board – currently the location is the PSPMI SharePoint repository.

Some of the documents of this list are under direct responsibility of other VPs and must be provided by them to the VP of Operations each time they conduct a new update.

- Charter
- Bylaws
- Strategic Plan
- Fiscal and monthly Budget
- Board meeting minutes
- Governance Guidelines
- Election materials (candidate statements and results)
- Listing Chapter volunteers
- Copy of tax return
- Charter renewal agreement with PMI (signed yearly)
- All surveys of Chapter members (and results) done during the mandate.

Accessibility:

Electronic copies of documents are available on request or through the chapter web site, to any active Puget Sound chapter members. Requests must be sent to the VP Operations via email.

Policy / Procedure	
Subject: Elections / Election Committee	ID: PSPMI_014
Effective/Revised Date: July 2020	Version: 1.1
Owner: Past President	
Approved: March 2021	

ELECTIONS

- ❑ An Election Committee led by the Past-President will administer the election and board transitions.
- ❑ Outgoing officers are expected to develop a succession plan for their position and indicate nominees for their replacement.
- ❑ There is no ‘campaigning’ using chapter resources (email list, web page, chapter meetings, etc.) by the candidates. Only the Election Committee is authorized to use chapter resources for communications related to the election.
- ❑ Election for the Board of Directors seats are as follows:
 - Even Years: VP of Finance, VP of Communications, VP of Education, VP of Partnership, VP of Technology.
 - Odd Years: President, VP of Operations, VP of Marketing, VP of Membership, VP of Programs.

Election and transition of board seat milestones are as follows:

Date	Milestone	Responsibility
November 15 th	Form Election Committee	Past President
December 1 st	Begin Marketing open board seats via all electronic and Physical channels	Election Committee
February 14 th	Final date for nominees to submit application	Nominees
March 13 th	Election start	PMI
March 27 th	Election Complete	PMI
April 1 st	Notify membership of VP Elects	Election Committee
April 1 st	Mentoring and Turnover begins	Outgoing VPs
July 1 st	Mentoring ends and VP elect takes board seat	VP Elect

- ❑ Election Applications are made available on the Chapter’s website prior to the election.

Transition

- ❑ Each outgoing officer is expected to complete the transition of their replacements (onboarding) before the end of their term.
- ❑ In July, the President will hold an orientation meeting to review: Previous year strategic plan vs actual, previous year budget vs actual, board processes & operating rhythm, board member expectations, and any other pertinent information.

Policy / Procedure	
Subject: Governance	ID: PSPMI_015
Effective/Revised Date: July 2020	Version: 1.1
Owner: VP Operations	
Approved: March 2021	
More info / Related Info: Appendix B	

GOVERNANCE

Chapter officers are responsible for understanding and follow these governance documents and procedures. Each officer is expected to carry out his or her specified responsibilities. The President will oversee compliance and monitor status during Board meetings and via other communications.

Governing Documents:

Operations of the Chapter are governed by the following documents:

- PMI Chapter Charter
- Chapter Bylaws
- Liability Insurance policy secured by PMI on behalf of chapter
- Chapter Annual Strategic Plan

The VP Operations will maintain current copies of these documents.

PMI Chapter Charter

- The Chapter Charter is renewed annually. The Chapter President will complete the renewal application and provide a copy of the approved charter to PMI, according to their annual cycle. The Chapter Regional mentor will assist the Chapters in this process establishing the deadlines and the current PMI template. More information available in the police / procedure “Charter Renewal”.

PMI Component System

- The Component System has information related to the Chapter on file at Global Operations Center in Pennsylvania. The following Chapter information is stored on this site:
 - Component Home
 - Chapter Location
 - Contact Information
 - Business Records
 - Legal Records
 - Financial Records
 - Insurance Records
 - Tax Records
 - Dues Specification
 - Officers Names, Titles, & Contact Information
 - DEP

- Charter Renewal
- Support / FAQs
- ❑ The President is responsible to keep the Component System updated.

Chapter Bylaws

- ❑ Chapter Bylaws is available to all members in the PSPMI website at: <https://pugetsoundpmi.org/about>
- ❑ PMI expects Chapters to update their Bylaws according to the latest PMI Bylaws in every 3 years (at least).
- ❑ Changes to Chapter Bylaws must
 - Be approved by Chapter BOD
 - Submitted to Global Operations Center for PMI approval and then once approved by GOC
 - Submitted to Chapter membership for voter approval
 - A copy of approved Bylaws must be on file at PMI

Articles of Incorporation

- ❑ A copy of the Chapter's Articles of Incorporation is available in the Chapter's office.
- ❑ Name and address of the **Resident Agent (Chapter President)** is specified in the articles of incorporation.

File Nonprofit Corporation Information Update with State of Washington Tax Exempt Status

- ❑ Puget Sound PMI Chapter is a non-profit corporation in the State of Washington. Our Federal Tax ID is on file with the VP Finance.
- ❑ Ensure compliance with IRS tax code applicable to 501-c-3 "Tax Exempt" organizations
- ❑ Establish and follow procedures for use of "Tax Exempt Certificate"
- ❑ Submit Form 990N by May 15 each year. This form must be submitted to IRS regardless of annual Chapter income. This tax filing process is responsibility of VP Finance.

Liability Insurance

- ❑ Liability insurance is an annual renewable insurance requirement for the Chapter. The VP Finance handles the annual renewal.
- ❑ Ensure everyone understands and abides by provisions of policy
- ❑ Notification of renewal is to be emailed to president@pugetsoundpmi.org and finance@pugetsoundpmi.org

Annual Strategic Plan and Budget

- ❑ Annual Strategic Plan and Budget will be addressed in the annual Strategic Planning Meeting.
- ❑ Annual Budget must be consolidated and presented by VP of Finances on the following BoD meeting after the Strategic Planning Meeting.
- ❑ The Board of Directors must vote evaluate and vote for the approval of the Annual Budget.

