



STANDARD OPERATING PROCEDURES

PROJECT MANAGEMENT INSTITUTE – ATLANTA CHAPTER

COMMITTEE: **EXECUTIVE BOARD 2023**

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INTRODUCTION

The objective of this Document (hereafter called as "SOP") is to provide "PMI Atlanta Chapter" (Hereafter called "The Chapter") Board members:

- ❖ With a clear understanding of their roles and responsibilities
- ❖ A standard set of policies and procedures with which to achieve individual office bearer's goals

This SOP is intended to provide detailed information that is aligned with the Chapter's By-laws. In the event of inconsistency, the Chapter's By-laws will take precedence over this SOP.

All Board Officers/Directors should read and familiarize themselves with the Chapter's By-laws as a pre or co-requisite to reading this SOP.

The By-laws and this SOP cover the governance and operational aspects of the Chapter. The Chapter's Strategic Plan provides the strategic direction for the Chapter. This will be made available to all Board Officers.

UPDATES

This document is owned by the Chapter Secretary. However, the Chapter Executive Board is collectively responsible for maintaining the SOP, and the Chapter Secretary is responsible for updating the SOP.

Board members are to provide suggested enhancements as needed. The amendments are to be an agenda item for discussion and approval at the next Board meeting.

Approval of the revised SOP shall be documented in the Board Minutes and in the Version Control section of the SOP.

THE PMI ATLANTA CHAPTER MANAGEMENT SYSTEM

The purpose of this section is to create the skeleton of a formal Chapter Management System which can be further developed over time.

The Chapter Management System has evolved into a three-tier structure:

- ❖ By-laws
- ❖ SOP

- ❖ The forms and templates which have been developed over time at both Board and individual Officers/Directors level to facilitate the execution of board.

STORAGE

Electronic copies of Chapter Documents will be developed and maintained in the Chapter's SharePoint Site to record the:

- ❖ Forms and templates in use by the Chapter; and
- ❖ The Chapter's controlled documents

THE EXECUTIVE BOARD

COMPOSITION

The composition of the PMI Atlanta Chapter's Executive Board (the Board) shall be as prescribed in the currently approved version of the Chapter By-laws.

ELECTION

ELECTIONS COMMITTEE

The Past Chair, with the approval of the Board, shall appoint the lead (Chair) for Elections Nomination Committee who will form the Elections Nomination Committee. All members of the Nomination Committee shall be current PMI Atlanta Chapter members. The Nomination Committee may comprise members from the board if they are not in the slate of candidates or leadership as determined by the chair.

ELECTIONS COMMITTEE RESPONSIBILITIES

- ❖ The Elections Committee shall prepare Nomination Forms and a short Biography for submission by candidates and submit the information to PMI Global. PMI Global will request the membership for submission of votes for election by electronic ballot system. Nominations shall be closed at a date and time to be designated by the Election Committee.
- ❖ The chapter volunteer chosen to manage the electronic ballot process will receive the election results the next business day after the close of the election.
- ❖ Results of the elections shall be announced to board and the members in the next scheduled chapter meeting.

RESIGNATION / OFFBOARDING OF BOARD OFFICERS

If circumstances require a Board Director/Officer to resign from the Board during their term of office, they should submit a letter of resignation to the Chair, copy the Secretary as soon as practicable.

The letter should include a "with effect" date of the resignation and may provide a brief outline of the circumstances which have led to the resignation.

The resigning Director/Officer should prepare for a handover to an incoming Director.

If, due to a change of circumstances, a Director finds themselves unable to perform the minimum requirements of their Board role on either an ongoing basis or for a protracted period, it is appropriate for the resignation to be submitted to the Board as soon as practicable.

FILLING CASUAL BOARD VACANCIES

In the event of a vacancy occurring during the term of a Board, the Chair, with the approval of the Board may appoint a suitably qualified member of the Chapter to fill the casual vacancy for the remainder of the current term of the Board.

A "Casual Vacancy" will occur if a Board member passes away, becomes of unsound mind, resigns, or *is removed* as a Board member under the Chapter's Bylaws.

THE EXECUTIVE BOARD – COLLECTIVE ACTIVITIES & RESPONSIBILITIES

PMI GOC distributes the following to leaders listed in Component System:

- ❖ PMInsight Weekly: Friday
- ❖ Leadership Links: Quarterly

Because the information sent by PMI is automated, all board members must be listed in the PMI Component System. Chair is responsible to make sure all board members are listed in PMI Component System at beginning of the year.

CHAPTER REPRESENTATION IN PMI GLOBAL EVENTS

The Chapter Chair is entitled to sponsorship to attend the PMI Global Summit conducted each year. The Chair and the Board Members will represent the Chapter at the PMI LIM and Global Summit and any other agreed PMI GOC events and are encouraged to make presentations and/or speeches on behalf of the Chapter.

