

# PMI Central Indiana Chapter Leadership Policy

## Intent of this Policy

The intent of the PMICIC Leadership Policy is to provide clear, accessible rules and guidance to candidates, elected volunteers, and appointed volunteers on their responsibilities to the chapter. This policy is designed to ensure that all chapter leaders understand their obligations, uphold the values and mission of both PMI and PMICIC, and contribute to a culture of ethical, inclusive, and effective leadership. This policy should be reviewed by new leaders upon assuming their roles and annually by existing leaders to maintain high standards of governance and accountability.

This policy aims to:

- Establish transparent and equitable eligibility requirements and expectations for all leadership roles.
- Promote a culture of inclusion, equal opportunity, and non-discrimination, welcoming candidates from diverse backgrounds and experiences.
- Emphasize the importance of leadership qualities, skills, and commitment to the chapter's mission over formal credentials or tenure.
- Align chapter leadership practices with PMI's core values—such as professionalism, volunteerism, community, and engagement—and the PMI Code of Ethics and Professional Conduct.
- Foster effective governance, ethical conduct, and sound decision-making for the long-term sustainability and success of the chapter.
- Ensure operational transparency and continuity through clear board cadence, meeting documentation, and a central policy repository.

By setting forth these principles and requirements, the policy supports the development of a strong, collaborative, and future-ready leadership team dedicated to serving the PMICIC membership and advancing the project management profession.

## **I: Appointment and Election Requirements for Chapter Leaders**

A chapter leader is any individual who holds a Director, Interim Director, Vice President, or President role. A Vice President is defined as an elected member of the Board of Directors. A Director is defined as any member appointed to a leadership role by the Board of Directors.

### **Directors and Interim Directors**

All candidates for PMICIC appointed leadership positions are expected to uphold the bylaws of PMI, bylaws of PMICIC, PMICIC policies, PMI Code of Ethics and Professional Conduct, Indiana Law, and be a member in good standing with PMI and PMICIC. To be eligible for the role, candidates must also:

- Be in good standing and free of any documented ethical or conduct violations with PMICIC, PMI®, any PMI component (chapters, etc.), or affiliate organizations.
- Has not voluntarily resigned from more than two (2) prior chapter leadership roles without completing the term, unless due to extenuating circumstances communicated to and accepted by the board.
- Not have previously been terminated or asked to resign from a previous board or volunteer position at PMICIC.
- Are encouraged to complete both the PMI and Chapter Leadership Onboarding programs within six (6) months of accepting the leadership role.



## Officers

All candidates for PMICIC elected officer positions are expected to uphold the requirements listed above for Directors and Interim Directors, and:

- Give consent and willingness to stand for election and fulfill the term, duties, and time commitments of the open position.
- Have no conflict of interest with the activities of PMICIC, PMI®, any PMI component (chapters, etc.), or affiliate organization.
- Not hold a voting board position with other PMI, any PMI component (chapters, etc.) or affiliate, conflicting, or competing organizations.
- Have a demonstrated track record of leadership and active contribution to PMICIC. This typically includes at least two years in a chapter leadership role, or equivalent leadership experience in a volunteer, nonprofit, or professional setting. Candidates for the President role should ideally have prior experience on the Board of Directors within PMICIC.
- While PMI certifications are encouraged and beneficial, they are not required for officer candidacy.
- Have substantial demonstrated knowledge of PMICIC chapter operations.

## II: Purpose of the Board

The board directs the chapter toward a sustainable future by adopting sound, ethical, and legal governance and financial management policies to ensure the chapter can advance its vision and mission.

The PMICIC Board of Directors fulfills this purpose through the following activities at a minimum:

- Annually, the BOD will meet to evaluate how they can best serve their membership and community.
- Annually, the BOD will update the PMICIC Annual Plan and Core Services.
- Annually, the BOD will present the Annual State of the Chapter to all members.
- Annually, develop operations and strategies to mitigate chapter risk and manage opportunities.
- Monthly, the BOD will provide services and networking within the Central Indiana community.
- Maintain a regular board meeting cadence and ensure meeting minutes are circulated, reviewed, and posted, separating general and confidential information as appropriate

### **III: Alignment to PMI Core Values**

PMICIC embraces a culture of inclusion and equal opportunity. Leadership roles are open to all members regardless of certification status, background, or previous affiliation, provided they uphold PMI values and demonstrate a commitment to advancing the chapter's mission.

Each member of PMI is bound to the PMI Code of Ethics and Professional Conduct. Honesty, responsibility, respect, and fairness drive ethical conduct for the project management profession and chapter operations. Chapter leaders, personnel, and volunteers shall not engage in behaviors that do not align with PMI values, including but not limited to:

- Slandering, ridiculing, or maligning a person or their family; persistent name calling that is hurtful, insulting, or humiliating; using a person as the butt of jokes; abusive and offensive remarks.
- Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property.
- Nonverbal gestures that can convey threatening messages.
- Socially or physically excluding or disregarding a person in chapter work-related activities.

#### **PMICIC Chapter Values:**

- We build an inclusive community for our members and volunteers by respecting diversity of thought and embracing individual journeys.
- We seek to serve others first by building trust in order to inspire creativity through open communication and supporting growth opportunities.
- We experiment with new ideas, embrace failures as opportunities, and take action on our feedback and learnings.

