

PMI Bulgaria Chapter	Name of document	Nomination and Elections Procedure
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Nomination and Elections Procedure

PMI Bulgaria Chapter shall conduct nomination and election of the members of the Board in accordance with the approved Bylaws. Elections will be held each year during the annual General Meeting of the members of PMI Bulgaria Chapter.

1. Nomination and Elections Committee:

- a. The Nomination and Elections Committee is a semi-autonomous body accountable to the chapter Board of Directors.
- b. The committee must be composed of chapter members in good standing and may not include any member who intends to stand for a position during the current electoral cycle.
- c. No current member of the Board may actively sit on the committee or influence the committee's activities in any way during the nomination and election period, other than to provide feedback on the timeline of activities and to request status updates on these activities.
- d. The committee should be selected in accordance with the chapter's bylaws regarding committee selection.
- e. Should include at least three members to ensure transparency and fairness of candidate validation.
- f. The Board appoints Chairman of the Nominations and Elections Committee. The Chairman of the Nominations and Elections Committee represents the Committee in front of the members and the Board.
- g. The Board appoints members of the Nominations and Elections Committee with majority of 2/3 of the Board members.

Процедура за номиниране и избори

Българският клон на организацията на PMI номинира и провежда изборите за Управителен съвет според одобрения си устав. Изборите са ежегодни и се осъществяват по време на Общото събрание на членовете на българския клон на PMI.

1. Комитет по номинации и избори

- a. Комитетът по номинации и избори е полу-автономно звено, отговарящо пред Управителния съвет.
- b. Комитетът се съставя от пълноправни членове на сдружението и не може да включва лице, което има намерение да се кандидатира за позиция в настоящия изборен цикъл.
- c. Не се допуска член на Управителния съвет да участва в Комитета по номинации и избори във времето на неговото действие, освен за да предостави обратна връзка относно съгласуването на графика на изборните дейностите или да поиска информация за актуалния им статус.
- d. Комитетът се избира в съответствие с препоръките на действащия устав на сдружението.
- e. Трябва да наброява минимум трима членове, за да гарантира прозрачност и честност при одобрението на кандидатите.
- f. Управителният съвет определя Председател на Комитета по номинации и избори. Председателят на Комитета по номинации и избори представлява комитета пред Управителния съвет на сдружението.
- g. Членовете на Комитета по номинации и избори се определят с мнозинство от 2/3 от гласовете на членовете на Управителния съвет.

2. Nomination and Elections Committee responsibilities :

- a. Review and clarify open position descriptions and eligibility criteria with Board liaison
- b. Review and finalize timeline for nominations and elections activities
- c. Review and finalize communication protocols for nominations and elections activities
- d. Provide timeline and process to Board liaison for Board awareness and feedback
- e. Communicate the timeline for nominations and elections to chapter membership, including: PMI's policy prohibiting campaigning and electioneering, description of open positions, description of eligibility criteria, process for submitting nominations, deadline for submitting nominations, description of balloting procedures, instructions for submitting absentee or proxy ballots, if permitted
- f. Initiate the call for nominations for open positions
- g. Collect and review nominations documents against eligibility criteria and requirements
- h. Communicate eligibility status to candidates
- i. Finalize and communicate the slate of candidates
- j. Create the ballot
- k. Initiate the election process
- l. Validate member voting rights
- m. Collect and tabulate ballots (including absentee or proxy ballots, if permitted)
- n. Coordinate tie-breaks as necessary and in accordance with chapter parliamentary procedure
- o. Document outcome of election in accordance with chapter parliamentary procedure
- p. Announce newly elected members of the Board to the membership

2. Отговорности на Комитета по номинации и избори:

- a. Да разглежда и одобрява описанията на отворените позиции, както и съответните им критерии за пригодност, с посочен член на Управителния съвет.
- b. Да определи финален график на процеса на номиниране и избор на членове на Управителния съвет
- c. Да определи протокола за комуникация, свързан с активностите по номиниране и избор
- d. Да предостави графика и описанието на процеса на представител на Управителния съвет, за да информира членовете му и да получи обратна връзка
- e. Да комуникира графика за номиниране и избор с членската маса на сдружението, включително: Политиката, ограничаваща провеждането на кампании и избори, описание на отворените позиции, критерии за пригодност на кандидатите, описание на процеса за номиниране на кандидат, краен срок за номиниране, процедура по подаване на вота, инструкции за косвено упражняване на правото на глас (ако е разрешено).
- f. Да даде началото на номинациите.
- g. Да събере и прегледа нужната документация, спрямо критериите за пригодност на номинираните кандидати
- h. Да комуникира заключение за пригодността на кандидатите
- i. Да определи и комуникира предварителният списък на кандидатите
- j. Да създаде бюлетина
- k. Да инициира процеса на изборите
- l. Да верифицира правото на глас на членовете
- m. Да събере и подреди подадените бюлетини (включително косвено подадени такива, ако те са разрешени)

3. Committee Authorities and Limitations

- a. The Nominations and Elections Committee is the sole authorized body for communications regarding nomination and elections process and timelines to the chapter membership.
- b. The committee may not interpret position descriptions or eligibility criteria; the committee may request clarification of position descriptions or eligibility criteria, through the Board liaison.
- c. The committee may not amend chapter governing documents or policy; the committee may make recommendations to the Board for amendments to governing documents or policy, through the Board liaison.
- d. The committee may not interpret chapter governing documents or policy; the committee may request clarification of governing documents or policy, through the Board liaison.
- e. The committee may not represent the chapter Board of Directors.
- f. The committee must disqualify a candidate found in violation of PMI's policy prohibiting campaigning and electioneering, as well as the rules of the Bylaw.
- g. All members of the committee must disclose any conflicts of interest prior to taking this role and as they arise; all members of the committee are required to sign a confidentiality agreement.

