

January 28, 2026

Dear PMI Manitoba Chapter Member,

The annual election of members to the PMI Manitoba Board of Directors is once again fast approaching and nominations are now being accepted for the 2026-2028 term (i.e., from April 2026 to March 2028).

All elected positions are for a two-year term.

This year, there are four (4) open positions: one direct position and three (3) Directors-at-Large positions. For the Director-at-Large positions, the three candidates with the highest votes will be elected from the pool of nominees. As per Chapter Policy #21, Directors at Large will be assigned specific Board roles relevant to their experience and the chapter's strategic and operational objectives once the election process is complete.

Descriptions of each of the Board positions are enclosed (see below) as well as the Board member criteria, as identified in the current PMI Manitoba Chapter By-laws. All those putting their names forward as candidates will need to submit a short biography and vision statement, along with a signed "PMI Manitoba BOD Candidate Compliance Statement". Information on this additional documentation will be provided by the PMI Manitoba Nominating Committee upon notification of an individual's interest to submit their name as a candidate to the Board.

Nominations will close at 5pm **CST, Friday, March 6, 2026**. Shortly after, a list of all candidates and their biographies will be sent to the chapter membership for their consideration.

The Election of Officers will take place electronically in mid to late March using PMI Global's Votenet service. An email will be sent at that time with the Votenet URL along with a unique Votenet user ID and password. Note: Please add "noreply@votenet.com" to your list of favorites or trusted senders to ensure you receive your ballot. Election results will be announced at the Annual General Meeting (AGM) on March 25, 2026.

Juan Saldivar, P.Eng, PMP, has been appointed as Chair of the Nominating Committee to manage the election process and to be the point-of-contact for candidates expressing interest in being nominated to a position. **Please contact the Nominating Committee Chair at the email below to express your interest in your nomination for a Board position**, or to ask any questions about the Board positions or the election process.

PMI Manitoba Nominating Committee – [nominations@pmimanitoba.org](mailto:nominations@pmimanitoba.org)

### 2026-2028 PMI Manitoba Board of Directors Nominations

The following is a list of the PMI Manitoba Board of Director positions. Those positions open for election currently are indicated in the bottom portion of the table.

Current Board Positions	
Position	Name
President <i>(Term extended by one-year as per recent bylaw change ballot sent January 12, 2026 to members)</i>	Rafael Vitorelli, PMP
President-Elect and Vice President, Operations	Darwin Hudson, PMP
Director, Marketing	Yvonne Eribake
Director, IT	Jane Aghajanpour
Vice President, Member Services	Peter Owoade, PMP
Director, Membership	Natalya Petrekin, PMP
Director, Professional Development	Abilash Janakiraman
Board Positions with Expiring Terms or Resigned	
Position	Name
Director, Finance	Open - Direct Election
Director, Governance	Open - These positions will be filled from the three (3) open Director-at-Large positions
Director, Monthly Programs	
Director, Strategic Partnerships & Outreach	

## **Board Member Criteria & Commitment Requirements**

The following is a list of criteria that must be met to be eligible to run for a PMI Manitoba Chapter Board position and the commitment requirements that you must be prepared to meet in order to successfully fulfill and maintain a Board position.

### **Board Criteria as per the PMI Manitoba Chapter Bylaws:**

#### **Article V – Project Management Institute Manitoba Chapter Inc. Board of Directors:**

**Section 1.** The Project Management Institute Manitoba Chapter Inc. shall be governed by a Board of Directors (Board). The Board shall be responsible for carrying out the purposes and objectives of the non-profit corporation (or equivalent).

**Section 2.** The Board shall be responsible for strategic planning and the establishment of policy with respect to the activities of the Project Management Institute Manitoba Chapter Inc. The Board shall also oversee the management, control and supervision of the Project Management Institute Manitoba Chapter Inc.'s business and the provision of products and services to members, as well as other lawful activities and affairs deemed necessary to further the objectives of the Project Management Institute Manitoba Chapter Inc.