General governance procedures

- ❑ All board members will adhere to our PMI Charter, Bylaws, Articles of Incorporation in all respects
- ❑ All will stay within purpose stated in Articles of Incorporation
- ❑ All, under direction of VP Finance, will formally document budgets and expenditures

Policy / Procedure	
Subject: Expense Reimbursement	ID: PSPMI_016
Effective/Revised Date: May 2010	Version: 1.0
Owner: VP Finance	
Approved: March 2014	
More info / Related Info: Appendix D and E	

EXPENSE REIMBURSEMENT

Scope

It is the Chapter's policy to reimburse members for all reasonable and necessary expenses incurred in the course of doing Puget Sound Chapter business. This means conducting committee meetings, attending regional or national PMI leadership events, or other board pre -approved events or meetings. This document provides you with the details of the Chapter's travel and entertainment reporting and reimbursement policy. The policy has been designed so that you may comfortably travel and remain consistent with prudent business practice. Additionally, our processes have been designed so that you will receive reimbursement for your expenses in a timely manner.

Expense Reimbursement

Our objective in issuing this policy is to provide for guidelines in travel and entertainment spending in order to maintain high levels of consistency across the organization, and to conduct business in a cost-effective manner. It also provides guidelines for people who incur, authorize, approve expenses, and to provide clear instructions for reporting and substantiation of expenses incurred to insure uniformity and compliance with IRS regulations.

We have provided procedures and guidelines where possible. However, it is impractical to anticipate all situations. Therefore, good business judgment, common sense, and professionalism should prevail in the absence of a specific policy or guideline.

Policy / Procedure	
Subject: Financial Management	ID: PSPMI_017
Effective/Revised Date: May 2010	Version: 1.0
Owner: VP Finance	
Approved: March 2014	

FINANCIAL MANAGEMENT

General

The fiscal year shall be from 1 January to 31 December.

Annual membership dues shall be set by the Board and communicated to PMI in accordance with policies and procedures established by the PMI Board of Directors.

The Board shall establish policies and procedures to govern the management of its finances and the President – Finance will submit required tax filings to appropriate government authorities.

All dues billings, dues collections and dues disbursements shall be performed by PMI.

Financial records shall be reviewed on an annual basis as directed by the President. The Review should be conducted at the close of each fiscal year by an outside entity. The Chapter shall set and arrange for collection of local dues per PMI procedures.

The incoming Board members, in consultation with the outgoing officers, shall prepare a draft budget, with a supporting Tactical Plan, for the activities and programs they would like to pursue. The VP Finance shall consolidate the individual drafts into a Chapter budget and shall forward a copy of the issued Chapter budget to the Board no later than one (1) week prior to the joint Officer Transition meeting and outgoing officers. The draft Chapter budget, upon review, modification, and approval of the Board shall become the Chapter budget for the fiscal year. Upon budget approval the respective Chapter officers are commissioned to enact the approved activities and programs. (See Budgeting and Other Planning)

Financial Control

Accounting for the finances of the Chapter shall conform in general to the recommended practices of the American Institute of Certified Public Accountants. The VP Finance shall submit periodic statements of accounts to the Board.

The outgoing VP Finance shall close the books at the end of their tenure and prepare the annual financial report by January 31. The incoming President shall direct a review of the previous year's books. The review shall be presented for Board approval by the incoming VP Finance on or before the July Board meeting.

Expenditures shall be handled by the VP Finance except as otherwise provided herein. In all cases, expenditures shall be made in accordance with the budget. The expenditures must not exceed the approved Chapter budget by more than ten percent (10%), except with Board approval.

The President and VP Finance and the President – Administration shall have signature authority. The two primary signatures shall be the VP Finance, and the President with the VP Operations in the absence of either party. Dual signatures (President and VP of Finance) are only needed on the Expense Reimbursement Form for expenditure greater than \$2500.

Policy / Procedure	
Subject: Meetings	ID: PSPMI_018
Effective/Revised Date: July 2020	Version: 1.1
Owner: President	
Approved: March 2021	

MEETINGS

Chapter

- ❑ The Chapter strives to meet monthly, excluding the summer months of July and August. These meetings are coordinated with the VP Programs, with the main agenda item being the program topic.

An *Annual Business Meeting* of the membership shall be held at a date and location to be determined by the Board. The agenda for this meeting will include:

- ❑ Update on the Chapter's Financial Status
- ❑ Status on the Board's objectives for the year just past
- ❑ Any other pertinent chapter business

Board

- ❑ The Board will meet once every month at a mutually agreed time or at the written request of three members of the Board directed to either the President and / or VP Operations.
- ❑ When voting on any motions, it is deemed to pass when a majority of the total Board of Directors votes in the affirmative (i.e., 5 of the 9 current Board members)

Other

- ❑ Information concerning standing or temporary Committees can be found in the **Committees Section of the Governance Guidelines**.
- ❑ Chapter Officers may be required to represent the Puget Sound Chapter at other meetings. These are outlined in the **Officers and Responsibilities Section of the Governance Guidelines**.