Additionally, the Chair and Chair-Elect are ultimately responsible for determining if the Chapter is to be represented at other appropriate external events. If representation is determined to be appropriate, the Chair or Chair-Elect are responsible for organizing appropriate attendance and preparation.

The Chair or any Board member designated by the Chair is expected to take a leadership position on any special initiatives that could be regarded as beneficial to the Chapter or may have an impact on it.

Subject to sponsorship and funds availability, the new members of the Board and other key members will attend the North America Leadership Institute Meeting held during the PMI Global Summit.

THE EXECUTIVE BOARD – GENERAL RESPONSIBILITIES

The general responsibilities of all Chapter officers are to:

- ❖ Develop chapter strategic plan with annual review
- ❖ Charter renewal
- ❖ Represent the PMI Atlanta Chapter at external events as required
- ❖ Regularly attend Chapter and Event Meetings
- ❖ Regularly attend the scheduled Board Meetings in accordance with Bylaws
- ❖ Participating in Chapter's Special Projects
- ❖ Manage Communication
- ❖ Succession planning and hand over

CHAPTER STRATEGIC PLANNING

The Strategic Plan will be delivered via ongoing operational activities and specific projects required to bring the Plan to fruition.

The Chair and the entire Board are responsible to ensure that the Strategic Plan remains current, relevant and is always aligned with the Chapter Vision, Mission, Objectives and with PMI's Strategic plan. The chapter strategic plan will be annually reviewed by the Board and LMT.

BOARD MEETINGS

- ❖ Monthly Board meetings will be scheduled by the Secretary at the start of the year and will

be published and maintained in the Board Minutes.

- ❖ Board members should note the schedule of dates and avoid making other commitments which may prevent Board meeting attendance.
- ❖ Agenda items should be submitted to the Secretary (cc Chair) at least two working days before the meeting. The Secretary shall finalize the Agenda for Board Meetings, then prepare and distribute the agenda to Board members at least 1 day prior to the scheduled Board meeting date.
- ❖ Any presentations or documents required for review at the Meeting are to be distributed 2 days prior to the scheduled date to allow time for consideration and review by board members.
- ❖ Per Article V Section 15 of Bylaws, the Board may declare an officer position vacant if the officer fails to attend two consecutive board meetings.

CHAPTER CHARTER RENEWAL

Past Chair, using information compiled by other board members as needed, will complete, and submit the annual Charter Renewal in the required format to PMI GOC by the PMI GOC published date (usually end of March).

Charter Renewal approval email is to be distributed to the Board by charter renewal point of contact (past chair).

ATTENDING THE CHAPTER'S EVENTS/MEETINGS

The Chair and the rest of the Board must attend Chapter meetings and further engage the membership at the events. The Chair or designated Board Director, in consultation with the respective VP in-charge of the event, may attend prior to the meetings to assist with receiving guests and make any last-minute adjustments to the meeting program

Per Article V Section 15 of Bylaws, the Board may declare an officer position vacant if the officer fails to attend two consecutive Chapter dinner meetings.

PARTICIPATING IN THE CHAPTER'S SPECIAL PROJECTS

The Chapter may undertake project management special projects that may include hosting special events such as International Project Management Day (IPM), PMI sponsored conferences etc. in any given year. The Chair or a designated Board Member may conduct opening and closing presentations/speeches on behalf of the Chapter. The form, content and timing of such speeches shall be determined in consultation with the Board Liaison and VP in charge of the Event.

The Chair or appointed Board Member should liaise at the appropriate level with the business partners / sponsors of the Chapter on an as-required basis.

The Special Events may be listed as a part of the board members' responsibilities, as they are primarily the owners. If a VP is the chief of a special event, he/she, along with their Board

Liaison, must mention about the special event in their responsibilities.

PMI GLOBAL CORRESPONDENCE

See above sections.

BOARD COMMUNICATIONS

Board members are expected to maintain communication with the Board by:

- ❖ Responding promptly to communications from the Board and Chapter members via email or phone. Board members should respond to communications within 48hrs unless he/she is not able to access communications media.
- ❖ Notify the Board and update the leadership contact list in Chapter's Document Repository with any change in cell phone number Notify the Chair and Board well in advance of any expected extended absence and arrange a delegate to perform any ongoing administrative duties.
- ❖ Using their chapter email addresses for all internal and external email communications (the exception being whilst travelling and unable to access the Chapters email, then private email addresses may be used as a one off).
- ❖ All external mail communication is to use the Chapters Letter Head and have the Chapter's mailing address as the return address. External emails are to similarly list the Chapter's mailing address for written responses. The Chapter's mailing address is to be used as the registered address notified to all external organizations.