**Section 3.** The Board of Directors shall meet on a regular basis throughout the calendar year. The Board of Directors Orientation Guide document (a handbook for directors) provides further details regarding the types and usual frequency of these Board meetings.

**Section 4.** The Board shall consist of a maximum of 11 Members and will be representative of the membership.

**Section 5.** The Board shall consist of the Officers and Directors at Large (non-officer) of the Manitoba Chapter elected by the membership and shall be members in good standing of PMI and of the Manitoba Chapter. Terms of office for the President and Vice-President of Operations shall be two (2) years, limited to one (1) consecutive term in the same position. The Vice-President of Operations shall be the president-elect serving two years in their current position followed by two (2) years as President. All other Board positions shall be two (2) years in duration, limited to three (3) consecutive terms in the same position. A director's term may not exceed more than 12 consecutive years on the Board.

**Section 6.** Officer positions consist of the President, Vice President(s), Secretary and Treasurer. The President shall be the chief executive officer for the Manitoba Chapter and of the Board, and shall perform such duties as are customary for presiding officers, including making all required appointments with the approval of the Board. The President shall also serve as a member ex-officio with the right to vote on all committees except the Nominating Committee. The President shall serve as the chair of the Board of Directors. The President shall have the authority and responsibilities for, but not limited to: the role of presiding officer at all Board and membership meetings; the direction of the other officers and directors; the designation and appointment of committee chairs, subject to Board approval; the preparation and distribution of all Board meeting agendas; and the general knowledge and responsibility

for supervision of the business of the Corporation. The President shall submit to PMI the annual application for charter renewal and shall provide representation on the Leadership Institute Meetings.

**Section 7.** The Vice President of Operations shall perform the duties and exercise the powers of the President in the absence or disability of the President. To ensure the Vice President of Operations has the Board history and experience to equip them for their term, a Vice President of Operations nominee must have already served at least 2 years on the Board. In the event that no Vice President of Operations nominee has previously served 2 years on the Board, this requirement will be waived for the current year's nominations. The Vice President of Member Services duties and authorities shall include, but not limited to: accountability for all services provided to members, accountability for the membership registrar, and shall perform the duties and exercise of the powers of the President in the absence or disability of both the President and President Elect. To ensure the Vice President of Member Services has the Board history and experience to equip them for their term, a Vice President of Member Services nominee must have already served at least 2 years on the Board. In the event that no Vice President of Member Services nominee has previously served 2 years on the Board, this requirement will be waived for the current year's nominations.

**Section 8.** The Secretary (also referred to as Director, Governance) duties and authorities shall include, but not be limited to: accountability for the accuracy of Board documents, such as true minutes of all business meetings of the Chapter and meetings of the Board, and custodian of Project Management Institute Manitoba Chapter Inc. documents including, but not limited to, the by-laws and Board Policies and Procedures. The Secretary may assume additional duties as determined by the Board of Directors. Other Board positions will consist of Directors at Large which will be assigned roles and positions relevant to their experience and the chapter's strategic and operational objectives as defined by the Board.

**Section 9.** The Treasurer's (also referred to as Director, Finance) duties and authorities shall include, but not be limited to: accountability for the accuracy of the Project Management Institute Manitoba Chapter Inc.'s finances, preparation of the annual budget, adherence to Generally Accepted Accounting Principles and ensuring an independent audit of the Project Management Institute Manitoba Chapter Inc.'s finances and financial statements. The Treasurer may assume additional duties as determined by the Board of Directors.

**Section 10.** The Board shall exercise all powers of the Project Management Institute Manitoba Chapter Inc., except as specifically prohibited by these bylaws, the PMI Bylaws and policies, its charter with PMI, and the laws of the jurisdiction in which the organization is incorporated/registered. The Board shall be authorized to adopt and publish such policies, procedures and rules as may be necessary and consistent with these bylaws and PMI Bylaws and policies, and to exercise authority over all Project Management Institute Manitoba Chapter Inc. business and funds.

