

## Elections PMI Netherlands Chapter Board 2024 – 2025

Dear Chapter Members,

In accordance with the PMI Netherlands Chapter By-Laws, we would like to formally announce the upcoming Election of the Board for the 2024-2025 term. The nomination and election of directors will be conducted annually as per the guidelines set forth in Article IV, Section 1, and Article V of the Chapter By-Laws.

The following table provides a scheme of the current board members role and term status:

Board member	Role	Term status
Pawel Stadnik	President	2 <sup>nd</sup> term ending 31 <sup>st</sup> January 2025
Cristina Cordova	Director Events	1 <sup>st</sup> term ending 31 <sup>st</sup> December 2024 Applying for second term.
Cristina Cordova	Director Marketing and Communications	1 <sup>st</sup> term ending 31 <sup>st</sup> December 2024 Vacancy
Laura Roversi	Treasurer	2 <sup>nd</sup> term ending 28 <sup>th</sup> February 2025
Sattar Emamiam	Director Professional Development	Appointed by the board 1 <sup>st</sup> January 2024
Alka Tripathy	Director Membership & Volunteers	Appointed by the board 1 <sup>st</sup> April 2024

In summary the following positions are open for election:

- President (Vacancy)
- Director Events (Applying for second term)
- Director Marketing and Communications (Vacancy)
- Treasurer (Vacancy)
- Director Professional Development (confirm appointment by the board)
- M&V Director and Deputy Director (confirm appointment by the board)

### Board elections 2024

Therefore, the Board calls nominees for these positions in the Board for a 2-year term 2025-2027, starting officially on January 1<sup>st</sup>, 2025. The profiles for these roles are attached at the end of this letter.

### The election process

- Candidates can nominate themselves for each of the open positions. Also, nominations for more than one position are possible. In that case the candidate is requested to supply an order of preference for the positions in his/her nomination,
- Candidates can nominate (only) themselves until **October 14<sup>th</sup>, 2024**,
- The Election Committee checks the credentials of the candidates,
- **From October 14<sup>th</sup> till October 28<sup>th</sup>**, if more candidates are available for one or more of these positions, the Chapter members will be asked to cast their votes,
- **On October 31<sup>st</sup>**, the Election Committee will count the votes and establish which candidate is elected to which position,
- Elected candidates will be informed by the Chapter Board,
- All Candidates will be briefed by the Election Committee or Chapter Board in person,
- The election results will be announced **in the Chapter Newsletter** and published on the Chapter website,

- **On January 21<sup>st</sup>, 2025**, the old and new Board will meet to prepare the operational plan for 2025
- **On January 1<sup>st</sup>, 2025**, the newly elected Board members start their first two-year term and the re-elected board members start their second and last two-year term.

### How to nominate yourself

To nominate yourself, fill out the nomination form attached and return the form **no later than October 14<sup>th</sup>, 2024**, to the Election Committee via e-mail to: [dep-secretary@pmi-nl.nl](mailto:dep-secretary@pmi-nl.nl)

This e-mail address is to be used for any enquiries related to this election or to the positions as well.

Please mention in the subject field: “**Nominee Chapter Board 2024-2025**”.

The 2024-2025 Election Committee.

On behalf of the 2024-2025 Election Committee,  
**Agnes Versteegen (Chair)**  
**Shadrack Hinson**  
**Hikmet Coskun**

# BOARD ROLES AND RESPONSIBILITIES 2024

## President

**ROLE DESCRIPTION:** Elected or appointed volunteer is member of the Chapter Board who will lead the management of the Netherlands chapter.

This role of the president is assumed through a board voting election process.

### ROLES AND RESPONSIBILITIES

- Leads the Chapter
- Is member of the Board and Daily Management Team
- Chairs the Chapter Board and Daily Management meetings
- Is backup for the Treasurer
- Represents the Chapter on PMI EMEA, LIM, ECC and Region 8 meetings as well as other relevant PMI meetings
- Represents the Chapter to external parties
- Is accredited at the Chamber of Commerce and is authorized to represent the Chapter to third parties
- Is eligible for financial commitments up till 5000 EUR and co-signs for Chapter transactions exceeding 5000 EUR
- Is accountable for a consistent strategy and the good standing of the chapter
- Is accountable for the Chapter Annual renewal and execution of the business plan
- Is accountable for maintaining the good standing status of the Chapter
- Is accountable for the Summit Program Board
- Is accountable for the LIWg's and other Organized Groups of Volunteers

### PROFILE

- A PMI Chapter member in good standing
- Must have English language proficiency, Dutch at communicative level
- Must have strategic, business and leadership skills.