Policy / Procedure	
Subject: Membership Database Information	ID: PSPMI_019
Effective/Revised Date: July 2020	Version: 2.0
Owner: VP Membership and Community	
Approved: March 2021	

MEMBERSHIP DATABASE INFORMATION POLICY

Scope

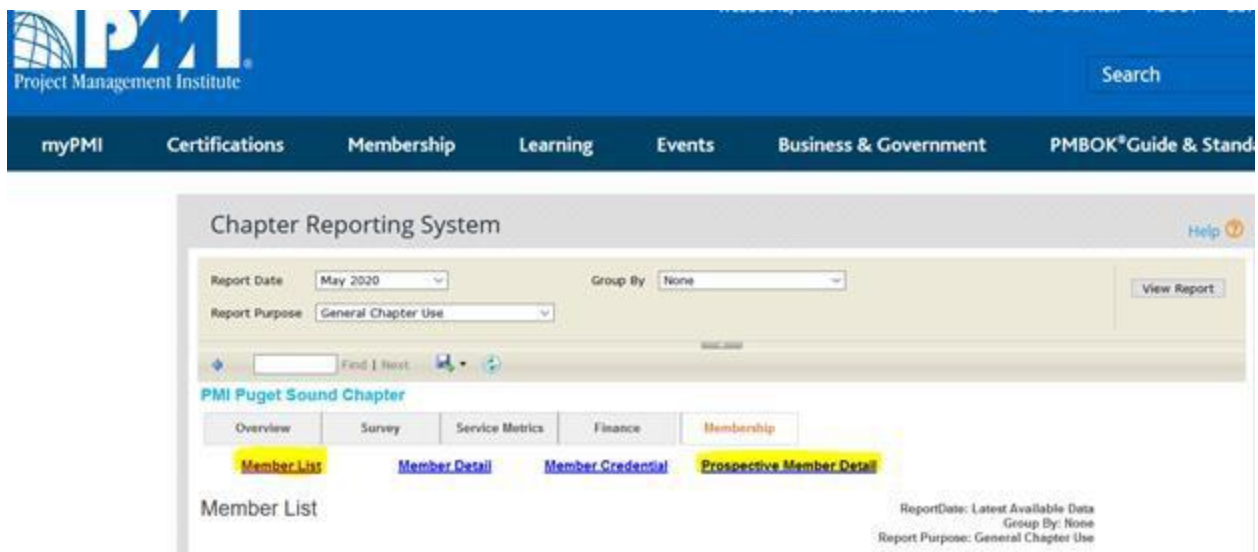
The following provides the policies and operating procedures for the handling of chapter mailing lists and management of the information therein.

Background

The VP of Membership has access and is the ultimate owner of the [Chapter Reporting System \(CRS\)](#). The two main reports available at CRS are:

- ❑ Membership List Report: contains a list of all members and their contact details up to date
- ❑ Prospective Member Details: contains the names of people who recently inquired about PMI.

This information is needed for Chapter officers to communicate with existing and prospective members. It also helps Chapter officers understand certain demographic attributes of the membership.



The VP of Membership should not expose personal information of members.

The VP of Membership needs to evaluate requests for such data by applying judgment and ownership of these reports. This data can be provided to other Board members when needed for events, approved mailing lists/ follow up on a member's request, etc.

Support (Contact Puget Sound PMI)

Requests and questions sent through the "Contact" area of the Chapter website are responsibility of the VP of Membership. The requests will be evaluated and redirected to the related portfolio (e.g., an interest in volunteering will be redirected to VP Operations; a certification inquiry will be redirect to VP Education, etc.). The VP of Membership can delegate this responsibility to a third part company working for the Chapter.

Policy / Procedure	
Subject: Professional Development - Certifications	ID: PSPMI_020
Effective/Revised Date: July 2020	Version: 1.1
Owner: VP Education	
Approved: March 2021	

PROFESSIONAL DEVELOPMENT

Purpose

The purpose of Professional Development is to provide an environment rich with Professional Development opportunities for the members of Puget Sound Chapter. The Professional Development Committee's agenda will support member's pursuit of PMI certifications and education programs to enrich member's knowledge and education.

Organization

- ❑ The VP Education oversees Professional Development events and Certifications. The VP may choose to appoint Officers (Directors) to support these areas of responsibility:
 - Secure speakers and locations for the educational programs the Chapter provides and develop contractual relationships.
 - Hire new instructors, develop a process whereby an applicant may be certified as a qualified instructor for our courses, and continuously monitor the progress of instructors and the quality of their instruction.
 - Oversee the certification programs and ensure we always teach our certification classes using the best instructors and course material possible.

The PMP Exam Review Course

- ❑ The PMP Exam Review may be held two (2) or more times per calendar year at locations around the Puget Sound area.
- ❑ Students are charged tuition. The tuition must be sufficient to pay all expenses of the class.

Other Education Programs

- ❑ The Education team will host events to support additional education and knowledge for Chapter members as well as provide PDUs to maintain PMP certification.

Policy / Procedure	
Subject: Programs Delineation	ID: PSPMI_021
Effective/Revised Date: July 2020	Version: 1.1
Owner: VP Programs	
Approved: March 2021	

PROGRAMS

Purpose

The purpose of Programs is to develop and promote quality events for the members of Puget Sound Chapter.

Organization

The VP of Programs along with the Programs team oversees the production of chapter events and social gatherings. The VP of Programs evaluates their status, effectiveness, and progress on a regular basis. This VP also helps to identify the needs of the PSPMI community in terms of the overall project management market and trends. The Programs Portfolio is made up of a team of project managers and technicians to help with event production. The VP of Programs may choose to appoint and delegate to Directors to oversee certain aspects of this portfolio.

GOALS AND OUTCOMES

- Identify and procure speakers for chapter meetings
- Work with VP of Education in identifying and procuring seminar speakers
- Support any speaker needs and/or special equipment requirements
- Coordinate door prizes for chapter meetings and of the chapter special events
- Provide speaker bio, presentation synopsis, speaker photo to VP Marketing/Communications for placement in monthly flyers and for posting on chapter website. Also provide speaker information to Board Officer responsible for monthly Chapter Rolling PowerPoint presentation

Policy / Procedure	
Subject: Sponsorship	ID: PSPMI_022
Effective/Revised Date: July 2020	Version: 1.1
Owner: VP Partnership	
Approved: March 2021	

SPONSORSHIP

Purpose

The Puget Sound PMI chapter seeks sponsors to help fund chapter events, support professional development and educational opportunities for the local project management community.

