

PMINZ Fellows Policy and Process

Background

PMINZ seeks to recognise and acknowledge our members who have contributed to the profession and the chapter. The Award of Fellow of PMINZ is the highest accolade that the chapter can bestow on a member, recognising contribution that has been both significant and sustained service to the Institute and the project management profession. In providing this value, Fellow Award recipients have also demonstrated passion for the project management profession and PMI, and altruistic motivations for this dedicated work and the outcomes achieved. They are role models for other PMI members in ethics, leadership, inclusiveness, and willingness to generously share their knowledge. Their contributions have had impact well beyond their own organisations. The Fellow Award recognises the leaders in PMI who most embody the spirit and our cultural values.

1. Objectives:

This policy gives guidance to the PMINZ Board for awarding the status of “Fellow of PMINZ”.

The award is given to recognise significant contribution to PMINZ.

2. Guidelines:

The criteria that the Fellows Review Panel must consider when considering a nominee for recognition as a Fellow of PMINZ are:

- Minimum of 8 years continuous membership of PMINZ and currently in good standing as a member of both PMI and PMINZ. See the criteria listed in Article 6 of our Constitution.
- Evidence of significant and sustained long-term contributions to the national chapter (i.e. wider than the local branch) through such things as organising larger projects for the chapter, and/or active membership of PMINZ committees or boards.
- Evidence of significant and sustained contributions to the project management community and profession to expand and advance the knowledge, use and application of project management.

3. Procedures:

- A. At the start of the calendar year, the PMINZ President will appoint the Fellow Review Panel.
- B. At least once per calendar year, the appointed Fellow Review Panel will call for Fellow nominations.
- C. The Fellow Review Panel will carry out the duties and responsibilities to:
 - Collect nominations; and

- Review nominations and make recommendations,
- D. The Panel will have full autonomy to complete their work.
 - E. Any current PMINZ member (except for those specified in Note 1 below) may make a proposal to the PMINZ Fellow Review Panel nominating another PMINZ member who meets the criteria set out above for the award of “Fellow of PMINZ”. The PMINZ member making the nomination should use the approved nomination form, which will require a statement from the nominating member stating how long they have known the member being proposed and the reasons for the nomination.
 - F. This nomination must have the support of 5 other current PMINZ members. Each of the supporters must provide a brief (approximately 1 page) written statement in support of the nomination.
 - G. The PMINZ member making the nomination is responsible for collating this information.
 - H. The nominator will forward the completed nomination package to the PMINZ Fellow Review Panel.
 - I. PMINZ Administration support will confirm the status of the nominee and the proposing and supporting members. If all meet the criteria then the Fellow Review Panel will be notified.
 - J. The panel will be made up of no less than 2 existing Fellows and 2 past Presidents of PMINZ to consider the nominations.
 - K. The panel will consider the nomination and give the PMINZ Board their opinion as to whether the nominated PMINZ member should be awarded the status of Fellow. It is expected that the panel’s opinion will be unanimous.
 - L. If any panel member has a conflict of interest, this must be declared. The chair of the panel will decide the most appropriate course of action.
 - M. The PMINZ Board will then vote on the nomination proposal. The result must be unanimously in favour of the proposition to grant fellow status.
 - N. If the nomination is successful the President will then formally inform the member of the result. If the member accepts the award, then it will be announced in a general communication to the Chapter. From this point forward the member may use the title of “Fellow of PMINZ”.
 - O. At the next Annual General Meeting, National Conference or other suitable occasion the President or their nominated deputy will present a certificate to the member(s) granted the status of Fellow.

4. Policy

There will be no more than 5 awards in any one year. The PMINZ Board may decide not to select any candidates for an award if the nominations process indicates that the candidates do not meet the required criteria.

A PMINZ member cannot nominate themselves for this award.

The member will retain Fellow status until:

- They leave the chapter, or let their membership lapse for more than 6 months, or their standing with PMI lapses for more than 6 months.
- They are removed from any office of PMINZ or bring PMINZ into disrepute.

Fellow status is revoked by the same process as a member of the board is removed from office under the Constitution.

The member who is granted the status of Fellow and remains a Fellow will be entitled to use the title "Fellow of PMINZ".

5. Contact

The contact for this Policy is the PMINZ Board.

6. Nomination Form

See latest version of the form on PMINZ website. When completed, send to secretary@pmi.nz

7. Policy Review

This policy should be reviewed in February 2026.



Nicola Faithfull

Approved for Issue: **President**

Approved for Issue: At the Board Meeting Held 12 March 2024

NOTE 1: In order to avoid any perceived conflict of interest in the awards process, current Board Members, current employees and current members of the review panel, are excluded from being nominees, nominators and supporters.

Summary of steps in the process:



