

Hello Everyone!

It is my pleasure to announce the Call for Nominations for the 2018-2019 SMPS San Antonio Chapter Board of Directors. This Call for Nominations is an opportunity to nominate our chapter's future leaders—self-nominations are allowable and encouraged. We cannot carry out our versatile programs and organizational activities without the tireless efforts of our Board of Directors and committee members.

2018-2019 Board Positions

The San Antonio Chapter Nominations & Elections Committee, consisting of three people who are current board members and at least one individual that represent the Chapter membership, seeks qualified candidates to fill the following seven (4) positions on the 2018-2019 Board of Directors:

- ▶ President-Elect
- ▶ Programs Director
- ▶ Membership Director
- ▶ Sponsorship Director

Current Board members returning to the 2018-2019 Board include:

- ▶ Shennandoah Goodson (Endeavor Management) Current President; will become Immediate Past President
- ▶ Chris Carruth (Metropolitan Contracting) Current President-Elect; will succeed as President
- ▶ Lacey Beicker (Beicker Consultants) Current Treasurer, will complete her two year term on the Board
- ▶ Amanda Busbee (CEC) Current Secretary, will remain on the Board
- ▶ Carin Miller (Marmon Mok) Current Communications Director, will remain on the Board
- ▶ Chris Martinez (Arias Geoprosessionals) Current Education Director, will remain on the Board

The following pages provide more details about the eligibility requirements, expectations and deadlines for Board Nomination. Also, keep in mind, if you would like to be more involved with our Chapter, but feel you are not ready to serve on the Board of Directors, please consider joining one of our committees!

With warmest regards,

Chris Carruth
President-Elect, SMPS San Antonio
San Antonio Chapter Nominations and Elections Committee

Term of Office

Terms of office for all positions officially commence on September 1; however, new board members will need to participate in up to two planning/transition meetings from June 1 – August 31.

Descriptions of Open Positions

Description of open positions are included in this packet. If interested in a particular position, we would encourage you to contact the current or a past Board member in that position to discuss what they have experienced in their role.

Eligibility Requirements

To qualify for a position on the Board, you must meet the following requirements:

- ▶ For President-Elect, the individual must be a Regular or Distinguished Life Member for one year as of the date his or her term of office commences and has served on the Board of Directors for one year.
- ▶ To be eligible for election as the Secretary, Treasurer or Director, an individual must be a Regular or Distinguished Life Member and must have been such a member for one year as of the date his or her membership commences. No individual may hold more than one Directorship at any time.

In addition, the SMPS San Antonio Chapter asks that applicants:

- ▶ Have the endorsement of your firm
- ▶ Be committed to the SMPS mission
- ▶ Be willing to devote 5-10 hours per month to SMPS
- ▶ Be willing/available to attend monthly board meetings, programs, and other events
- ▶ Be a team player and contribute personal and professional qualities that complement those of other board members
- ▶ Become knowledgeable about current goals and issues of importance to the Chapter
- ▶ Be committed to advancing the interests of the Society and the Chapter
- ▶ Be willing to place SMPS's purposes and interests above your own professional and personal interests when making decisions as a board member
- ▶ Be committed to having fun with fellow board members

Nominations and Elections

Nominations for the 2018-2019 Board of Directors shall be submitted to ccarruth@metcontracting.com no later than June 11, 2018. If you have any questions, contact Chris via email or by phone at (210) 247-5257.

To download the nomination form, visit www.sanantoniosmps.org/news

All nominations must include the nominee's personal data, verification of eligibility and a statement outlining the candidate's views on current Chapter issues and special areas of interest.

After all nominations have been submitted, the Nominations and Elections Committee will review the nominations and select a slate containing one candidate for each open position on the Board—candidates will be the best qualified individual for each specific position and produce a desirable professional balance for the full Board. If necessary (in the event that petition candidate(s) are nominated), a ballot will be distributed to the Chapter membership for a final vote.

2018/2019 Board Planning Schedule

- ▶ 2018-2019 Board of Directors to be announced June 2018
- ▶ 2018-2019 Board of Directors Retreat scheduled for July 2018
- ▶ 2018/2019 Program Year to kick off September 1, 2018

President-Elect // 1 Year Term

The President-Elect stands ready to fill in for the President in their absence. In addition, the President-Elect shall have all the powers and be subject to the same restrictions as the President. The President-Elect assists the President in overseeing the board and serves as an additional resource for all positions and committees. The President Elect must have served on the Board previously.