BOARD E-MAIL ACCOUNTS

Board members are required to manage their chapter email account so that it is always accessible i.e. redirected during long absences and does not exceed space requirements.

- ❖ e-mail accounts are to be used for chapter business and should not be used for personal use.
- ❖ e-mail accounts are to be maintained well and preserved at handover/succession
- ❖ e-mail accounts to be regularly checked and emails to be replied to in a timely manner i.e. at least once every 2 days during the work week

CHAPTER WEBSITE UPDATES

Each Board member is required to keep the Chapter Webmaster (here, our Chapter Admin) informed of any additions/changes/deletions to content on the web site, relevant to their portfolio.

Directors are responsible for maintaining and keeping current the content of the Chapter website, pertinent to their portfolio.

SUCCESSION PLANNING AND HANDOVER

Board Directors are responsible for maintaining the documents and records of their portfolio and delivering all permanent and pertinent records to the position successor as required. Please refer to the SUCCESSION PLANNING DOCUMENT and mandatorily follow all the guidelines.

At the end of the term or if a replacement Director assumes responsibility for the role, the outgoing Director will be required to review this section of the SOP and the **Succession Package** with incoming Director as part of the formal handover. All files, documentation and pertinent information, will be passed to the incoming Director.

The outgoing Director will also brief the incoming Director on all current and outstanding matters (to be resolved or minimized) in progress under their portfolio.

EXPENSES

Expenditures shall be handled by the Treasurer except as otherwise documented herein, along review and with approval of Chapter Chair.

Where expenditure on budgeted items within a portfolio is **to exceed** the approved budget amount by more than **ten (10)** percent, or an item of expenditure has not been previously budgeted, **board approval is required.**

Board Directors are to submit Expense claims in a timely manner to ensure that the level of monthly accruals is reduced (i.e. preferably before the EOM in which they are incurred). Retiring/resigning Directors are to ensure that all expense claims are submitted within one month of the completion of their term of office.

THE EXECUTIVE BOARD – PROTOCOL

Board officers agree to adopt and be bound by the following protocols and the PMI Conflict of Interest Policy, Ethical Standards and the Code of Ethics for the proper conduct of Board and Chapter Officers.

Board Officers agree:

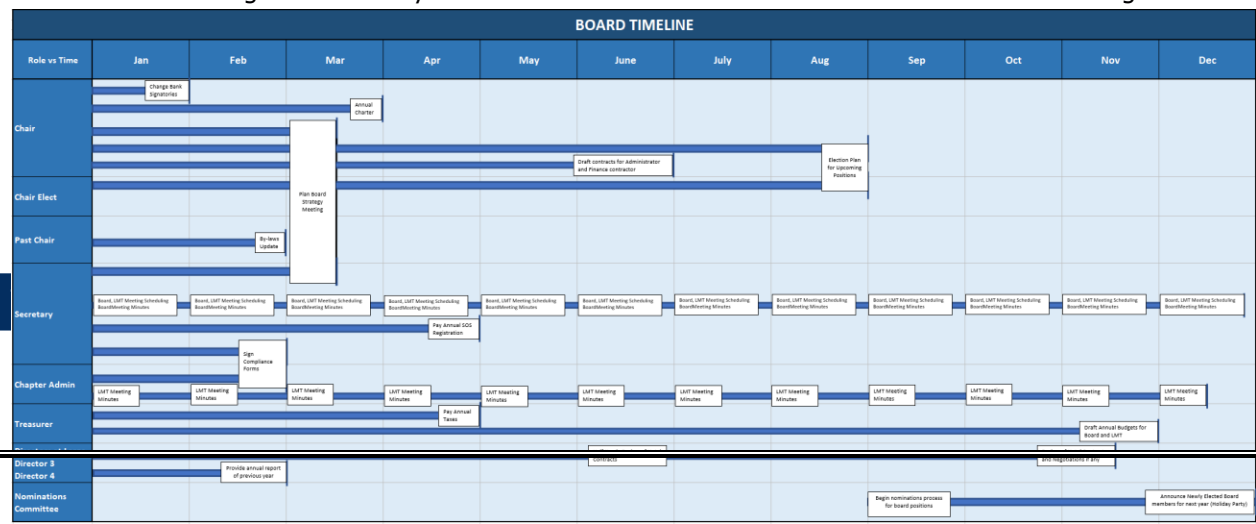
- ❖ To act honestly and in good faith in the best interests of PMI and the PMI Atlanta Chapter.
- ❖ To not act in any way likely to bring discredit to PMI and the PMI Atlanta Chapter.
- ❖ To exercise and discharge their responsibilities as Board officers with due care and diligence.
- ❖ To ensure that the powers of the Board are exercised by the Board as a whole. Decisions of the Board must be made collectively. It follows that Board members must agree to be bound by Board decisions and to actively provide comprehensive & accurate information.