Definitions

- ❑ Vendors: Individuals or organizations seeking to offer PSPMI members a product or service in return for monetary consideration.
- ❑ Affiliates: Individuals or organizations seeking affiliation with PSPMI to provide our and their members a reciprocal benefit.
- ❑ Partners: All community organizations supporting PSPMI's membership, outreach, and business goals are considered as partners.

Outcomes

- ❑ Establish sponsorship plan and make recommendations to the Board
- ❑ Develop the Chapter's sponsorship catalog containing benefits offered by PSPMI Chapter to be presented to potential sponsors.
- ❑ Negotiate pricing and terms with vendors or affiliates for the advertising of their brand, products or service.
- ❑ Coordinate along with the other portfolios – specially Marketing, Communication and Technology – the advertisement services (i.e., emails, calendar postings, web banners, etc.) on behalf of a vendor, affiliate, or partner with ongoing contract.
- ❑ Maintain repository of past and future sponsors.

Policy / Procedure	
Subject: Membership Surveys	ID: PSPMI_023
Effective/Revised Date: July 2020	Version: 1.1
Sponsor: VP Membership and Community	
Approved: March 2014	

SURVEYS

Scope:

Membership Needs to conduct surveys to improve the quality of service to members. The process does not end until changes are implemented that address the needs of the members.

The steps are:

- Send survey
- Receive data
- Reduce data
- Publish results
- Analyze data
- Decide what action to take
- Publish plan
- Implement action
- Monitor results (ask survey questions)

When:

Annually in the April/May time frame

Process:

Apr 1:	Membership drafts annual Survey
Apr 15:	Annual survey questions approved by Board -
May 1:	Annual survey posted on web; VP ADMIN sends broadcast e-mail
June 1:	Annual survey done; removed from web
June 30:	Results summarized
July 1:	Tactical Plan to address issues developed
July 15:	Actions assigned for implementation

Policy / Procedure	
Subject: Volunteer Assignment Process	ID: PSPMI_024
Effective/Revised Date: July 2020	Version: 2.0
Sponsor: VP Operations	
Approved: March 2021	
More info / Related Info: Appendix F, G and H	

VOLUNTEER ASSIGNMENT PROCESS

Purpose

Assure that volunteers will be properly assigned to fill the demands of the portfolios, in a fair process, and with all the necessary records to avoid any kind of legal risk exposure.

Definitions

- All Chapter officers must follow the process established by the Operations portfolio in order to assign a new PSPMI volunteer.
- The VP of Operations is the responsible for the Chapter's volunteer management, with the help of the Operations staff. This does not preclude individual VP's from facilitate recruiting volunteers for their individual portfolios; in fact, they are encouraged to utilize their own networks to feed the process and bring more volunteers to the Chapter.
- Each and every volunteer demand must have a position opened in VRMS. The position will be opened by Operations team upon receipt of the *Volunteer Request Form* properly filled by the demand requester (*see appendix G*).
- By the end of the established selection period, Operations will provide to the requester the list of candidates who applied for the position.
- The requester – VP, or his/her team – will be fully responsible to conduct the selection process (interviews or any other candidate selection technic). By the end of this process, Operations must be informed in order to 1) assign the selected candidate to the VRMS position 2) close the VRMS position 3) notify the other candidates.
- Each volunteer that works in PSPMI Chapter must be in the VRMS system and must have a *PSPMI Volunteer Agreement* signed before start working in the Chapter (*see appendix F*). The requester direct VP is responsible to make sure the signature of the agreement before announcing the new volunteer.
- Any Chapter officer who failed in following this process will be accountable by any negative impacts (legal notifications, members formal complaints, etc.).

Process

- The process workflow is defined in appendix H.

Outcomes

- 100% of the positions offered by the Chapter published in VRMS.
- 100% of the PSPMI Chapter volunteers have a signed Volunteer Agreement.
- Provide a standard way of notifying our members of potential volunteer opportunities.

- Provide a central place to store and track our volunteer base.
- Provide a place for our members to track their volunteer engagements for PDU and certification eligibility.

Policy / Procedure	
Subject: Asset Inventory Management Process	ID: PSPMI_025
Effective/Revised Date: May 2021	Version: 1.0
Sponsor: VP Operations	
Approved: June 2021	
More info / Related Info: Appendix I	

ASSET INVENTORY MANAGEMENT

Purpose

Keep track of all the Chapter Assets, such as basic equipment used in events, Chapter meetings, marketing actions, etc. Keeping track on the assets helps streamline operations and maintain record (log) of Chapter officers who borrowed it.

Definitions

- All Chapter Officers and Volunteers must follow the process established by the Operations portfolio in order to use any PSPMI asset.
- All and any of the Chapter assets must **ONLY** be used for PSPMI Chapter purposes.
- The VP of Operations is the responsible for the Chapter's assets Inventory Management process with the help of the Operations staff.
- Every Board member is responsible for maintain the **Asset Inventory Log** form updated and saved in the Chapter's repository (SharePoint) at any time a demand from their portfolio requires borrow/usage of a PSPMI asset.
- Every volunteer must follow the Asset Inventory Management Process in order to take (temporary) possession of any PSPMI Chapters asset. The process will begin (*take*) and end (*return*) with the **Asset Inventory Log** being properly filled, after the approval of the VP of the portfolio involved in the demand (*see appendix I*).
- Any Chapter officer who failed in following this process will be accountable by any negative impacts (legal notifications, members formal complaints, missing assets, etc.).

Process

- The process workflow is defined in appendix I.