### STRATEGIC AND BUSINESS MANAGEMENT SKILLS

- Organizational Change Management
- Management Skills
- Prior Board Membership skills

### LEADERSHIP SKILLS

- Decision Making
- Stakeholder Management

Estimated Volunteer Hours per Month: 15

## Treasurer

**ROLE DESCRIPTION:** Elected or appointed volunteer is member of the Chapter Board who manages the chapter's financials

This role has also responsibility to secure VP/secretary election and transition process by becoming natural successor to the VP/secretary in case no candidates to the role has been identified during election process.

### ROLES AND RESPONSIBILITIES

- Is member of the Chapter Board and Daily Management Team
- Is backup of the VP/Secretary
- Ensures healthy finances of the Chapter
- Keeps the Chapter accounts
- Prepares annually the P&L and Balance sheet statements
- Processes and archives all incoming and outgoing invoices
- Processes timely incoming and outgoing payments
- Is accredited at the Chamber of Commerce and is authorized to represent the Chapter to third parties
- Reports status of finances to Chapter Board on a quarterly basis for sign off
- Represents the Chapter to third parties on Chapter financials
- Maintains financial processes within the Chapter
- Maintains relationship with external accountant
- Invites Financial Committee for annual financial review
- Is accountable for the financial management and control of working groups, projects and task forces (e.g., Summit, Lustrum)
- Ensures proper insurance for the Chapter events
- Is eligible for Chapter financial commitments and transactions up till 5000 EUR

### PROFILE

- A PMI Chapter member in good standing
- Must have knowledge of bookkeeping
- Must have knowledge of financials
- Must be accurate
- Must have English language proficiency, Dutch at communicative level
- Must have strategic, business and leadership skills.

### STRATEGIC AND BUSINESS MANAGEMENT SKILLS

- Organizational Finance Management
- P&L Skills

### LEADERSHIP SKILLS

- Decision Making
- Stakeholder & Financial Management

Estimated Volunteer Hours per Month: 12

## Director Events

**ROLE DESCRIPTION:** Elected or appointed volunteer is member of the Chapter Board and responsible for all aspects of chapter events.

### ROLES AND RESPONSIBILITIES

- Is member of the Chapter Board
- Organizes the Chapter Meetings
- Incorporate feedback, suggestions, and recommendations as necessary to enhance effectiveness and value delivered to the audience and chapter as they relate to the logistics of events/programs
- Invite key influencers from industry to participate in community events.
- Plan and coordinate events, as identified by the chapter's board, designed to enhance the project management professions and/or expand the skills and knowledge of project managers.
- Develop and implement a program roadmap for all events.

### PROFILE

- A PMI Chapter member in good standing
- Must have English language proficiency, Dutch at communicative level
- Must have a developed professional network and or capability to connect hosting companies and potential speakers
- Must have affinity with organizing events

Estimated Volunteer Hours per Month: 12

## Director Communication and Marketing

**ROLE DESCRIPTION:** The Director Communication is responsible for the timely distribution of information both to Chapter membership and relevant external parties. Moreover, the Director is responsible to develop and execute a Board approved Communications and Marketing Strategic and Operational Plans. The content of the plan is to be consistent and in accordance with the strategic objectives of the Chapter

### ROLES AND RESPONSIBILITIES

- Is member of the Chapter Board
- Accountable for internal communication focused on members:
  - Creates and maintains the Chapter house style (e.g., templates) in line with the PMI global framework
  - Coordinates with Operations to maintain and post the Communications and Marketing Content on the Chapter's website.
  - Editor-in-Chief and publisher of the Chapter Newsletter
  - Conducts email outreach to members and interested parties, such as meeting announcements and other Chapter news
  - Drafting, providing input or reviewing of all internal and external Chapter communiqués or messages, for consistency and compliance with Chapter's communications standards.
  - Approves letters and other communication means to all members
  - Moderates the PMI NL LinkedIn groups and other social media (Twitter and others)
- Accountable for external communication in close consultation with the President:
  - Creates and maintains promotion material (e.g., Chapter presentation, Flyer)
  - Issues press releases
  - Is press contact alongside the President
- Determines and use appropriate notification mechanism for external communications, such as regular mail, e-mail, fax, Chapter website, social media, printed media, etc.