**Section 11.** The Board shall meet at the call of the President, or at the written request of three (3) members of the Board. A quorum shall consist of no less than one-half of the membership of the Board at any given time. Each member shall be entitled to one (1) vote and may take part and vote in person only. At its discretion, the Board may conduct its business by teleconference, facsimile or other legally

acceptable means. Meetings shall be conducted in accordance with parliamentary procedures determined by the Board.

**Section 12.** Every decision of the Board shall be by a majority vote unless otherwise required by law, the policies of the Board or these by-laws. Each Director shall be entitled to one vote on any matter coming before the Board. In the event of a tie, the President will cast the deciding vote.

**Section 13.** The Board of Directors shall declare an officer or Director at Large (nonofficer) position to be vacant where an officer or Director at Large ceases to be a member in good standing of PMI or of the Project Management Institute Manitoba Chapter Inc. by reason of non-payment of dues, or where the officer or Director at Large is absent without leave for two (2) consecutive Board meetings. An officer or Director at Large may resign by submitting written notice to the President or Secretary. Unless another time is specified in the notice or determined by the Board, the resignation shall be effective upon receipt by the Board of the written notice.

**Section 14:** An officer or Director at Large may be removed from office for just cause in connection with the affairs of the organization by a two-thirds (2/3) vote of the members present and in person at an official meeting of the membership, or by a two-thirds (2/3) vote of the Board.

**Section 15:** If any officer or Director at Large position becomes vacant, the Board may appoint a successor to fill the office for the unexpired portion of the term for the vacant position. In the event the President is unable or unwilling to complete the current term of office, the Vice President - Operations shall assume the duties and office of the presiding officer for the remainder of the term. The Board may call for a special election by the chapter's membership to fill the vacant position.

### **Board Commitment Requirement**

1. Attend and participate in all monthly board meetings. 10 Board meetings are generally held from March through June and September through February on the third Tuesday of the month, except for holidays, from 5:30 p.m. to closure (generally 2 hours in length).
2. Most Board members will spend an average of 6-10 hours per week performing chapter related tasks. This may vary based on the Board position and the number of support persons or volunteers assigned to assist the Board member.
3. Attend the following evening or weekend day board meetings:
  - a) Board Orientation – during the Board meeting in April or one day on a Saturday
  - b) Strategic planning workshop - one day on a Saturday, or 2 weeknights in May
  - c) Operational and budget planning session - one day during a Saturday or weeknight in October

All meetings will be held in a location within the City of Winnipeg. While Board Members are strongly encouraged to attend all meetings, in-person attendance is mandatory for the three annual Saturday Board sessions (i.e. 3a, 3b, 3c). Due to health and safety guidelines related to COVID-19 pandemic, board meetings may take place virtually.

Board Members are responsible for all travel and other expenses incurred to attend Board meetings unless written approval is provided by the Board prior to a given meeting. As PMI Manitoba provides Board Members with senior management level corporate and project management training, PMI Manitoba assumes that candidates elected as Board Members will have full support from their employers for such travel and expenses.

**NOTE:** *We all know life happens and even the best intentions of meeting the above commitments may be derailed by family, personal or work situations. As a board, we strive to support each other during these situations. We only ask that you let us know in a timely manner if you must scale back or need help to fulfill your responsibilities.*