Outcomes

- 100% of the PSPMI Chapter assets registered in the **Asset Inventory Log** (Central record of all Chapter's assets).
- Provide a central place to store and track PSPMI Asset inventory.
- Proper asset allocation, avoiding asset misplacement.
- Reduce risk of loss or theft of Chapter Assets.
- Improve efficiency by understanding of both availability and demand.
- Save time for our volunteers to get the Assets they need.

APPENDIX

APPENDIX A:

PMI Code of Ethics & Professional Conduct:

<https://www.pmi.org/about/ethics/code>

PMI Ethical Decision-Making Framework:

<https://www.pmi.org/-/media/pmi/documents/public/pdf/ethics/ethical-decision-making-framework.pdf>

PMI Confidentiality Policy:

<https://www.pmi.org/-/media/pmi/documents/public/pdf/governance/confidentiality-policy.pdf?v=5c76bc66-bbaa-4887-9646-a04140f7f7c0>

PMI Conflict of Interest Policy:

<https://www.pmi.org/-/media/pmi/documents/public/pdf/governance/conflict-of-interest-policy.pdf>

APPENDIX B:

Puget Sound PMI Bylaws:

http://pugetsoundpmi.starchapter.com/images/downloads/About/bylaws_pspmi_ratified_2014.pdf

APPENDIX C:

PMI Chapter Leaders' Guide – Role Delineation:

https://pugetsoundpmi.sharepoint.com/:b:/s/ops/ETM2IFqexLBPrIhEaom-QzsByKJROPA_9u-xA2g1kMXhVA?e=w0Wo9X

PMI Chapter Leaders' Guide – Onboarding and Transitioning:

<https://pugetsoundpmi.sharepoint.com/:b:/s/ops/EUEH61tnUBtOnrejOc3tWg8BLkNLypzMGX1-hbS11Irx0A?e=OBBIqM>

PMI Abbreviations and Acronyms:

Term	Definition	Description
AG	Advisory Group	Provides professional support and input to PMI
AP	Asia Pacific – a PMI region	PMI is divided by four sub-regions: North America, Latin America, EMEA and Asia Pacific
CAPM®	Certified Associate in Project Management Credential	A good entry-level PMI certification if you're new to project management
CCRS	Continuing Certification Requirements System	Online PDU reporting resource
CRS	Chapter Reporting System	Online reporting of chapter data and survey results
CS	Component System	Online system where chapter information can be located
CWS	Chapter Web Services	Selected website vendors that interface with PMI services for single sign-on
EMEA	Europe, Middle East and Africa	PMI is divided by four sub-regions: North America, Latin America, EMEA and Asia Pacific
GAC	Global Accreditation Center	The PMI-sponsored body responsible for accreditation of degree and approval of certificate programs in project management
GHQ	Global Headquarters	PMI office located in Newtown Square, Pennsylvania
LA or LATAM	Latin America	PMI is divided by four sub-regions: North America, Latin America, EMEA and Asia Pacific
LIM	Leadership Institute Meeting	Global face-to-face meetings where chapter leaders collaborate in productive, curriculum-driven educational sessions
LIVPM	Leadership Institute Volunteer Planning Meeting	Annual planning and development meeting for our global Advisory Groups and Board Support Committees to interact, plan their programs for the year and provide valuable strategic input to the PMI Board of Directors
MAG	Member Advisory Group	Provides membership and professional communications and expertise for PMI in the development and implementation of program operations to achieve the strategic objectives established by the PMI Board and the established operational program direction
NA	North America	PMI is divided by four sub-regions: North America, Latin America, EMEA and Asia Pacific
OLC	Online Learning Community	Online community where leaders share best practices, events and documents.

PDU	Professional Development Unit	Measuring unit used to quantify approved learning and professional service activities toward maintenance of PMI credentials
PMBOK® Guide	A Guide to the Project Management Body of Knowledge	PMI global standards provide guidelines, rules and characteristics for project, program and portfolio management
PMIEF	Project Management Institute Educational Foundation	PMIEF leverages project management for educational good for primary and secondary school students, as well as the community at large
PMI-ACP®	PMI Agile Certified Practitioner	Credential designed for practitioners who utilize agile approaches to project management in their projects
PMI-PBA SM	Professional in Business Analysis	Credential designed to include research that addresses the specific role business analysis serves that most directly impacts project success. With this certification, organizations will be able to validate the skills, knowledge and competence of business analysis practitioners.
PMI-RMP®	PMI Risk Management Professional	A specialty credential that demonstrates competence in assessing project risks, mitigating threats and capitalizing on opportunities
PMI-SP®	PMI Scheduling Professional	A specialty credential for practitioners who want to focus on developing and maintaining project schedules
PMO	Program or Project Management Office	A group or department within a business, agency or enterprise that defines and maintains standards for project management within the organization
PgMP®	Program Management Professional	Credential designed for those who manage multiple, complex projects to achieve strategic and organizational results
PMP®	Project Management Professional	The most important globally recognized and independently validated credential for project managers; perfect if you have demonstrated experience and competence in leading project teams
R.E.P.	Registered Education Provider	Training providers registered under PMI's Registered Education Provider Program
VRMS	Volunteer Relationship Management System	Online tool that allows you to search for or post chapter or global volunteer opportunities

PMI Resources and Tools:

- ❑ Online Resources: For ongoing operations, Chapters should use the many online resources available to them. Unless otherwise indicated, resources are available from the Volunteer Resource Center ([PMI.org/vrc](https://www.pmi.org/vrc)) and Chapter Collaboration Platform (CCP). Examples include:
 - **Chapter Reporting System (CRS):** A web-based resource that provides chapter leaders with access to current and prospective membership reports and multiple years' survey results from the PMI Annual Chapter Member Satisfaction Survey.
 - **Component System (CS):** A web-based resource that provides chapter leaders with access to important information about their Chapter, including, but not limited to contact information, business records and a central location for accessing the Chapter Reporting System (CRS) and annual charter renewal.
 - **PMI Learn:** An online learning and knowledge portal for PMI's volunteer leaders.
 - **PMI Marketing Portal:** A central access point to PMI marketing materials for communication with project management practitioners and organizations. You can access PMI branding resources and customizable templates. You can also download or order preprinted materials and more.
 - **Volunteer Management Relationship System (VRMS):** Create and post volunteer

opportunities for your Chapter.

