Guidelines for the Conduct of PMINZ Chapter Leaders and Volunteers

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Introduction

Objectives

Define the expectations that we have of ourselves in our roles as Chapter Leaders and Volunteers.

Background

These Guidelines are intended to give Chapter Leaders and Volunteers direction for complying with the PMI Code of Ethics and Professional Conduct. Chapter Leaders and Volunteers should also consult the Ethical Decision-Making Framework and other re- sources available through PMI.

It is the purpose of these Guidelines to ensure that the best interests of the public, the project management community, PMI's members, and each PMI chapter are served by all that we do.

The credibility and reputation of PMI, and its communities, are shaped by the collective conduct of our Chapter Leaders and Volunteers. These Guidelines will assist Chapter Leaders and Volunteers in making wise decisions, particularly when faced with difficult situations without compromising our integrity or our values.

Policy

1.0 Scope

a. Applies to all PMINZ Chapter Leaders and Volunteers (both Chapter members and non-members).

2.0 Professional Conduct of Chapter Leaders and Volunteers

Chapter Leaders and Volunteers shall:

a. Conduct themselves professionally and be loyal to the interests of PMI, the Chapter and all relevant stakeholders.

b. Remain objective and consider the interests of PMI, the Chapter, their stakeholders and the profession.

c. Be respectful, cordial and mindful of other cultures, ethnicities and social norms.

d. Conduct all official meetings in a manner consistent with applicable law, Bylaws, and rules of parliamentary procedure (Robert's Rules of Order).

e. Conduct the affairs of the Chapter in good faith, responsibly, respectfully, fairly, and honestly.

f. Report unethical or illegal conduct to appropriate management and, if necessary, to those affected by the conduct and bring violations of the Ethics Code to the attention of the appropriate body for resolution.

g. Conduct themselves in a professional manner, even when it is not reciprocated.

h. Be truthful in their communications and in their conduct.

i. Make commitments and promises, implied or explicit, in good faith.

j. Adhere to PMI's policies and procedures, the Ethics Code and any Chapter policies and procedures.

k. Be respectful of others' views and opinions and express any disagreement with others' views and opinions in a professional manner.

3.0 Undesirable Behaviour of Chapter Leaders and Volunteers

Chapter Leaders and Volunteers shall not:

a. Discriminate against others based on, but not limited to, gender, race, age, religion, disability, nationality, or sexual orientation.

b. Act in an abusive or unprofessional manner toward others.

c. Attempt to exceed the authority of their elected or appointed position within the Chapter including, for example, making unilateral decisions or taking unilateral actions that should have first been approved by a board, committee, membership, or other body.

d. Attempt to substitute one's own decision for that of the Chapter Board as a whole.

e. Withhold communications received from the Global Operations Center or any other entity that are intended for the Chapter officers or Chapter members.

f. Engage in or condone behaviour that is designed to deceive others, including but not limited to, making misleading or false statements, stating half-truths, providing information out of context or withholding information that, if known, would render such statements as misleading or incomplete.

g. Engage in dishonest behaviour with the intention of personal gain or at the expense of another.

NOTE Any undesirable behaviour if proven can be potential grounds for dismissal.

4.0 Conflicts of Interest - Chapter Leaders and Volunteers shall:

a. Proactively and fully disclose any real or potential conflicts of interest to the appropriate stakeholders.

b. Demonstrate transparency, and when required consult key stakeholders during all decision-making processes.

5.0 Conflicts of Interest - Chapter Leaders and Volunteers shall not:

a. Be involved in any discussion or selection of any prospective vendor or service provider, if the Chapter Leader or Volunteer owns or is affiliated with that respective entity.

b. From a governance perspective, the leader/volunteer should inform the President, Board Chair or their equivalent as soon as the leader/volunteer is aware of the conflict.

> **NOTE What are the steps if there is a conflict of interest?**
> The leader/volunteer should request to be removed from the applicable discussion and vote. A written record of details should be included in the meeting minutes in a transparent and comprehensive manner, taking into account considerations regarding confidentiality.

c. Commit themselves to multiple elected and/or appointed volunteer positions in PMI or any PMI community except in the event that applicable rules permit such service.

> **NOTE If a leader/volunteer wishes to commit to any additional volunteer role within PMINZ, it is recommended that they inform the PMINZ Board to ensure that there is no conflict or perception of conflict.**

d. Use their positions to obtain employment for themselves, family member(s), friend(s) or associate(s).

e. Engage in any business or other activities that would directly or indirectly adversely affect PMI or its affiliated communities in a material way.

f. Exercise the power of their expertise or position to influence the decisions or actions of others in order to benefit personally.

6.0 Listing a PMI\PMINZ volunteer role on a curriculum vitae

a. It is acceptable to list one's role as a Chapter Leader or Volunteer on curriculum vitae, resumes, and as part of one's work history, such listing must be accurate and should in no way suggest endorsement by PMI or PMINZ or one of its chapters or affiliates.

> **NOTE This would include not using one's chapter position on personal business cards or otherwise using their chapter position to promote one's individual business.**

7.0 Proper exercise of authority and communication

Chapter Leaders and Volunteers must:

a. Exercise proper authority and good judgment in their dealings with Chapter staff and the general public and will respond to the needs of the Chapter's members in a timely, responsible, respectful and professional manner.

8.0 Privacy and Confidentiality

Chapter Leaders and Volunteers must:

a. Adhere at all times to the PMI Confidentiality Policy

b. Keep confidential all applicable confidential information concerning PMI and its chapters.

Chapter Leaders may:

c. Solicit input from Chapter members on matters being considered and may informally share the actions taken and the issues considered in reaching its decisions.

Chapter Leaders and Volunteers must not:

d. Disclose any matters addressed in executive session to any person not entitled to participate.

e. Disclose to anyone outside of PMI any confidential or proprietary information obtained as a result of Board service.

f. In disclosing anything about a Board's deliberations, discuss or disclose the votes of the Board or of individual Board members (including his/her own) unless the Board has made these votes public.

g. Disclose Board actions or deliberations if the Board has determined to defer announcement of that action or to control the dissemination of that information.

h. Disclose any written communications from legal counsel that have been denoted as a confidential document.

9.0 Financial Management

Chapter Leaders and Volunteers must:

a. Administer and adhere to appropriate checks and balances as may be required by law, by PMI, or by generally accepted accounting and other standards, to include multiple levels of approval for all transactions, when handling chapter funds.

b. Demonstrate transparency in their decision-making processes and in the handling of all chapter funds and property.

c. Provide equal access to information to those who are authorized to have that information.