- ❖ To be frank and open in Board or LMT or Sub Committee meetings and to question, request information, and raise issues in a professional, collegiate and informed manner.
- ❖ In order to serve the best interests of PMI and PMI Atlanta Chapter, they will conduct themselves with good will and in a harmonious manner. Where disagreements occur, every effort should be made to resolve the issue, to provide comprehensive & accurate information and to avoid dissension.
- ❖ Not employ manipulative tactics such as threatening to resign or engage in public disclosure.

Board officers must:

- ❖ Recognize their duty of loyalty to PMI, PMI Atlanta Chapter. Officers/Directors agree that, outside the Board room, they will support the letter and spirit of Board determinations and decisions irrespective of their personal opinions on the Board determinations or decisions reached. "Loyalty" is defined as per the PMI Conflict of Interest Policy.
- ❖ In exceptional circumstances, should a Board Member have a major objection to a Board determination or decision, they are to advise the Board in writing (via the Chair) of their concerns.
- ❖ Maintain the complete confidentiality of Board deliberations and of sensitive Chapter information. Information obtained as a result of Board or Committee membership shall not be released except as decided by the Board or Committee as a whole.
- ❖ Complete assigned Action Items in a comprehensive manner by the due date without follow up being required.
- ❖ Actively seek to ensure the professional conduct and management of the activities of the Chapter and Board. This is to include actively assisting other Board members in the conduct of activities and the avoidance of any lapses in the conduct of Chapter or Board activities due to any lack of expertise, familiarity, or availability of Board members. A "Team" approach is to be implemented.

Directors have a right and a duty to raise matters and serious concerns at Board meetings. So that



[CLICK HERE](#) to see a bigger image timeline

THE EXECUTIVE BOARD – KEY INDIVIDUAL RESPONSIBILITIES

Board Officer (Click below to See Detailed Responsibilities)	Responsibilities	Internal Liaison	External Liaison (Contracts)	Deliverables/Documentation
<u>Chair</u>	Chapter Strategy Chapter Annual Report Chapter Charter Renewal Chapter Awards Submission to PMI Agreements signatory (sole) Chapter SOP and Operations Manual Chapter Reporting System(CRS) permissions and component system update Change bank signatories	At least one member of the LMT	PMI Global Region 14 Chapter Mentor	Strategic Plan Chapter Awards Nomination Doc

Board Officer (Click below to See Detailed Responsibilities)	Responsibilities	Internal Liaison	External Liaison (Contracts)	Deliverables/Documentation
<u>Chair-Elect</u>	Special Projects LMT Meeting Activities as determined by the Board from time-to-time to enable effective operation of our Chapter	At least one member of the LMT	PMI Global Region 14 Chapter Mentor	Special Projects Reports
<u>Past-Chair</u>	Mentor the Chapter Chair By-laws Update Charter Renewal preparation & submission Nominations Committee for Board Elections	At least one member of the LMT	PMI Global Region 14 Chapter Mentor	By-laws Chapter Renewal Submission
<u>Treasurer</u>	Chapter Budget & Forecasts Revenue collection & bill payments Chapter Bank Accounts Credit Card Facilities Insurances Accounts for Board Financial Statement Audit requirements Tax Filing Expense Claim PO Box Clearance	VP/AVP of Finance	Bookkeeper Banks Insurance Companies External Auditor IRS	Chapter Budget Chapter Financial Records Annual & Special Project Accounts Expense Claim Forms Asset Register
<u>Secretary</u>	Minutes of Board Meetings Board Meeting Agendas PO Box Clearance Mailbox Correspondence In and Out Agreements & Legal Matters Repository NDA Completion Board Portfolios Table Board Contact Details Records Management - SharePoint (except Financial) Electronic Voting	At least one member of the LMT	Georgia SOS	All External Agreements All Board Minutes All Chapter Records Chapter Resource Centre (register) - SharePoint
<u>Director at Large (x2)</u>	Activities as determined by the Board from time-to-time to enable effective operation of our Chapter Special Projects	At least one member of the LMT	Vendor Relationships as Applicable	As Required Special Projects Reports
<u>Collective Responsibilities</u>	Succession Planning Onboarding Chapter Flagship Events PMI Global Events PMI Global Correspondence			

APPENDIX: FORMS AND TEMPLATES

To be compiled and populated.

Ex: Election/Nomination forms, Reimbursement form templates, Org Charts etc.