



Election information for Candidates

Thank you for your enquiry about the PMI Sydney Chapter (PMISC) Board Elections. We are delighted that you want to contribute more actively to the Chapter and are interested in nominating for the election, and the opportunity to join the Chapter’s leadership team.

Joining a board and representing your membership is an exciting but demanding opportunity and requires a significant commitment from all Board Members – it’s not for everyone.

The Elections and Nominating committee’s (hereafter referred to as the Nominating Committee) role is to ensure that we present candidates at the election that are ready to dedicate the time and effort to their role on the Board. These candidates need to demonstrate to us that they will work with the Board, for our current and future members and partners, and represent the interests of PMI Sydney Chapter, and PMI.

This guide contains essential information for all candidates

- **Reference Material for Candidates**.....Page 2
These are the essential materials that candidates must have read prior to completing the self-assessment and proceeding with their application to Nominate.
- **Self-Assessment for Candidates**.....Pages 3-7
The self-assessment is to assist you understand the eligibility and suitability criteria for our potential board members. Please take the time to refer to all the related materials and complete the self–assessment before you proceed with an application for the position of Director on the PMI Sydney Chapter Board.
- **Nomination Instructions**.....Page 8
These are the instructions for candidates that choose to proceed with an application to Nominate for the Board.

PMI Sydney Chapter Nominating Committee 2024

Questions?

Contact the Nominating Committee

nc@pmisydney.org



Reference Material for Candidates

Preparation for all Candidates

Before submitting a nomination, candidates need to understand the commitments and requirements of holding the office of a Director of an Association registered in NSW, and the expectations of the role, PMI Sydney Chapter and PMI.

The PMI Sydney Chapter is governed by local laws (NSW), our [Bylaws](#) and our Policies, which are available in the [Chapter Handbook](#) (which includes information about Board Director Roles and Responsibilities).

All interested members should have read these documents before submitting a nomination.

- [PMI Sydney Chapter Bylaws](#)
- [PMI Sydney Chapter Handbook](#)
- [PMI Code of Ethics and Professional Conduct](#)



Candidates who choose not to proceed with a nomination at any point are encouraged to consider volunteering options with the Chapter.

Please register for volunteering at pmisidney.org/volunteers





Self-Assessment for Candidates

Introduction

Before submitting a nomination, please complete this self-assessment.

The PMISC is governed by local laws (NSW), our [Bylaws](#) and our Policies, which are available in the [Chapter Handbook](#) (which includes information about Board Director Roles and Responsibilities).

All interested members should have read these documents before commencing the self-assessment and submitting a nomination.

Self-Assessment

This self-assessment consists of three parts:

Part 1: Acceptance of Commitments for Office

You should be able to answer YES to all these statements.

Part 2: Agreement to rules of Nomination

You must agree to these rules to proceed with your Nomination.

Part 3: Demonstration of Desirable Criteria of Candidates.

Please reflect and consider if you possess some of the seven desirable criteria listed to be a candidate for a PMISC Board of Directors.



Candidates who choose not to proceed with a nomination following the self-assessment are encouraged to consider volunteering options with the Chapter.

Please register for volunteering at pmisydney.org/volunteers



Self-Assessment for Candidates: Part 1

Part 1: Acceptance of Commitments for Office

You should be able to answer **YES** to all these statements.

- I am willing to devote the time and effort required as an Officer of the Sydney Chapter – this includes committing to attend at least 75% of Board Meetings each year.
- I will sign a Confidentiality Agreement regarding Board operations (and related information) and complete the Conflict-of-Interest forms.
- I am prepared to abide by the policies of the PMI Sydney Chapter and uphold the governance practices of the chapter in an ethical and professional manner.
- I am a member in good standing of PMI and of the PMI Sydney Chapter.
- I am prepared to commit to undertake any role and portfolio on the Board during my tenure (two years).
- I have read all the reference material and understand that I am **eligible*** for nomination.

If you can respond YES to all the above, please continue to Part 2.



*IMPORTANT NOTE ON ELIGIBILITY

Candidates should pay attention to the following. Candidates will be deemed ineligible for nomination if any of the below apply:

- I have unsatisfactory performance as a previous Board member
- I have history of previous breach of fiduciary duty
- I am an undischarged Bankrupt
- I am being banned from becoming a director by ASIC, or being convicted of offences under the Corporations or Associations Acts
- I am a listed PMI Authorised Training Partner (ATP) owner and/or trainer registered with an ATP
- I am under 18 years old