- n. Координира дейността по финализиране на избора при наличие на равен резултат, в съответствие с действащите процедури на сдружението
- o. Да документира резултата от проведените избори в съответствие с процедурите на сдружението
- p. Да обяви новоизбраните членове на Управителния съвет пред членската маса на сдружението.

3. Правомощия и ограничения на Комитета по номинации и избори

- a. Комитетът по номинации и избори е единственият оторизиран да комуникира информация, свързана с графика и процеса на провеждане на избори, с членската маса на сдружението
- b. Не се разрешава на Комитета да интерпретира описанието на изборните позиции или критериите за пригодност на кандидатите. Комитетът може да поиска пояснения, относно описанието на позициите или критериите за пригодност чрез определеният представител на Управителния съвет.
- c. На Комитета не е разрешено да променя действащите процедури на сдружението. Комитетът може да предложи промени в тези процедури чрез определеният представител на Управителния съвет.
- d. На Комитета не е разрешено да интерпретира действащите процедури на сдружението. Комитетът може да поиска пояснения на тези процедури чрез определеният представител на Управителния съвет.
- e. Комитетът не може да представлява Управителния съвет.
- f. Комитетът трябва да дисквалифицира кандидат, който е уличен в нарушаване на Политиката, ограничаваща провеждането на кампании и избори на

4. Board Liaison:

- a. This role must be held by a member of the chapter Board of Directors or Immediate Past President, where the latter is part of the governance structure of the Board or may be appointed member of the Chapter.
- b. This role must not be held by the current President of the chapter.

5. Liaison Responsibilities:

- a. Coordinating the call for volunteers to serve on the committee.
- b. Presenting the committee application to the Board for final approval of the selection.
- c. Communicating requirements around conflict of interest, confidentiality, and PMI's policy prohibiting campaigning and electioneering.
- d. Communicating PMI's policy prohibiting campaigning and electioneering to the current members of the chapter Board.
- e. Providing committee with documentation, including chapter governing documents (bylaws, policies, etc.), descriptions of open positions, eligibility criteria for open positions, all documented process for nominations and elections.
- f. Providing clarification on any of the items listed above
- g. Providing status updates on committee activities to the Board

PMI, както и установените правила в Устава.

- g. Всички членове на Комитета са длъжни да предоставят информация по възможен конфликт на интереси преди да са встъпили в длъжност. Всички членове на Комитета са длъжни да подпишат споразумение за конфиденциалност.

4. Представител на Управителния съвет

- a. Тази роля може да се изпълнява от член на действащия Управителния съвет или президента на предшестващия Управителния съвет, където последният е част от управляващата структура на Управителния съвет или е избран член от масата на сдружението.
- b. Тази роля не може да се изпълнява от настоящия Председател на Управителния съвет.

5. Отговорности на Представителя на Управителния съвет

- a. Да координира избора на доброволци за Комитета по номинации и избори.
- b. Да представи кандидатите за финално одобрение от Управителния съвет.
- c. Да комуникира изискванията във връзка с конфликтите на интереси, конфиденциалност и политиката, ограничаваща провеждането на кампании и избори на PMI.
- d. Да комуникира Политиката, ограничаваща провеждането на кампании и избори на PMI на настоящите членове на сдружението.
- e. Да предостави на Комитета по номинации и избори необходимите документи (устав, процедури и т.н.), описание на изборните позиции, критерии за пригодност на кандидатите и всички други документи, свързани с процеса на номиниране и избор.

- h. Coordinating with PMI Community Development staff for any support required

6. Liaison Authorities and Limitations:

- a. The Liaison is the sole point of contact between the current Board of Directors and the Nominations and Elections Committee during the electoral cycle, outside of scheduled meetings with the Board.
- b. The Liaison may delegate this responsibility only in extenuating circumstances preventing this individual from carrying out their role.
- c. The Liaison may request clarification or supporting documentation from the committee regarding decisions made.
- d. The Liaison may not sit on the committee, nor may he or she influence the decisions of the committee in any way.
- e. The Liaison may not represent the committee.
- f. The Liaison must disclose any conflicts of interest prior to taking this role and must sign a confidentiality agreement.

7. Creating Eligibility Criteria

- a. Based on the Bulgarian Law all members have the right to participate in the governance of the PMI Bulgaria Chapter.
- b. The members of the Board shall meet the following eligibility criteria:
 - i. Member of the PMI Bulgaria Chapter for at least one year before the election day

- f. Да предоставя допълнителна информация по всяко от горепосочените.
- g. Да предоставя информация за актуалното състояние на дейностите на членовете на Управителния съвет.
- h. Да координира дейността по евентуално изискано съдействие със структурите, отговорни за развитието на дружеството в PMI.

6. Правомощия и ограничения на Представителя на Управителния съвет

- a. Представителят е единствената съществуваща връзка между Управителния съвет и Комитета по номинации и избори по време на изборния цикъл, извън насрочените срещи на Управителния съвет.
- b. Представителят може да делегира правата си само при извънредни обстоятелства, които възпрепятстват изпълнението на задълженията му.
- c. Представителят има правото да поиска допълнителна информация или пояснения от Комитета, относно взети решения.
- d. Представителят не може да води или въздейства на решенията на Комитета.
- e. Представителят не може да представлява Комитета.
- f. Представителят е длъжен да предостави информация относно евентуален конфликт на интереси и да подпише споразумение за конфиденциалност, преди встъпването си в длъжност.

7. Създаване на критериите за пригодност.