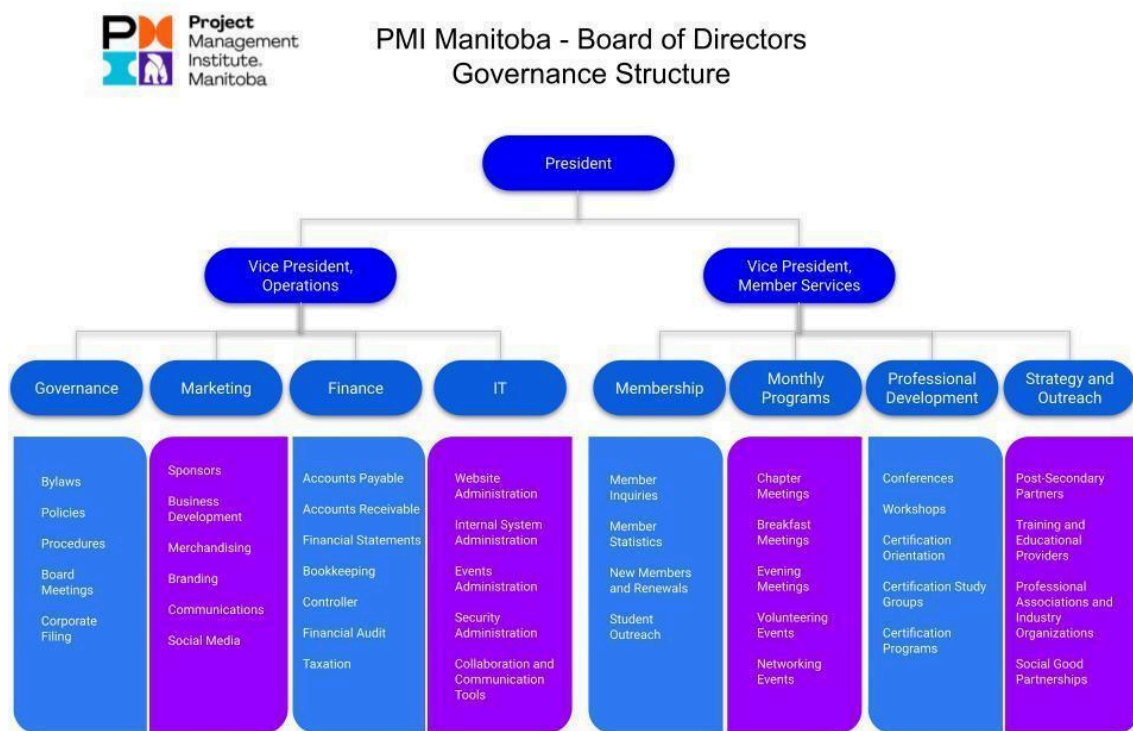
### **Key Board Roles and Areas of Responsibility**

Boards of Directors are responsible for policymaking, governance, strategic planning, and committee oversight and fulfill all fiduciary responsibilities of the Chapter.

Primary responsibilities include:

- Take an active role in transitioning new board members into their position
- Assist and approve annual budget for your specific committee areas
- Contribute input into the development of the chapter calendar
- Participate in all strategic planning, board development meetings and transition meetings
- Provide chapter Governance
- Participate in all monthly board meetings
- Provide support and oversight to Committee Chairs and Program Managers
- Adhere to the PMI code of ethics
- Adhere to PMI Conflict of Interest Policy
- Fulfill all the duties of the position
- Provide leadership and mentorship to Committee Chairs and Program Managers
- Represent the needs of the Chapter members
- Fulfill the fiduciary responsibilities of the board
- Guard against undue risk and liability to the chapter
- Develop Chapter policies that will guide board members, volunteers and the organization
- Identify and prioritize overall chapter programs and initiatives
- Accountable for everything the organization is, does and achieves or fails to achieve
- Determine board training and development needs
- Ensure adherence to Chapter Bylaws and board policies
- Meet with and gather wisdom from the members
- Evaluate identified success measures
- Examine monitoring data and determine if committees have used reasonable interpretation of board stated criteria

## Organizational Chart





### ***Director of Finance***

#### **General Description:**

Reporting to the Vice President, Operations, the duties and authorities of the Director of Finance shall include, but is not limited to accountability for the accuracy of Corporation finances, preparation of the annual budget, adherence to ASNFPO (Accounting standards for Not-For-Profit organizations) and ensuring an independent audit of the Corporation's finances and financial statement. The Director of Finance is a member of the Audit Committee and may assume additional duties as determined by the Board of Directors. The Director of Finance also acts as the chapter Treasurer.