- ❑ Human Resources: Your Chapter Partner, Chapter Administrator and Region Mentor are good sources to assist chapters in building their annual plans. Contact information for these resources can be found on the Volunteer Resource Center (PMI.org/vrc >>Contact). Past presidents or other key resources that were, and may still be, involved with the Chapter can be called upon to assist. The planning session could include members of the outgoing board and the incoming board, as well as representatives of key committees, branches or stakeholders.
- ❑ Balanced Scorecard (Core and Extended Services): The Balanced Scorecard that the Chapter completes based on the Catalog of Core and Extended Services may be a useful basis to determine potential challenges and opportunities.
- ❑ PMI Strategic Plan: The PMI Strategic Plan should be reviewed prior to planning and serve as the basis for the Chapter's annual planning process. Access the PMI Strategic Plan from the Volunteer Resource Center (PMI.org/vrc >>Essential Links).

APPENDIX D:

Business Expense Reimbursement Policy & Procedure

INTRODUCTION

It is Puget Sound Chapter's policy to reimburse members for all reasonable and necessary expenses incurred in the course of doing Puget Sound Chapter business. This means conducting committee meetings, attending regional or national PMI leadership events, or other board pre-approved events or meetings. This document provides you with the details of the Puget Sound Chapter's expense reporting and reimbursement policy. The policy has been designed so that you may travel in a comfortable style that is consistent with prudent business practice. Additionally, our processes have been designed so that you will receive reimbursement for your expenses in a timely manner.

Our objective in issuing this policy is to provide for consistency in expense reporting in order to maintain equally high levels of consistency across the organization, and to conduct business in a cost-effective manner. It also provides guidelines for people who incur, authorize and/or approve expenses and to provide clear instructions for reporting and substantiation of expenses incurred to insure uniformity and compliance with IRS regulations.

We have provided procedures and guidelines where possible. However, it is impractical to anticipate all situations. Therefore, good business judgment, common sense, and professionalism should prevail in the absence of a specific policy or guideline.

RESPONSIBILITY

Compliance

- ❑ The procedures herein are designed to ensure necessary compliance with the appropriate taxing authorities, and chapter policies.
- ❑ Expenditures made by members who are not consistent with this policy may result in non-reimbursement.

- ❑ This policy cannot address every circumstance. Questions or comments regarding this policy should be referred to the VP Finance. Revisions and improvements to the policy will be distributed periodically.

Approvals

- ❑ Each President is responsible for maintaining expenses within authorized budgeted amounts.
- ❑ A member is not authorized to approve his/her own travel and entertainment expenses. The VP of the area where the expense is incurred or the VP Finance must approve all such expenses.
- ❑ The VP approving expense reports share responsibility with the member for the report's accuracy and for making sure that the expenses reimbursed do not exceed policy guidelines.

Exceptions

- ❑ The VP Finance or the President must approve all exceptions to the following policy in advance.

GENERAL POLICY GUIDELINES

Expense reports are to be submitted no later than two (2) weeks after the expenses are incurred or after the return from a trip (if greater than two weeks).

Expenses greater than \$25 will require an attached original or scanned copy of sales receipt or a credit card payment receipt. All receipts should be attached to the expense report. No expense greater than \$25 will be reimbursed without a receipt.

To qualify for reimbursement, all expenditures must:

- ❑ Be authorized.
- ❑ Be reasonable, necessary, and business related.
- ❑ Be properly substantiated (receipts).
- ❑ Be detailed with business purpose.
- ❑ Include place (name/city/state).

If your Expense Report is not properly completed, the Expense Report will be returned to you for correction/completeness.

AIR TRAVEL

- ❑ SELECTION:
 - In determining lowest airfares, this means that, if you request specific departure or arrival times, the agent will search for the following: departure or arrival times to the destination city within 90 minutes of the requested time (the "window"), where the savings to Puget Sound Chapter is greater than \$100. If found, these flight options will be offered, and should be accepted. These alternative flight options may pertain to "non-refundable" fares, connections, carriers, and airports (where deemed reasonable). These fares should be reserved even if travel plans could change (see "non-refundable" discussion below).
- ❑ RESERVATIONS:
 - Reservations should be made **at least 7 days in advance**, when possible, to ensure that the lowest available fare be obtained, even if it is a "non-refundable" fare.

- “Non-refundable” fares should be used whenever available as “non-refundable” tickets are normally reusable if a trip is canceled or if plans change. In most cases, “non-refundable” tickets are exchangeable for a nominal service fee and significant savings will still be achieved compared with “refundable” full fare tickets.
- AIR TRAVEL CLASS:
 - Coach Class will be booked for all air travel.
 - Exception: Air travel exceeding six (6) continuous hours may be booked in business class, if available.
 - First class air travel will not be reimbursed.
 - You will not be reimbursed for upgraded tickets.
- AIR TRAVEL INSURANCE
 - Air Travel Insurance is not reimbursable.
- AIRPORT TRANSPORTATION
 - All reservations are to be made through the locally designated car or shuttle service
- CODING PROCEDURES
 - The passenger copy of the original ticket is to be attached to the expense report.
 - The exact amount of the ticket is to be noted on the expense report. If there is no expense other than the cost of an airline ticket, an expense report still is to be completed.