- a. Съгласно българският закон всички български граждани имат правото да участват в управлението на локалното подразделение на PMI.
- b. Членовете на Управителния съвет трябва задължително да отговарят на следните критерии за пригодност:

<ul style="list-style-type: none"> ii. Might be a member of the current Board but for less than 4 consecutive terms. c. The Nominations and Elections Committee shall recommend additional criteria for selection of Board members by roles. These criteria have consultative character and shall be sent to the members of the chapter as a part of the Nomination and Election process. d. The additional criteria shall follow these principles: <ul style="list-style-type: none"> i. Create eligibility criteria that is clearly defined and described. ii. Create eligibility criteria that are meaningful to the role. iii. Specify experience and skills that are essential to success in the role. iv. Consider criteria that may be transferable from other volunteer organizations. v. Consider how criteria will be validated by a candidate. vi. Specify between what is required and what is preferred. vii. Focus on defining experience and skills, rather than roles and credentials held, where the latter are not essential to the role. viii. Do not create eligibility criteria that require interpretation. ix. Do not create eligibility criteria in reaction to a specific circumstance. x. Do not create eligibility criteria that cannot be validated. xi. Do not create eligibility criteria that is not meaningful to the role. xii. Do not require experiences and skills that are not essential to success in the role. xiii. Do not require credentials or previous role experience, where they are not essential to the role. 	<ul style="list-style-type: none"> i. Да са членове на локалното подразделение на PMI от минимум една година към изборната дата. ii. Може да бъдат членове на настоящия Управителния съвет, но не по-дълго от 4 последователни мандата. c. Комитета по номинации и избори трябва да препоръча допълнителни критерии за избор на членове на Управителния съвет, според съответната роля. Тези критерии имат препоръчителен характер и следва да бъдат споделени с членската маса, според процеса на номиниране и избор. d. Допълнителните критерии трябва да се подчиняват на следните принципи: <ul style="list-style-type: none"> i. Критериите за пригодност са ясно дефинирани и описани. ii. Критериите за пригодност са съобразени с профила на изборната длъжност. iii. Специфицирани са изисквания за опит и умения, които са от определящо значение за съответната длъжност. iv. Взети са предвид критерии, които могат да се прехвърлят от други доброволчески организации. v. Взето е предвид как ще се засвидетелства пригодността спрямо критериите. vi. Прави се разлика между изискване и преимущество. vii. Акцентът е върху дефинирането на критерии относно опит и умения, а не на роли и акредитиви, където последните не са определящи за ролята. viii. Не се поставят изисквания, които изискват интерпретация. ix. Не се поставят изисквания, като реакция на конкретни обстоятелства.
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8. Nominations Process:

The Nomination and Election Committee shall ensure the following process:

- a. Committee communicates timeline for nominations and elections to the membership
 - i. Communicates PMI policy prohibiting campaigning and electioneering
 - ii. How members will receive future communications
 - iii. Where nomination and election process information may be found
 - iv. Where members may reference governing documents and guiding policy
 - v. The nomination campaign starts at least 15 days before the Election Day
 - vi. The date of Election Day will be defined by the publication in State Gazette as provided by the Bylaws
- b. Committee initiates call for nominations
 - i. Include clear descriptions of open positions/roles
 - ii. Include clear descriptions of eligibility and additional criteria
 - iii. Include clear deadlines for submission

- x. Не се поставят изисквания, които не могат да бъдат адекватно валидирани.
- xi. Не се поставят изисквания, които не са определящи за изпълнението на ролята.
- xii. Не се поставят изисквания, които не са от основополагащо значение за успеха на съответната позиция
- xiii. Да не се изискват акредитиви или предишен опит, които не са от основополагащо значение за успеха на съответната позиция.

8. Процес на номиниране

Комитетът по номинации и избори трябва да осигури протичането на следния процес:

- a. Комитетът комуникира графика за номинации и избори с членската маса на сдружението
 - i. Комуникира политиката, ограничаваща провеждането на кампании и избори на PMI.
 - ii. Комуникационният план на целия процес по избора.
 - iii. Къде може да бъде открита информацията за процеса на номинации и избор.
 - iv. Къде членовете на сдружението могат да се реферират към информация за процедурите по избора.
 - v. Процедурата по номиниране на кандидати започва поне 15 дни преди изборния ден.
 - vi. Изборният ден се обявява чрез публикация в „Държавен вестник“, както е описано в устава на сдружението.
- b. Комитетът инициира номинациите
 - i. Като включва ясно описание на ролите
 - ii. включва ясно описание на критериите за пригодност или други значещи такива

<ul style="list-style-type: none"> iv. Include clear description of process and requirements for submission v. Include clear description of timeline for notification of nomination status to candidates c. Committee reviews and validates candidate submissions <ul style="list-style-type: none"> i. Validate membership ii. Validate eligibility against criteria iii. Confirm candidate willingness to stand for election to open position iv. Request candidate completion of COI forms and agreement to PMI policy prohibiting campaigning and electioneering v. Request candidate completion of biographical statement vi. Validate receipt of required documentation d. Committee closes call for nominations e. Committee compiles slate of candidates <ul style="list-style-type: none"> i. Notify unqualified candidates of status ii. Perform final validation of candidate eligibility iii. Present final slate to the Liaison for Board awareness f. Committee announces slate of candidates to the membership 	<ul style="list-style-type: none"> iii. ясно обявява крайните срокове iv. включва ясно описание на процеса и изискванията за номиниране. v. включва ясно описание на графика за обявяване на номинациите на кандидатите. с. Комитетът разглежда и валидира кандидатурите <ul style="list-style-type: none"> i. Членски статус ii. Валидира пригодността, съобразно обявените критерии iii. Верифицира волята на кандидата да бъде избран за съответната позиция iv. Изисква от кандидата да верифицира своите позиции спрямо евентуален конфликт на интереси и да съгласие с политиката, ограничаваща провеждането на кампании и избори на PMI. v. Изисква от кандидата да потвърди биографичните си данни. vi. Потвърждава, че приема пакета от изискуеми документи за кандидатурата. d. Комитетът обявява края на процедурата по номинации. e. Комитетът съставя предварителен списък на кандидатите. <ul style="list-style-type: none"> i. Уведомява непригодните кандидати за техния статус. ii. Прави финална оценка на пригодността на кандидатите. iii. Предоставя предварителния списък на кандидатите на Представителя за информация на Управителния съвет. f. Комитетът обявява предварителния списък на кандидатите на членовете на сдружението.
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9. Elections Process