## IV: Chapter Board Responsibilities

The chapter board of directors must adhere to the following responsibilities to ensure the utmost integrity of the officers and the organization:

- **Laws:** The chapter must adhere to local, state or provincial, and federal laws surrounding not-for-profit organizations.
- **Articles, Bylaws, and Charter:** The chapter must adhere to its Articles of Incorporation, chapter bylaws, and PMI Chapter Charter Agreement.
- **Tax Filings:** The chapter must file in its own legal name and make accurate and timely reports of tax filings available to PMI. Independent audits of the chapter's financial records are also encouraged.
- **Records Management:** The chapter must maintain accurate records related to its business affairs.
- **Annual Report:** The chapter must publish an annual report stating its programs, officers, and financial condition.
- **Policies and Procedures:** The chapter must develop and maintain operational policies and procedures, including the nomination, election, and financial management policies. Policies and procedures must be fair, equitably applied in every situation, and nondiscriminatory.
- **Policy Repository:** The chapter will maintain a central, accessible repository for all active policies, with a status tracker and revision dates, to ensure transparency and ease of access for all leaders and members.

## V: Adherence to Fiduciary Duties

PMI chapter leaders must adhere to fiduciary responsibilities to foster effective governance, set ethical leadership expectations, maintain accountability, and reduce liability exposure.

**2.5.1 Duty of care** A leader must exercise the same level of care over the chapter's business as a reasonable person would over their personal business. Chapter leaders have a duty to stay informed and maintain confidentiality on matters that are brought to their attention.

**2.5.2 Duty of loyalty** A leader must act independently, avoid conflicts of interest, and uphold the interests of the chapter and its members above personal interests.

**2.5.3 Duty of obedience** The chapter board of directors must speak with one, unified voice. A chapter leader must support board of director decisions and policies even if they personally disagree.

**2.5.4 Duty of integrity** A leader must follow all governance documents and chapter policies in an ethical and honest manner, including the PMI Code of Ethics and Professional Conduct and the Guidelines for Conduct of PMI Chapter Leaders.

**2.5.5 Duty of foresight** The chapter board of directors should build a consistent practice of foresight to act as responsible investors and champions and anticipate an evolving mix of requirements needed to thrive in the future.

**2.5.6 Chapter volunteer onboarding package** To keep the chapter's status in good standing, all chapter volunteers serving in fiduciary or decision-making roles must annually review, complete, and agree to abide by the following documents:

- Conflict of Interest Policy & Questionnaire
- Confidentiality & Records Compliance Agreement
- Chapter Volunteer Culture Guidelines
- Assignment of Copyright and/or Release of Intellectual Property (if applicable)

The chapter board will review submitted documents and address any identified concerns, including potential conflicts of interest, to ensure compliance and uphold the integrity of our community.

**2.5.7 Conflict of interest** - Contracts and transactions involving interested parties Chapters may enter into contracts or transactions involving its members, elected officers, directors of the



board, appointed committee members, or authorized representatives, as well as any corporation, partnership, association, or other organization in which these individuals hold a directorship, an officer position, a financial interest, or employment, provided the following conditions are met:

**1. Disclosure** – The nature of the relationship or interest must be fully disclosed to the Board of Directors before the contract or transaction is initiated.

**2. Board approval** – The contract or transaction must be authorized in good faith by a majority vote of the disinterested directors. Directors with a financial or personal interest in the matter shall abstain from the vote.

**3. Fairness and compliance** – The contract or transaction must be fair to the chapter and comply with all applicable laws and regulations in the jurisdiction where the chapter is incorporated or registered at the time of approval, authorization, or ratification by the Board of Directors. This policy ensures that all transactions are conducted with integrity, transparency, and in the best interest of the chapter.



## VI: Chapter Leader Policies

The ideal chapter leader demonstrates integrity, accountability, reliability, and an inclusive leadership style. Skills such as strategic thinking, communication, collaboration, and project management experience are valued over formal credentials alone.

Once elected or appointed, all chapter leaders have individual responsibilities to build a cohesive and collaborative group of leaders. Directors, Interim Directors, and Officers must:

- Participate in meetings and leadership workshops
- Participate in Annual Planning
- Promote chapter stability by adhering to all Bylaws and policies
- Provide guidance for other chapter leaders and volunteers
- Ensure every leader has a voice at the table when considering initiatives or motions

**Leadership Workshops:** All role-specific responsibilities and deliverables will be reviewed and assigned annually to ensure all core services are provided. Each leader is expected to participate in the Chapter Annual Planning sessions. During those workshop(s), chapter leaders will agree on what tasks are needed to align to all Chapter Annual Planning documents. Unless a responsibility is defined in our bylaws or policies, all tasks and responsibilities are available for any leadership role to own. If a gap arises later, the BOD can decide during any monthly BOD meeting who will pick up the needed responsibilities.

### **The Chapter President must ensure:**

- PMICIC Participation in the monthly region meeting with other Chapter Presidents and PMI
- PMICIC Participation in biannual PMI leadership meetings

When considering new policies, initiatives, and motions, the BOD will have final vote.

## VII: Chapter Election Policies

Refer to PMICIC Chapter Election Policy.

## VIII: Leadership Onboarding Program

Every new leader is encouraged to complete the Leadership Onboarding program to develop deeper awareness of chapter needs and the leadership role within six (6) months of accepting the role. Please refer to the Leadership Onboarding Program document for requirements and details.

## IX: Leader Succession Planning

All chapter leaders are expected to keep succession planning top of mind. Leaders must develop ways to recruit members to participate in committee work, encourage members and volunteers to attend BOD meetings, and foster a culture of chapter engagement. In addition, all leaders should develop a working knowledge of other roles to assist in Leadership Onboarding.

## Revision History

Date	Version	Description	Author
Jul 28, 2025	1.0	Initial Approved Document	Board of Directors: Kelly Sandstrom, Rosann Bateman, Adrienne Roman, John Fitzpatrick, Liz Alvarez