CAR RENTALS

- SELECTION
 - Puget Sound Chapter will reimburse you for the cost of the rate of an intermediate size car (plus gas and taxes).
 - If possible, re-fuel the car before it is returned to the rental facility, as re-fueling rates are very high. Include your gas receipt with your expense report.
- INSURANCE
 - Additional insurance options are to be accepted or declined at the renter's choice. Puget Sound Chapter will not reimburse the member for the additional insurance
- OTHER
 - Puget Sound Chapter will reimburse you for related costs incurred while using your rental car on Puget Sound Chapter business, such as tolls and parking fees (receipts required).
- NON-REIMBURSABLE COSTS
 - Traffic and/or parking fines of any kind.
 - Upgraded level of car.
 - Additional insurance costs.

PERSONAL AUTOMOBILE (Puget Sound Chapter Business)

- MILEAGE
 - Relates to the personal use of automobile for traveling on Puget Sound Chapter business.
 - Puget Sound Chapter will reimburse mileage allowance equal to the IRS approved maximum mile reimbursement rate. This rate represents an allowance for the vehicles’ operating costs, which include maintenance & repairs, gasoline (including taxes), oil, and insurance.
 - If you elect to use your personal vehicle rather than flying, reimbursable mileage may not exceed the equivalent coach airfare plus local car rental costs.
 - Puget Sound Chapter will reimburse you for related costs incurred while using your car on Puget Sound Chapter business, such as tolls and parking fees.

- ❑ **NON-REIMBURSABLE COSTS**
 - Oil, car washes, maintenance items, traffic and parking fines of any kind will not be reimbursed.

HOTELS

- ❑ **NO-SHOW RESERVATIONS**
 - All hotel reservations are guaranteed for late arrival. Hotel guarantees will not be reimbursed.
 - All hotel arrangements, which will not be used, are to be canceled. If you do not cancel, and are charged, Puget Sound Chapter will not reimburse you.
- ❑ **GROUP TRAVEL**
 - Members traveling for the same purpose, should stay at the same hotel to facilitate local transportation arrangements.
- ❑ **RECEIPTS**
 - Original receipts are required for all hotel bills and are to be itemized by day in chronological sequence.
- ❑ **EXCEPTIONS**
 - All exceptions to the above policy are to be approved in advance by the VP of the Area, or the VP of Finance. Written documentation is to be provided to support any deviation from policy.

PERSONAL MEALS

- ❑ **SELECTIONS**
 - You may select the restaurant of your choice.
- ❑ **PRICE RANGE AND REIMBURSEMENT**
 - The maximum amount Puget Sound Chapter will reimburse for out-of-town travel meals is based on the average costs of “above average” restaurants located in commercial centers.
 - The US Federal GSA Per Diem Guidelines will be allowed for daily food per diem rates
 - <http://www.gsa.gov/portal/category/100120>
 - Costs that exceed the MAXIMUM per diem are not reimbursable by Puget Sound Chapter.
- ❑ **RECEIPTS**
 - For all expenses of \$25 or more, a paid bill, original or scanned copy of an invoice must be obtained to support the expense. The receipt must show the date, location and amount. Credit card receipts (originals or scanned copies) are acceptable for restaurants.
- ❑ **UNACCEPTABLE RECEIPTS**
 - Examples of unacceptable receipts would include restaurant “chits”/stubs or receipts received with a credit card statement.
- ❑ **PAYING FOR OTHER MEMBERS**
 - In the instances when more than one member is present, one Board member can incur and report the expense. The name(s) of other members for whom these expenses are being reported must be disclosed.

OTHER TRAVEL EXPENSES

- ❑ **AIR PHONES**
 - Air phones may only be used in extenuating circumstances. In any other instances they are not reimbursable.

- ❑ CABS/LOCAL TRANSPORTATION
 - You are encouraged to use the most economical form of transportation.
- ❑ CAR / CELLULAR PHONES
 - The purchase of a car or cellular phone is not reimbursable.
 - The cost of phone calls made for Puget Sound Chapter business purposes are reimbursable where normal telephone service is not otherwise accessible. All calls are to be itemized and include a Puget Sound Chapter business purpose.
- ❑ GIFTS/FLOWERS
 - When appropriate, under special circumstances, gifts/flowers will be reimbursed, but must be approved in advance and are limited to \$75.
- ❑ GRATUITIES/TIPS
 - Tip on a reasonable basis in accordance with local customs. 20% maximum is recommended for meals.
- ❑ HOTEL/ HEALTH CLUBS
 - Not reimbursable.
- ❑ LAUNDRY AND VALET
 - Is Reimbursable if someone is out of town for more than (5) five days, and if it is a reasonable amount.
- ❑ PERSONAL ITEMS
 - Clothing, toilet articles, hair care, etc. are not reimbursable.
- ❑ SPOUSE TRAVEL
 - Normally, not reimbursable by Puget Sound Chapter. The Chapter President **must** approve exceptions in advance.
- ❑ TELEPHONE CHARGES
 - Telephone charge cards if at all possible, should be used in lieu of direct dialing from your hotel room in order to avoid excessive hotel rates for phone calls.
- ❑ THEFT, LOSS OR DAMAGE
 - Not reimbursable, your personal insurance should cover these items.