- a. Committee communicates timeline for elections
 - i. Adhere to previously communicated vehicles for member notification
 - ii. Include reminder on PMI policy prohibiting campaigning and electioneering
 - iii. Provide details on how ballot will be made available for regular election
 - iv. Provide detailed instructions for absentee or proxy ballot submission, if permitted
 - v. Include information on member eligibility for voting (membership in good standing, date applicable)
 - vi. Adhere to bylaws for timing of announcement

- b. Committee sends periodic reminders, encouraging members to vote

Committee initiates elections
 - i. Oversees election process and ensures adherence to policy
 - ii. Validates member voting eligibility
 - iii. Committee may introduce an online voting system to support the election

- c. Committee closes voting period
 - i. Collects and tabulates regular ballots
 - ii. Collects and tabulates absentee or proxy ballots
 - iii. Validates final tabulation
 - iv. Coordinates tie-break, if necessary

9. Процедура по избора

- a. Комитетът комуникира графика на изборите
 - i. Придържа се към вече използваните канали за комуникации с членовете на сдружението.
 - ii. Включва напомняне относно политиката, ограничаваща провеждането на кампании и избори на PMI.
 - iii. Предоставя детайли, относно начина на провеждане на гласоподаването.
 - iv. Предоставя информация относно реда за косвено упражняване на правото на глас, ако то е разрешено.
 - v. Включва информация относно критериите за допускане до гласуване (актуално членство, дата на валидност).
 - vi. Съобразява се с устава на сдружението относно графика за обявяване.

- b. Комитетът изпраща периодични напомняния с цел да насърчи членовете на сдружението да гласуват.

- c. Комитетът инициира изборите
 - i. Съблюдава избирателния процес с оглед на политиката по провеждането му.
 - ii. Валидира пригодността на членовете да гласуват
 - iii. Комитетът може да подпомогне процеса на гласуване чрез онлайн система, създадена за целта

- d. Комитетът обявява края на гласуването
 - i. Събира и подрежда валидните бюлетини
 - ii. Събира и подрежда бюлетините на косвено гласувалите членове
 - iii. Валидира финалната подредба на бюлетините.

- v. May appoint tellers who are elected among the members of the Chapter by the General Assembly
- d. Committee presents election results to the membership
- e. Committee presents election results to the current Board of Directors with written protocol
- f. The General Assembly has to approve the number of the Board members, their roles, to vote each of the candidates and the president

10. Board Roles

- a. The roles and their descriptions in the Board are defined in a separate document approved by the Board
- b. The current roles are:
 - i. President
 - ii. Vice President for Administration and Secretariat
 - iii. Vice President for Treasury and Finance
 - iv. Vice President for Membership
 - v. Vice President for Professional Development
 - vi. Vice President for Development Projects and Volunteering
 - vii. Vice President for Communications and Social Networks
 - viii. Vice President for Marketing and Sponsorship
 - ix. Vice President for Sponsorship and Partnership
 - x. Vice President for IT and Web Activities

11. Role Requirements and Criteria

Criteria and requirements for each roles is described in the document PMI BULGARIA CHAPTER® PERMANENT STRUCTURE AND VOLUNTEER ROLE DESCRIPTION (ATT.I)

- iv. Координира балотажа, в случай на нужда от такъв.
- v. Може да посочи преброители, които се избират сред членовете на сдружението от Общото събрание.
- e. Комитетът обявява резултата от гласуването на членската маса.
- f. Комитетът обявява резултата от гласуването на настоящия Управителен съвет чрез писмен протокол.
- g. Общото събрание трябва да одобри броя на членовете на Управителния съвет, техните роли, да гласува всеки от кандидатите и президента на Управителния съвет.

10. Позиции в Управителния съвет

- a. Позициите, които могат да се заемат в Управителния съвет, както и тяхното описание, се дефинират в отделен документ, подлежащ на одобрение от действащия Управителен съвет.
- b. Настоящите позиции са:
 - i. Председател
 - ii. Заместник-председател за администрация и секретариат
 - iii. Заместник-председател за финанси
 - iv. Заместник-председател за членство
 - v. Заместник-председател за професионално развитие
 - vi. Заместник-председател за проекти и доброволчество
 - vii. Заместник-председател за комуникации и социални мрежи
 - viii. Заместник-председател за маркетинг
 - ix. Заместник-председател за спонсорство и партньорства
 - x. Заместник-председател за ИТ и уеб дейности

11. Позиции и допълнителни критерии

Критериите за заемане на длъжността са описани подробно в PMI BULGARIA CHAPTER® PERMANENT STRUCTURE AND VOLUNTEER ROLE DESCRIPTION (ATT.I)

12. Directors Allocation

- a. Once elected the Board shall distribute VP and Directors roles among its Board members following the minimal eligibility and additional criteria defined by the Nomination and Election Committee.
- b. The Board may change the allocations between its Board members during its term of power without approval of the General Assembly

**12. Назначение на членовете на
Управителния съвет**

- a. След като бъдат избрани членовете на Управителния съвет разпределят ролите помежду си, следвайки принципите за пригодност за съответната роля и допълнителните критерии, поставени от Комитета по номинации и избори.
- b. Бордът има правото да променя позициите на своите членове, по време на мандата си, без одобрението на Общото събрание на дружеството.

PMI BULGARIA CHAPTER® PERMANENT STRUCTURE AND VOLUNTEER ROLE DESCRIPTION (ATT. I)

PMI Bulgaria Chapter, in the occasion of running its elections for open Management Board positions, had developed the following document describing the roles, responsibilities and requirements for each position. All roles, responsibilities and skillset applicable to Vice Presidents will also be applicable to the corresponding Directors at Large, if not decided otherwise by the Board.

PRESIDENT

ROLE DESCRIPTION: Elected volunteer responsible for overall oversight of the chapter and the board. The president shall direct the activities of the other board members in accordance with the chapter bylaws.

ROLES AND RESPONSIBILITIES:

- Direct the chapter's strategic goals;
- Strive to achieve the chapter vision, mission and objectives as detailed by the chapter board and PMI and chapter strategic plan;
- Direct the activities of other officers toward chapter goals and objectives
- Assure that the chapter board works together as a team;
- Represent the chapter at public events;
- Ensure strategic alliance, planning and annual reporting;
- Ultimately accountable for all board operations and chapter activities;
- Act as a liaison between the chapter and PMI;
- Ensure that the charter renewal is updated and in compliance as specified by PMI;
- Preside over the board of directors meetings and the annual general membership meeting;
- Ensure that all chapter business is being done legally and ethically;
- Assume responsibility for the overall functioning of the chapter;
- Legally represent the organization (this role can be co-dependent with the finance officer);
- Ensure statutory and regulatory compliance in consultation with the vice president of finance;
- With the board, ensure prudent disbursement of chapter funds;
- Drive implementation of revision and amendments of PMI policies and guidelines to chapter processes;
- Manage periodic policy audits;
- Promote leadership development opportunities for board development;
- Develop and implement a succession and transition plan

ROLE SPECIFIC SKILLS:

- PMI Knowledge and Experience;
- Organization Management;
- Management Skills;
- Volunteer Recognition and Appreciation

OTHER LEADERSHIP SKILLS:

- Ability to Delegate Effectively;
- Public Speaking/Presentation Skills;
- Conflict Resolution Skills;
- Team Building Skills

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a current member of PMI Bulgaria Chapter for at least 12 months prior the Elections Day;
- Be a member of PMI Bulgaria Chapter Board for at least 12 months prior the Elections Day;
- At least 3 years of managerial experience;
- University degree preferably in the field of management and administration;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Good command of English language (B2-C2 by CEFRL);
- Previous experience in projects as member of PMI (at least 3 years);
- Previous board level experience, preferably in a not-for-profit organization.

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR ADMINISTRATION AND SECRETARIAT

ROLE DESCRIPTION: Elected volunteer responsible for preparing, maintaining, recording, circulating all records, correspondence, minutes of meetings, and related affairs of the chapter.

ROLES AND RESPONSIBILITIES:

- Responsible for providing comprehensive administrative services, including budget and spending management; purchasing, procurement, and contract administration;
- Responsible for providing general administrative services; facilities, property, safety, or space management; or human resources services;
- Support the board and members meetings with all logistics and administrative activities;
- Bookkeep the archives and maintain their registry;
- Participate in developing and implementing administrative management policies;
- Work with the board on planning organizational needs, and preparing plans, goals, objectives, or criteria for chapter operation processes;
- Develop and present the Yearly Report that focuses on the last year achievements and remind the members of the vision and the mission of PMI Bulgaria Chapter;
- Maintain custody of the approved bylaws, articles of incorporation, charter agreement and of amendments thereto and board policies, committee charters, and all other non- financial records for the chapter;
- Coordinate and distribute board meeting agendas;
- Maintain all meeting minutes;
- Notify membership not less than the period stated in the chapter bylaws before annual general meetings;
- Circulate board agenda before the meeting to all the members;
- Provide records to members and outside organizations that request information;
- Provide all notifications to the membership, directors, auditors and members of committees;
- Receive and dispatch general correspondence;
- Provide support for membership communication;
- Prepare for, procure and distribute chapter stationary and printed materials;
- Develop and implement succession and transition plan

ROLE SPECIFIC SKILLS:

- Agenda and Meeting Coordination;
- Ability to Scribe and Record Minutes;
- Proficient use of word processing, spreadsheet, and presentation tools (e.g., Microsoft Office, Open Office);
- Knowledge of Meeting procedures;
- Knowledge of PMI Bylaws and Policies;
- Knowledge of Records Retention requirements;
- Proficient in Email Communications (e.g., MS Outlook, Google Mail);
- Proficiency in Editing/Proofreading.

OTHER LEADERSHIP SKILLS:

- Excellent Writing Skills;
- Active Listening Skills;
- Facilitation Skills;
- Time Management Skills;
- English Proficiency (29% highest of any role).

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a current member of PMI Bulgaria Chapter from at least 12 months prior the Elections Day;
- At least 2 years of administrative experience;
- University degree preferably in the field of management and administration;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects as member of PMI (at least 1 year);
- Previous board level experience, preferably in a not-for-profit organization.

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR FINANCE AND TREASURY

ROLE DESCRIPTION: Elected volunteer responsible for finance. Responsible for maintaining and presenting all financial records required for chapter operations in accordance with chapter and bylaws.

ROLES AND RESPONSIBILITIES:

- Maintain and manage accounts receivable and payable and all financial portfolios, including but not limited to the collection of chapter dues from PMI, guest payments for chapter meetings or special events and the payment of all chapter bills in accordance with chapter committee directives;
- Establish and maintain all required chapter bank accounts and/or similar financial transactions; arrange for officer signatures as required;
- Provide financial reporting regarding the state of finances and chapter activity to chapter membership, board and executive level volunteer leaders on a monthly basis (board meeting);
- Report on the state of finances at board meetings and chapter meetings;
- Develop an annual operating budget and financial statement to be included in the annual application for charter renewal;
- Ensure the chapter has reviewed and reported required tax filings;
- Recommend improvements in the financial processes to the board;
- Establish and maintain financial operational processes to ensure continuity of chapter operations;
- Maintain the annual budget;
- Contribute to financial planning/goal setting, investing, forecasting and budgeting for the chapter;
- Distribute/communicate financial section of the annual report to chapter membership;
- Assist in the preparation of the annual financial statements and reports;
- Provide timely information to independent auditors as required;
- Keep an up to date inventory of all the goods of the chapter;
- Handle all PMI and government required payments;
- Ensure maintenance and storage of all historic financial documents;
- Establish financial metrics; ensure chapter is maintaining requirements;
- Serve as liaison with PMI Global Operating Centre on financial matters;
- Prepare financial guidelines and procedures for the chapter along with board;
- Analyse cost impact and income benefit of all activities proposed by the board of directors;
- Review any chapter contract, agreement and insurance;
- Distribute information, materials and/or fees received from the PMI Global Operating Centre to appropriate officers in a timely manner;
- Confirm and check bank accounts monthly;
- Develop and implement succession and transition plan.