The Director of Finance takes the lead in ensuring the Board of Directors set annual portfolio budgets and forward plan the income and expenditure.

#### **Job Duties:**

- Attend monthly Board of Director meetings
- Attend meetings with others as required
- Complete monthly BOD status reports as well as have P&L statements available for Board
- Direct portfolio volunteers
- Manage staffing and training of portfolio positions
- Prepare and manage portfolio budget requirements
- Participate and liaise with other Portfolios as required
- Participate in board subcommittees as determined by annual strategic goals
- Review monthly reconciliations
- Validate month end outputs and adherence to ASNFPO (Accounting standards for Not-For-Profit organizations)
- Have details of bank account available for Board
- Execute and operate Board financial decisions
- Participate for the preparation of the annual budget and liaise with the auditors for the Annual General Meeting
- Coordinate and conduct independent audits of the Corporation's finances and financial statements

### ***Director of Governance***

#### **General Description:**

Reporting to the Vice President, Operations, the duties and authorities of the Director of Governance shall include, but not be limited to: accountability for the accuracy of Board documents, such as true minutes of all meetings, and custodian of Corporation documents including, but not limited to, the by-laws and Board Policies and Procedures. The Director of Governance also acts as the chapter Secretary.

#### **Job Duties:**

- Attend monthly Board of Director meetings
- Attend any other meetings as required
- Review and file Board meeting minutes and agendas
- Complete monthly BOD status reports
- Direct portfolio volunteers
- Prepare and manage portfolio budget requirements
- Participate and liaise with other Portfolios as required
- Schedule Board meetings as required
- Document management – coordinating the archiving of all past documents/files
- Oversee volunteer management processes and procedures

***Director of Monthly Programs & Networking Events***

**General Description:**

Reporting to the Vice President, Member Services, the duties of the Director of Monthly Programs shall include plan and implement the monthly Chapter meetings including arranging for facilities, food, speakers, speaker gifts, door prizes, MC and preparing the Communications.

In addition, organizes non-PDU member oriented events, oversees the Project of the Year competition and awards ceremony, as well as recognition events for new credential holders and chapter volunteers.

**Job Duties:**

- Attend monthly Board of Director meetings
- Attend any other meetings as required
- Complete monthly BOD status reports
- Direct portfolio volunteers
- Manage staffing and training of portfolio positions
- Prepare and manage portfolio budget requirements
- Coordinate monthly Programs Committee meetings (approx. 8/year)
- Establish monthly chapter meeting schedule, speakers and facilities
- Prepare and submit Chapter meeting communications and invitations to Chapter meetings to IT Director
- Co-coordinate Annual General Meeting facilities with President
- Co-ordinate fun events i.e., golf, curling
- Participate and liaise with other Portfolios as required
- Coordinate activities required for attendance at PMI networking events

***Director of Strategic Partnerships and Outreach***

**General Description:**

Reporting to the Vice President, Member Services, the Director of Strategic Partnerships and Outreach is responsible to establish and develop strategic and operational relationships with third party entities including educational providers, professional associations, non-profit organizations, charitable and social good organizations, economic development associations.

**Job Duties:**

- Attend monthly Board of Director meetings
- Attend other meetings as required
- Complete monthly BOD status reports
- Direct portfolio volunteers
- Manage staffing and training of portfolio positions
- Prepare and manage portfolio budget requirements
- Participate and liaise with other Portfolios as required
- Manage existing relationships with colleges and universities to develop and sustain joint venture programs including, but not limited to: top student award, bursaries and scholarships, member discount program, etc.
- Develop relationships with other educational providers including, but not limited to: PMI affiliate programs, accredited training providers, secondary education institutions (school divisions), etc.
- Develop relationships and joint ventures with other related professional associations or industry organizations including engineering, technology, construction, change management, business analysis, etc.
- Develop relationships and joint venture with non-profit, charitable or social organizations to support the PMI for social good initiatives.