Duties and Responsibilities

- ▶ Attends all monthly board meetings, luncheon programs and other chapter events
- ▶ Supports the President as needed in overseeing the chapter activities
- ▶ Attends Task Force meetings to participate in recommendations and solutions for Chapter improvement
- ▶ Assists in serving as liaison to affiliated organizations
- ▶ Attends the SMPS Chapter Presidents' Leadership Symposium (PLS) in the spring (costs paid by Chapter and HQ); and the National Conference in the summer (registration paid for by SMPS; all other expenses are the responsibility of the President-Elect)
- ▶ Actively seeks nominees and candidates for the Board, evaluates eligibility, and works with Nominations & Elections Committee to slate new Board
- ▶ Prepares conceptual plan for upcoming year
- ▶ Works with president each spring to update the Chapter Management Manual
- ▶ Plans and hosts a planning retreat for upcoming year at location of choice

Committee

The President-Elect does not have a committee to assist in carrying out his/her duties and responsibilities.

Programs Director // 1 Year Term

The Programs Director is charged with planning, securing speakers, and implementing program initiatives for the Chapter's monthly luncheon meetings at the direction of the Chapter President.

Duties and Responsibilities

- ▶ Attends all monthly board meetings, luncheon programs and other chapter events
- ▶ Oversees the following:
 - Drafts a conceptual plan of programming initiatives for the upcoming year (should have an idea of programs for the year prior to board retreat)
 - Drafts a budget for programming for entire year (should include if applicable, cost of venue, food, AV equipment, parking, speaker fees, charity contributions, etc)
 - Coordinates and develops topic for all monthly luncheon programs
 - Secures location, speakers, food, handouts, audio-visual as needed for each luncheon
 - Responsible for retrieving bio and headshot from speaker.
 - Stays in communication with scheduled speaker(s) on a regular basis to ensure their continued availability, any audio-visual (AV) requirements, etc.
 - Works with Communications Director regularly to coordinate material for handouts, invitations and programs in a timely manner
 - If applicable, obtains speakers' presentation at least 3 days prior to luncheon to set up on laptop
 - Unless communicated among committee members or board members prior to luncheon, introduce speaker at each event
- ▶ Handles securing luncheon location for year and is main POC for any contractual obligations.

Committee

The Programs Director should have a Chair and committee established to help plan and coordinate monthly luncheons. Committee members with a connection to a potential speaker should be allowed to lead the planning for that particular lunch program, if agreed upon.

Reporting

File Programs Report with National by September 30 deadline.

Membership Director // 1 Year Term

The Membership Director is the board liaison with the current membership as well as responsible for eliciting prospective members to join the chapter and assisting with the retention and recruiting members to SMPS.

Duties and Responsibilities

- ▶ Attends all monthly board meetings, luncheon programs and other chapter events
- ▶ Responsible for growing membership, onboarding new members, and tracking membership expirations in an effort to gain membership renewals
- ▶ Drafts a budget and conceptual plan of membership initiatives for the upcoming year
 - Should have an idea of member activity programs/events for the year prior to board retreat
- ▶ Provides membership information to potential members
- ▶ Responsible for new member welcome events and orientation
- ▶ Plans and executes chapter social events and “members only” events
- ▶ Coordinates membership drives
- ▶ Announces all new members at the monthly luncheons
- ▶ Organizes and announces, if any, annual gifts and milestone gifts at each luncheon
 - Keep books/gifts given to these members stocked.
- ▶ When available, participates in SMPS National Membership Committee quarterly conference calls

Committee

The Membership Director has a committee to assist in carrying out their duties and responsibilities.

Sponsorship Director // 1 Year Term

The Sponsorship Director is responsible for securing all sponsors including Year-Long, Program and Educational Program Sponsors and is the chapter liaison to the sponsors.

Duties and Responsibilities

- ▶ Attends all monthly board meetings, luncheon programs and other chapter events
- ▶ Recommend sponsorship structure and associated pricing to the board
- ▶ Sends sponsorship agreement to firm representative for signature.
- ▶ Secures presenting/annual/educational/luncheon sponsors for the year
- ▶ Communicates regularly with President-Elect and President to identify events that require sponsorship
- ▶ Collects logos from sponsors and forwards to Communication Director for placement on signage and on the website
- ▶ Coordinates with the Communications Director for needed sponsorship signage and collateral material
 - Responsible for ensuring that all sponsorship signage is correct and in place before the attendees arrive at the event
- ▶ Coordinates with the sponsors and the Treasurer on billing and payments
- ▶ Coordinates with the sponsors regarding company representative at program “pre-lunches”

Committee

The Sponsorship Director has a committee to assist in carrying out their duties and responsibilities.