ROLE SPECIFIC SKILLS:

- Documentation Skills/Financial Record Keeping Analytical Thinking
- Knowledge of Financial Planning Legal Awareness
- Knowledge of International Accounting Standards and Bulgarian Acc. and Financial Legislation;
- Accounting Software/Tools (e.g., Quick Books, Excel)

OTHER LEADERSHIP SKILLS:

- Negotiation Skills;
- Conflict Resolution Skills;
- Time Management Skills;
- Technical Tools Skills;
- Adaptability/Flexibility (e.g., WebEx, Live Meeting, Registration and Event Software).

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a current member of PMI Bulgaria Chapter from at least 12 months prior the Elections Day;
- At least 2 years of financial experience;
- University degree preferably in the field of finance or related;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects as member of PMI (at least 1 year);
- Previous board level experience, preferably in a not-for-profit organization.

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR MEMEBRSHIP

ROLE DESCRIPTION: Elected volunteer responsible for addressing the needs of chapter membership, including service delivery, recruiting and retaining members in accordance with chapter policies and bylaws.

ROLES AND RESPONSIBILITIES:

- Develop and maintain a chapter membership plan that assures continued growth through proactive recruiting and partnering with major area employers;
- Promote the value of PMI and chapter membership;
- Promote the value of PMI and chapter membership in front of corporate running projects and having certified and non-certified resources that can exchange their values with the chapter members, outreaching these corporate and their staff help the chapter and PMI to grow even faster;
- Liaison with potential PMI members and encourage them to be members of the chapter;
- Develop and implement a plan to recognize member milestones (such as anniversaries or awards);
- Develop and implement a member retention program;
- Revise membership benefits and value on a regular basis;
- Develop and implement membership welcome and support plan;
- Answer general membership inquiries; respond to member/non-member information inquiries and other requests for assistance;
- Act as the primary recipient for the Data Exchange Program (DEP);
- Maintain the membership records of the chapter (DEP);
- Provide communication list/member updates to officers;
- Coordinate the production and distribution of timely membership reports, such as monthly membership reports by demographics (city, state, age, industry, etc.);
- Develop and administer membership satisfaction survey/exit survey;
- Ensure that members are aware of available services;
- Work with marketing to develop a plan to implement outreach to the community including commercial, not-for-profit and other professional associations about membership;
- Support and attend annual general meeting;
- Develop and implement succession and transition plan

ROLE SPECIFIC SKILLS:

- Proficiency in using PMI Data Exchange Program (DEP);
- Data Analysis and Reporting;
- Proficient in Email Communications (e.g., MS Outlook, Google Mail);
- Knowledge of PMI Credentials;
- Proficient use of Survey Tools/Market Research/Demographic Research;
- Marketing Skills;
- Proficient use of word processing, spreadsheet and presentation tools (e.g., Microsoft Office, Open Office).

OTHER LEADERSHIP SKILLS:

- Public Speaking/Presentation Skills;
- Active Listening Skills;
- Team Building Skills.

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a member of PMI Bulgaria Chapter for at least 12 months prior the Elections Day;
- At least 2 years of administration, marketing or communication experience;
- University degree preferably in the field of administration, governance, relations or related;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects as member of PMI (at least 1 year);
- Previous board level experience, preferably in a not-for-profit organization.

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR SPONSORSHIP

ROLE DESCRIPTION: Elected or appointed volunteer responsible for all relations with sponsors and partners of the chapter. The VP of Sponsorship will develop and execute the chapter's sponsorship strategy in alignment with the chapter's strategic objectives. These activities shall be performed in accordance with chapter bylaws and PMI policies.

ROLES AND RESPONSIBILITIES:

- Develop and implement a sponsorship program aligned with the chapter's strategic objectives;
- Create and execute annual sponsorship plan with detailed activities to retain existing sponsors/partners and attract new ones;
- Use best practices in communication, negotiation, sales and fundraising to promote the chapter and its activities to current and potential sponsors and partners;
- Collaborate with local businesses and academic institutions, where appropriate, to publicize the chapter and PMI;
- Monitor and coordinate branded presentations to external stakeholders and other organizations interested in the activities of PMI;
- Maintain relationships with existing sponsors for continued revenue generation to fund the chapter's activities;
- Coordinate and organize presentations to potential chapter, event and other sponsors/partners;
- Work in close collaboration with VP Marketing, VP Communication and VP Membership to ensure that all commitments to the chapter sponsors/partners are professionally and timely executed through the duration of their contracts;
- Ensure timely billing and payment collection from sponsors and partners;
- Works toward encouraging renewal of existing sponsors/partners contracts;
- Establish relations with corporate and other organizations (government, NGOs, educational, etc.) and encourage their participation through host events and guest speakers;
- Ensure chapter sponsorship/partners program is followed and implemented in different chapter projects and events by working closely with their Project Managers;
- Develop and implement succession and transition plan

STRATEGIC AND BUSINESS MANAGEMENT SKILLS:

- Knowledge of Fundraising Techniques;
- Experience in: Sales Planning; Building Relationships; Coaching; Managing Processes; Time Management;
- Market Knowledge;
- Management Systems, Research/Surveys;
- Understanding of Business Strategy;
- Working Knowledge of Best Practices in Sales

LEADERSHIP SKILLS:

- Public Speaking/Presentation Skills;
- Negotiation/Persuasion/Motivation Skills;
- Communication/Active Listening Skills;
- Skilled in Strategic Planning & Process Execution

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a current member of PMI Bulgaria Chapter from at least 12 months prior the Elections Day;
- At least 2 years of administration, marketing or communication experience;
- University degree preferably in the field of administration, marketing and communication or related;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects as member of PMI (at least 1 year);
- Previous board level experience, preferably in a not-for-profit organization.