Self-Assessment for Candidates: Part 2

Part 2: Agreement to rules of Nomination

You must agree to these rules to proceed with your Nomination

- I understand that I must be aware of, and provide, my nomination and all supplementary information in the time frames provided by the Nominating Committee (late nominations will not be considered).
- I understand that the Nominating Committee isn't responsible for any omissions or errors in the information or materials that I have provided. Any non-compliant submission or information will be returned for correction and resubmission.
- I understand that I must reside in the geographical areas of the Chapter's operation (i.e., NSW / ACT) for a minimum of six months each year. The six-month period does not need to be continuous.
- I understand that all PMI Sydney Chapter Board members are volunteers.
- I understand that I am nominating for a position on the Board, and that Portfolio allocations will occur at the first Board meeting after the Election results are advised. *(Noted that each of the existing Directors in continuing positions has agreed to relinquish their current positions to allow all board members an equal opportunity to fill any role.)*
- I understand that proceeding with a nomination indicates that I have completed the self assessment and understand the eligibility requirements.
- I understand and agree to accept the decisions of the Nominating Committee.

If you agree to all the above rules, please continue to Part 3. >>>



Self-Assessment for Candidates: Part 3

Part 3: Demonstration of Desirable Criteria of Candidates.

Please reflect and consider if you possess some of the seven desirable criteria listed to be a candidate for a PMISC Board of Directors. You will need to address this in your application for nomination.

1. PROJECT, PROGRAM OR PORTFOLIO MANAGER EXPERIENCE

- For example: The candidate is a subject matter expert and able to significantly participate in market perspective discussions that will contribute to strategy formation.

2. KNOWLEDGE OF PMI SYDNEY CHAPTER FUNCTIONING

- For example: Good understanding of Chapter's current strategy (mission, objectives and goals), governance structure, organisation, programs, products and services, which can be achieved through volunteering exposure, corporate council, or other ways of collaboration with Chapter.

3. STRATEGIC PLANNING EXPERIENCE

- For example: Professional development focused on strategic planning (courses, seminars, etc.); devised and/or contributed to strategies and policies ensuring that an organisation met its goals; worked in a strategy function; or experience in a project portfolio management role.

4. SENIOR MANAGEMENT EXPERIENCE

- For example: Senior management position in a corporation, non-profit and/or academic institution; managing teams; responsible for day-to-day activities; understands and can articulate the big picture and key drivers of an organisation; establishing performance targets.

5. BOARD/GOVERNANCE EXPERIENCE

- For example: Strategic dialogue and decision-making; fiduciary oversight; good governance practices; dealing with CEO matters; succession planning.

6. FINANCIAL LITERACY

- For example: Good understanding of key financial concepts (balance sheet, profit and loss, forecasts, etc.) and financial reports, or experience in tying financial statements to programs and strategy for a comprehensive view.

7. VOLUNTEER/LEADERSHIP EXPERIENCE

- For example: The understanding and appreciation of working in a collaborative, collegial, respectful, and productive way with people having diverse backgrounds and viewpoints.

*If you are confident that you can demonstrate some of the
above criterion, please continue to the next page.*





Self-Assessment for Candidates: Complete

CONGRATULATIONS

Thank you for taking the time to complete the self-assessment.

The Nominating Committee aim to give all candidates the opportunity to understand as much as possible about the requirements to be a Board Director prior to proceeding with a nomination.

At this point you should have now:

- Read and understood the Reference Materials listed on page 2.
 - [PMI Sydney Chapter Bylaws](#)
 - [PMI Sydney Chapter Handbook](#)
 - [PMI Code of Ethics and Professional Conduct](#)
- Completed and passed the self-assessment including:
 - Acceptance of the Commitments of Office
 - Agreement to the rules of Nomination
 - Demonstration of Desirable Criteria

Candidates who wish to continue with a nomination should now refer to the Nomination Instructions on page 8.

Candidates who choose not to proceed with a nomination are encouraged to consider volunteering options with the Chapter.

Please register for volunteering at pmisydney.org/volunteers

[PMI Sydney Chapter Nominating Committee 2024](#)



Nomination Instructions for Candidates

Thank you. We are delighted that you have now completed the self-assessment and are ready to proceed with a nomination.

The Nomination process will be in two parts.

Part A: Candidate Nomination and Review

Candidates who have successfully completed the self-assessment and are ready and prepared for the opportunity to nominate for the board will be required to formally apply for nomination once the “**Call for Nominations**” is announced.

- Candidates must provide an application to nominate.
- Candidates need to complete the **Nomination Form** and provide all the requested documentation before the “**Call for Nominations**” closes.
- This is the information by which the Nominating Committee makes an initial assessment of your eligibility and suitability and **may** include an interview with the Nominating Committee.

Candidates will be advised at the completion of this phase, whether they are been successful at being shortlisted as a nominee for the election.

Part B: Candidate Information for Election

Candidates that are successfully shortlisted as a nominee for the election must provide some additional information for use during the election. These nominees will need to provide the information requested for the Election slate.

- This is outlined on the form **Candidate Information for Election**.

[PMI Sydney Chapter Nominating Committee 2024](#)