APPENDIX E:

Change Request Form – Governance Guidelines

Governance Guidelines CHANGE REQUEST FORM

Policy / Procedure	
Subject: <i><create a label for the policy></i>	ID: <i><to be defined by VP Ops></i>
Effective/Revised Date: <i><enter proposed date></i>	Version: 1.0
Owner: <i><VP that will own this policy></i>	
Approved: -	

What:

Why:

Outline:

APPENDIX F:

PSPMI Volunteer Agreement Form:

https://pugetsoundpmi.sharepoint.com/:b:/s/ops/Ee1uwCfVhQ1EiJ8465WNhw4Bijw2JZfdf_MYrm1wRa66Kg?e=4asjo2

Signed PSPMI Volunteer Agreement Forms:

[Operations - Signed Volunteer Forms - All Documents \(sharepoint.com\)](#)

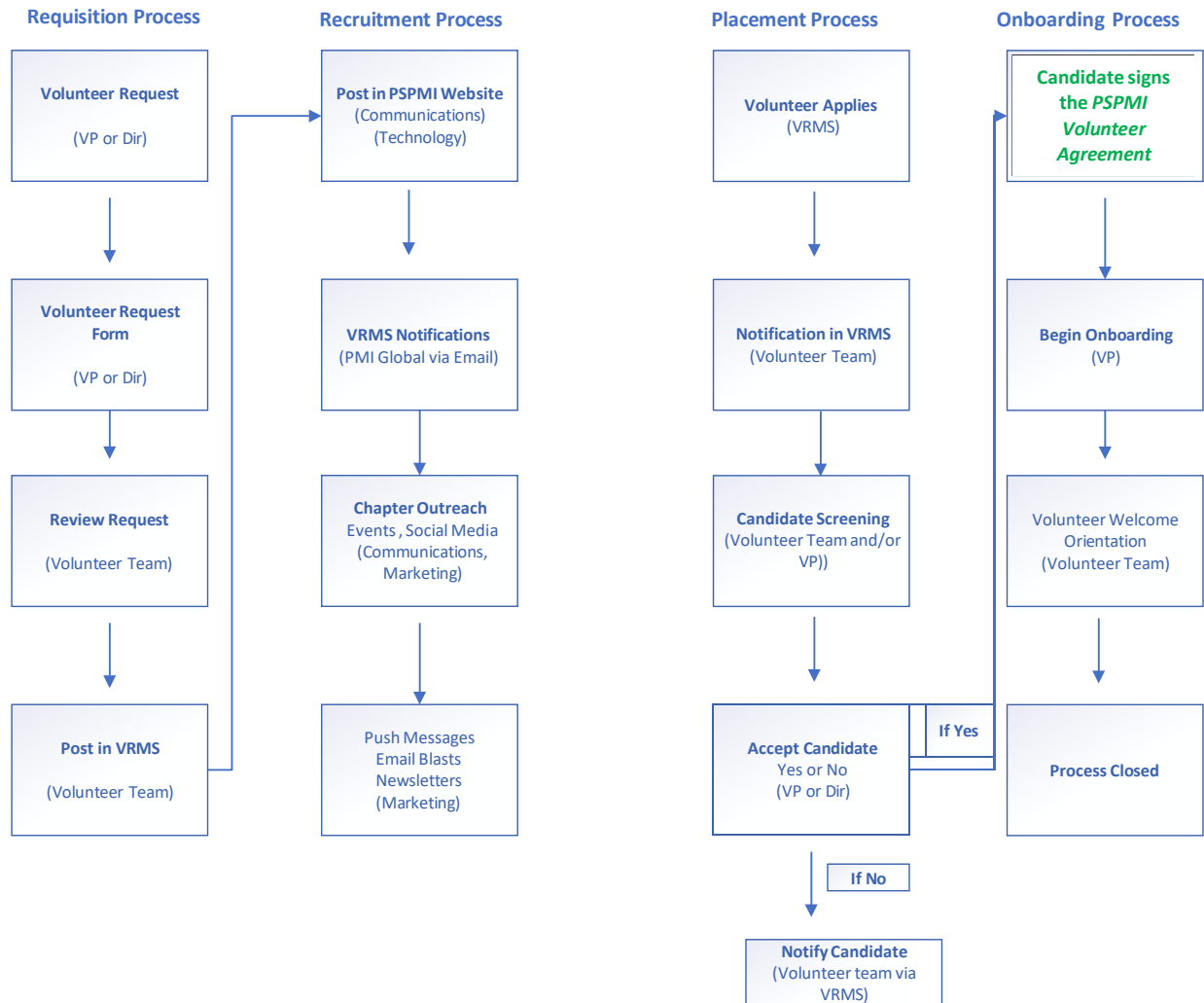
APPENDIX G:

Volunteer Request Form:

https://pugetsoundpmi.sharepoint.com/:x:/s/ops/EX0czXh_dDJNvuFC7mu_CmsBR1Uz_4KxsONIQVliG94bpQ?e=TP3FoG

APPENDIX H:

Volunteer Assignment Process Workflow:



APPENDIX I:

Asset Inventory Log:

https://pugetsoundpmi.sharepoint.com/:x:/g/EXW_IQQMeInkKVaOMQHzKgBbxImiENd78hnaVx7V-2M4w?e=ct5wU8

Step by Step Process:

1. Search the needed item in the [Asset Inventory Log](#). Pinpoint location of item / person who has it.
2. Fill the [Asset Inventory Log](#) with your request. Submit it (via email) to the Board member involved and, if necessary, to the *keyholder** of your preference.
3. Get the key if item is in [storage](#).
Location:

West Coast Self Storage

12399 Northup Way, Bellevue, WA, 98005

The access code: **2272109**

The unit Number: **B262**

Watch "[PMI-PS-Storage-Unit-Tutorial](#)"

4. Remove the item from storage.
5. Return the key to the keyholder.
6. Return the item to storage within 1 month (at most) – Follow steps 2 to 5 once more.

* *By the end of 2020-2021 term, the **keyholders** were:*

- VP of Programs - Head of Programs
- President - Head of Chapter / backup for Programs
- Director of AV - Handle AV for Programs
- AV Specialist - Assists with AV for Programs