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR VOLUNTEERING AND DEVELOPMENT PROJECTS

ROLE DESCRIPTION: Elected volunteer responsible for addressing the needs of the volunteers, including recruitment, retention, recognition and leadership development training and support in accordance with chapter policies and bylaws.

ROLES AND RESPONSIBILITIES:

- Responsible for volunteer recruitment and/or retention;
- Responsible for providing clear expectations to volunteers regarding their roles;
- Understand and leverage experience of volunteers and direct them to various initiatives in the chapter;
- Responsible for identifying and developing programs to involve, develop, engage and manage volunteer members;
- Responsible for the development and recognition of volunteers;
- Build quality into volunteering by introducing and refining different processes for managing the work from volunteers;
- Recognise and reward the Volunteers participation and performance;
- Develop and implement succession and transition plan;
- Responsible for providing PMI volunteer awareness at the local and global levels

ROLE SPECIFIC SKILLS:

- Understanding of Volunteer Resource Management;
- Understanding of Volunteer Recognition and Appreciation Programs;
- Ability to use Volunteer Management Software Tools to match volunteer skills with interests;
- Proficient in Email Communications (e.g., MS Outlook, Google Mail);
- Proficient Usage of Online Collaboration/Tools (e.g., Facebook, LinkedIn)

OTHER LEADERSHIP SKILLS:

- Active Listening Skills;
- Coaching and Mentoring;
- Team Building Skills;
- Ability to Delegate Effectively;
- Conflict Resolution Skills;
- Persuasion Skills.

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a current member of PMI Bulgaria Chapter from at least 12 months prior the Elections Day;
- At least 2 years of volunteering and development projects experience;
- University degree preferably in the field of administration, volunteering, development and communication or related;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects as member of PMI (at least 1 year);
- Previous board level experience, preferably in a not-for-profit organization.

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR MARKETING

ROLE DESCRIPTION: Elected or appointed volunteer responsible for chapter-based marketing and public relations to increase awareness of both the chapter and the PMI brand within the territory. The VP of Marketing will develop and execute an integrated marketing and public relations program to support member acquisition, member retention, event promotion, outreach activities, sponsorships and other related activities in alignment with the chapter's strategic objectives. These activities shall be performed in accordance with chapter bylaws and PMI policies, brand guidelines and global marketing strategy.

ROLES AND RESPONSIBILITIES:

- Develop and implement an integrated marketing and public relations program aligned with the chapter's strategic objectives;
- Create and execute annual marketing and public relations plan with detailed activity calendar including email, social media, advertising, events, press releases, web updates, etc.;
- Use best practices in marketing and public relations to promote the chapter and its activities to members and the community at large;
- Develop all communication vehicles including, but not limited to emails, web content, press releases, social media posts, promotional materials, advertising, etc.;
- Work in close collaboration with VP for Communication and the other relevant Board members to develop a detailed communication plan;
- Gain access to PMI's Marketing Portal and use PMI-provided marketing/PR resources;
- Work with local vendors to develop marketing materials in accordance with PMI brand guidelines if suitable materials are not available in the Marketing Portal;
- Create and maintain a pack of suitable marketing materials to promote benefits and services provided by the chapter (for current and potential members, current and potential sponsors and partners);
- Plan and purchase print and digital advertising;
- Monitor, optimize and analyze all marketing and public relations activities;
- Create and distribute public relations communications to local media outlets (e.g. local newspapers, radio stations and television) and manage local media inquiries;
- Develop and implement succession and transition plan

STRATEGIC AND BUSINESS MANAGEMENT SKILLS:

- Proficiency with, or Desire to Learn, Digital Marketing Tools, Including Email Marketing Platforms, Social Media Platforms, Web Content;
- Management Systems, Research/Surveys;
- Understanding of Marketing Strategy, Tactics, Planning and Delivery;
- Working Knowledge of Best Practices in Marketing

LEADERSHIP SKILLS:

- Public Speaking/Presentation Skills
- Persuasion/Motivation Skills
- Skilled in Strategic Planning & Process Execution

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a current member of PMI Bulgaria Chapter from at least 12 months prior the Elections Day;
- At least 2 years of administration, marketing or communication experience;
- University degree preferably in the field of administration, marketing and communication or related;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects as member of PMI (at least 2 years);
- Previous board level experience, preferably in a not-for-profit organization.

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR COMMUNICATIONS AND SOCIAL NETWORKS

ROLE DESCRIPTION: Elected volunteer who will provide the necessary Communication and Social Networks coverage in accordance with chapter bylaws and policies.

ROLES AND RESPONSIBILITIES:

- Actively participate in a wide variety of social media activities such as blogging, community development and management, social bookmarking, commenting, etc. to serve the Chapter marketing, Communications, Events and membership activities;
- Well-connected with the broader social media world;
- Able to think strategically, but also able to roll up his sleeves to help implement the programs;
- Work with the board members and the chapter members determine the needs for Social Media coverage and interests and to elaborate the content and define the organization and the coverage and content required;
- Work with volunteers, sponsors or outsources teams of collaborators such as designers, writers and other technical specialists to develop and implement the chapter social network connections;
- Ensure appropriate testing is being done prior to launching new or improved social media websites to fix issues before a site is available to its intended audience;
- Once a website is up, will be needed to review Web content periodically to ensure it is always relevant, and that all functions of the website work appropriately;
- Request and receive all necessary contents to publish in social media from all board members and authorised volunteers;
- Implement and maintain the required platforms to support the board and chapter members activities;
- Develop and implement succession and transition plan.