### PROFILE

- A PMI Chapter member in good standing
- Must have Dutch and English language proficiency, Dutch at communicative level
- Well-developed communication skills, verbal and in writing
- Enjoys communications

Estimated Volunteer Hours per Month: 12

## Director Professional Development

**ROLE DESCRIPTION:** Elected or appointed volunteer is member of the Chapter Board responsible for the delivery of sufficient professional development possibilities via alignment with professional development suppliers (REP's) and other entities that focus on professional development of project management. If necessary, the director Professional Development defines other means, e.g., member for member initiatives (a.k.a. coaching classes), to ensure the supply of professional development meeting member's demand. The director will create and execute a Board approved Professional Development Strategic and Operational Plan. The content of the plan is to be consistent and in accordance with the strategic objectives of the Chapter and will be accomplished with the guidance of the Chapters Board of Directors.

### ROLES AND RESPONSIBILITIES

- Lead the Professional Development Cluster.
- Develop and implement a chapter PD growth and content plan.
- Coordinate PD external educational activities such as workshops and courses.
- Oversee soft skills development and training programs.
- Provide information to members and non-members on career development.
- Provide information and guidance to members and non-members on certification / re-certification in line with PMI.
- Incorporate feedback and member recommendations as necessary to enhance the effectiveness and value delivered through PD.
- Oversee various initiatives within the PD portfolio incl. Mentorship Program, Disciplined Agile, Knowledge Café, ISO for Projects, and Special Projects.
- Advance the project management profession through planning and coordination of PD offerings and special events.
- Develop and implement a succession and transition plan.

### PROFILE

- A PMI Chapter member in good standing
- Academic degree with a well-developed network in the academic and (registered) education providers' network.
- Must have Dutch and English language proficiency, Dutch at communicative level
- Well-developed communication skills, verbal and in writing.
- Preferably a background in professional development of project professionals
- Has a passion for project management development.
- An energetic advocate of PMI's body of knowledge and the chapter role in delivering this to the Dutch project management community.

Estimated Volunteer Hours per Month: 12

## Director Membership & Volunteers

**ROLE DESCRIPTION:** Elected or appointed volunteer is member of the Chapter Board and responsible for all aspects of Members and Volunteers.

### ROLES AND RESPONSIBILITIES

- Is member of the Chapter Board
- Accountable for the needs assessment, development, implementation, and evaluation of a Chapter Membership and Volunteer Plan
- Initiates and executes activities to increase new membership and membership retention
- Support the Chapter's annual Business Plan through overall stewardship of the Membership and Volunteer portfolio and its performance.
- Develop annual Membership and Volunteer Plan.
- Liaise with current and prospective members/volunteers, responding to questions and concerns
- Identify and facilitate when appropriate, products and services that are not already provided to members via Professional Development or Chapter Events.
- Maintain and report membership statistics from the PMI International DEP database, provide periodic reporting on Membership and Volunteer Development
- Review and Improve retention statistics and specifics; follow-up with any departing members to ascertain why they are leaving
- Conduct membership surveys to confirm membership satisfaction and needs of membership
- Document membership benefits and communicate them to the Board and membership using various communication vehicles (web site, Newsletter, Chapter dinner meetings, etc.)
- Conduct activities to demonstrate appreciation to volunteers for the hours they donate to the Chapter
- Attract Volunteers, liaise with PMI regarding Volunteers and maintain VRMS on behalf of the Chapter
- Is responsible for the LIWg's and other Organized Groups of Volunteers

### PROFILE

- A PMI Chapter member in good standing
- Must have English language proficiency, Dutch at communicative level
- Must have good insight in what drives members and volunteers
- Outstanding communication skills and enthusiasm
- Knowledge of PMI, membership benefits, PMP exam process, and PMI membership process

Estimated Volunteer Hours per Month: 12