



PMI Westchester

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Planning/Organization Meeting Agenda

- Select scribe to take meeting notes for publication to the board.
- Select scribe to assist proceedings on white board or flip charts.
- Introduction
- Discussion of chapter vision, objectives, mission
- Programs to fulfill mission

Planning/Organization Meeting Agenda

- To-do's to make the chapter work
- To do's to get chartered
- Selection of officers and committees
- Develop board meeting schedule
- Action Items to get us to the next step
- Schedule first chapter meeting

Introduction

- Who am I
- NYC Chapter story

Discussion of chapter vision

- Become PM hub for the Westchester area
- Programs to fulfill vision
 - Monthly chapter meetings, breakfast roundtables, symposiums w speakers, vendor reps, recruiters
 - Education - PMP prep and other classes, mentoring
 - Career support - networking meetings w recruiters & how-to speakers

To-do's to make chapter work

- Establish chapter identity w PMI HQ as Proposed Chapter
- Identify board members
- Establish committees reporting to the board to get things done
- Develop email and snail mail distribution lists
- Monthly board meetings to plan, implement, and track all activities

To-do's to make chapter work

- Communicate programs to membership by email, newsletter web site
- Establish primary revenue stream by encouraging area members to join chapter
- Cultivate corporate sponsors to host &/or pay for meetings
- Get chartered by HQ as a permanent chapter

To get recognized as Proposed Chapter

- ✓ Statement of Interest
- ✓ Component Area Designation Form -
Westchester, Rockland, Fairfield?
- ✓ Letter of intent - signed
- ✓ We are now
 - *Officially designated Proposed Chapter -
PMI Westchester, NY*
 - *Receiving DEP reports*

To get recognized & chartered

- ✓ Tax ID number
- ✓ Bank account
- Identify Steering Committee/Temp Board of Directors to HQ - get \$250 seed money.
- Finalize component name to HQ
- Determine dues amount
- Dues authorization form to HQ

To get recognized & chartered

- Incorporation
- Logo
- Get 25 + to join chapter
- Charter agreement to HQ
- Bylaws to HQ
- Insurance
- Election

Annual to-do's to stay chartered

- Tax filing
- Charter renewal survey
- Financial report

Action Items for this meeting

- *Select board members*
- *Populate committees*
 - *Program*
 - *Bylaws*
 - *Nominating*
 - *Advertising*
 - *Logo*
 - *Incorporation*
- *Schedule board meeting*

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The Board

- Sponsor/President
- Program director
- Treasurer
- Secretary
- Membership
- Web Master
- Newsletter editor
- Professional Development
- Marketing

Sponsor/President

Responsible for the overall functioning of the chapter, ensuring that chapter board positions are filled and functioning effectively, presides over board and chapter meetings, ensures that the chapter complies with all processes and documentation specified by PMI HQ to maintain its charter in good standing, represents the chapter at the Leadership and Assembly of Chapter Presidents (ACP) Spring and Fall meetings, establishes a succession plan for the election of new officers (nominating committee).

Program director

Chairs program committee to: schedule chapter meetings; book speakers, product vendors, recruiters; ensure adequate meeting facilities, food, registration, parking; organize other programs such as breakfast roundtables, career networking meetings, mentoring program, chapter symposiums, etc; ensure timely notices of all events reach the membership.

Treasurer

Acquires a tax id number and opens and maintains chapter bank account, keeps track of all chapter financial transactions, provides financial status report at board meetings, files the necessary papers incorporating the chapter as a not for profit organization, acquires chapter and officer liability insurance policies, prepares the annual chapter tax return, and works with membership and program directors to arrange staffing of registration desk at chapter events and collect entrance fees.

Secretary

Records the proceedings of all board meetings and provides minutes to the board, administers communication with the membership, chairs the committee to develop the chapter bylaws, prepares and files all documentation and correspondence required by HQ, i.e. Annual Charter Renewal.

Membership

Maintains the chapter membership and contacts data base updating it with the updates from non-member meeting attendees, requests to be on our mailing list from non-members, and the monthly DEP provided each month by HQ, maintains a current email distribution list for emailing the membership, produces mailing labels for the newsletter, and membership list for chapter event registration desk.

Web Master

Registers the chapter URL (pmiwestchester.org is available), contracts a web site hosting service, and creates and maintains the chapter web site. Assists the Marketing committee developing the chapter logo. Works with the Program Director and committees to ensure the site highlights current upcoming programs. Works with all chapter officers to ensure all relevant chapter and PMI related information is available to the membership. See PMINYC.ORG for an example.

Newsletter editor

Publishes and mails hard copy newsletter to the membership a week before each monthly chapter meeting. See NYC's Chapter Newsletter, pminyc.org/newsletter.htm, for examples. Works with marketing director to solicit advertising to help support the cost of publishing and mailing.

Professional Development

Organizes education programs for chapter members and non members as well. This can be an excellent source of revenue for the chapter. Classes may be hosted by chapter volunteers or outside hired professionals. Establishes and maintains a Chapter Library of Project Management reading material and professional publications including the materials provided to a new chapter by HQ at chartering time. A list of available materials shall be published on the web site and made available to the chapter membership.

Marketing

Chairs committee to develop the chapter logo, works with the program director to find corporate sponsors or vendors to host meetings or fund event costs such as food and speaker travel, works with the newsletter editor to price and sell advertising space, works with the web master to ensure attractive, effective, timely communication and price and sell advertising space on the web site.

Committees

■ *Program*

- *Speakers & program content*
- *Vendor corner*
- *Career corner*
- *Facilities*
- *Breakfast roundtable*
- *Career development*
- *Special projects*

Committees

- *Publications - assists in gathering content & advertising for newsletter*
- *Advertising - solicits ads for newsletter & web site*
- *Membership - solicits members from mailing list*

Committees

- *Logo*
- *Bylaws*
- *Incorporation*
- *Nominating - solicits/selects candidates for office prior to election*