ROLE SPECIFIC SKILLS:

- Extensive social media experience;
- Need to use many technical skills related to writing and publishing the content in the social media websites;
- Ability to work in teams, manage multiple priorities, have strong problem-solving and critical thinking skills, be able to communicate well and, most importantly, have strong knowledge and understanding of the Internet, computer software, search engines, and communication and social media related applications;
- PMI Knowledge and Experience;
- Resource Management;
- Conflict Management

OTHER LEADERSHIP SKILLS:

- Excellent Writing Skills;
- Team Building Skills;
- Active Listening Skills;
- Ability to Delegate Effectively.

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a current member of PMI Bulgaria Chapter from at least 12 months prior the Elections Day;
- At least 2 years of administration, marketing or communication experience;
- University degree preferably in the field of administration, marketing and communication or related;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects as member of PMI (at least 2 years);
- Previous board level experience, preferably in a not-for-profit organization.

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

VP FOR IT AND WEB

ROLE DESCRIPTION: Elected volunteer who will provide the necessary electronic infrastructure in accordance with chapter bylaws and policies, including assistance the board and chapter activities and mission by creating, maintaining and optimizing the official website of the PMI Bulgaria Chapter as well as any other website(s) the board decides to publish on behalf of the chapter to support its activities; administer the PMI Bulgaria Chapter e-mail accounts in the recommended way to serve the capacity and the growth of the PMI Bulgaria Chapter needs; define and maintain the hardware and software necessary for the PMI Bulgaria Chapter to develop its capacity in IT&C field and support its activities.

ROLES AND RESPONSIBILITIES:

- Work with the board and chapter members to determine the needs for improvement of the PMI Bulgaria Chapter website, its content and organization;
- Application of PMI Global brand standards to outward website;
- Organize and coordinate the hosting of the PMI Bulgaria Chapter website(s);
- Work with volunteers, sponsors or outsourced teams of collaborators such as designers, writers and other technical specialists to develop and implement the necessary additions to the PMI Bulgaria Chapter website(s) as per annual plan;
- Ensure appropriate testing is being done prior to launching new or improved websites to fix issues before a site is available to its intended audience;
- Periodically review the website content to ensure it is always relevant, and all its functions work as expected;
- Request and publish all necessary content provided by all board members and authorised volunteers;
- Implement and maintain the required platforms to support the board and chapter activities;
- Cooperate and contribute to the organization of all chapter events and conferences;
- Develop and implement succession and transition plan

ROLE SPECIFIC SKILLS:

- Need to use many technical skills related to Web development and content administration;
- Commitment and dedication;
- Ability to work in teams, manage multiple priorities, have strong problem-solving and critical thinking skills, be able to communicate well and, most importantly, have strong knowledge and understanding of the Internet, computer software, search engines, databases, Web servers and related applications;
- PMI Knowledge and Experience;
- Web design and development tools and techniques;
- Resource Management;
- Conflict Management;
- IT&C hardware and software tools and techniques and market supplies adequate to the chapter activity needs

OTHER LEADERSHIP SKILLS:

- Team Building Skills;
- Active Listening Skills;
- Ability to Delegate Effectively

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a current member of PMI Bulgaria Chapter from at least 12 months prior the Elections Day;
- At least 2 years of experience of IT and Web activities;
- University degree preferably in the field of IT and Web or related;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects as member of PMI (at least 2 years);
- Previous board level experience, preferably in a not-for-profit organization.

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 25–35

PMIEF Liaison

PMIEF Liaison is appointed volunteer responsible for serving as the primary link between the PMI Chapter and the PMI Educational Foundation (PMIEF), PMI's philanthropic arm and registered nonprofit organization, by building connections and networking both throughout the community and within the chapter.

ROLE DESCRIPTION

- Design and promote social good events, including those required to serve community needs detected by chapter board members (e.g., VP of Outreach, VP of Professional Development, or VP of Events).
- Raise awareness and deliver member value through the promotion/advocacy of chapter social good programs and PMIEF no-cost resources (learning resources, templates, academic scholarships, awards, careers in PM, PMIEF newsletter, etc.) that support engagement in the local community.
- Engage volunteers through social good programs and opportunities for developing their skills and participating in the community.
- Network with communities that can benefit from social good programs and free resources provided by PMIEF (e.g., schools, non-profits, other organizations, etc.).
- As invited, participate in chapter annual planning and propose a yearly business plan specific to PMIEF.
- Provide chapter board members with regular updates on social good programs being carried out locally.
- Be knowledgeable about the "Chapter Guidelines for Social Good Programs."

COMMUNICATING AND INCREASING AWARENESS

- Promote social good initiatives organized by the chapter through different channels (press, social media, etc.) to increase visibility among your PMI chapter members and local community and provide reports on their impact.
- Collaborate with and communicate regularly with PMIEF Community Engagement Committee member on a variety of chapter social good programs and planning.
- Inform PMIEF staff administrator periodically regarding chapter social good programs that are being carried out and those initiatives that have been suggested/proposed by your chapter.

STRATEGIC & BUSINESS MANAGEMENT SKILLS

- Passion for using project management for the good of others in society (youth, teachers, under-privileged individuals, non-profits, etc.).
- PMI knowledge and experience at the chapter level.
- Ability to work independently on sensitive and complex matters.
- Demonstrated success in working well with people and teams and ability to build relationships both with community organizations and among chapter volunteers.
- English proficiency, both written and verbal.

LEADERSHIP SKILLS

- Public speaking/presentation skills
- Stakeholder management
- Persuasion/motivation skills
- Adaptability/flexibility

REQUIREMENTS AND NOMINATION CRITERIA:

- Be a current member of PMI Bulgaria Chapter;
- At least 1 year of administration, documents, education and social good activities work experience;
- University degree;
- PMI certified (e.g. PMP, PMI-RMP) or PM related master or doctoral degree;
- Previous experience in projects as member of PMI (at least 6 months);

ESTIMATED VOLUNTEER HOURS PER MONTH:

- 12–24