

Hello Everyone!

It is my pleasure to announce the Call for Nominations for the 2017-2018 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.

2017-2018 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 eight (8) positions on the 2017-2018 Board of Directors:

- ▶ President-Elect
- ▶ Secretary
- ▶ Treasurer
- ▶ Programs Director
- ▶ Communications Director
- ▶ Education Director
- ▶ Membership Director
- ▶ Sponsorship Director

Current Board members returning to the 2017-2018 Board include:

- ▶ **Nick Holscher (Kimley Horn)** Current President; will succeed as Immediate-Past President
- ▶ **Shennandoah Goodson (525 Principle)** Current President-Elect, will succeed as President

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,

Shennandoah Goodson, MSODL
President-Elect, SMPS San Antonio
San Antonio Chapter Nominations and Elections Committee

Board of Directors Information

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

Descriptions of open positions are included in this packet beginning on pg. 4. 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

2017/2018 Board Planning Schedule

- ▶ 2017-2018 Board of Directors to be announced June 2017
- ▶ 2017-2018 Board of Directors Retreat scheduled for July 2017
- ▶ 2017-2018 Program Year to kick-off September 1, 2017

Nominations and Elections

Nominations for the 2017-2018 Board of Directors shall be submitted to sgoodson@525principle.com no later than May 12, 2017. If you have any questions, contact Nick via email or by phone at (210) 591-7599.

To download the nomination form, visit www.sanantioniosmps.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.

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.

Secretary // 1 Year Term

The Secretary serves as the recorder for the chapter and ensures minutes are taken, recorded and distributed at all board meetings. The Secretary is responsible for updating and maintaining the chapter's bylaws.

Duties and Responsibilities

- ▶ Attends all monthly board meetings, luncheon programs and other chapter events
- ▶ Records minutes for all chapter board meetings
- ▶ Is responsible for chapter laptop and any AV equipment, which is to be used for SMPS purposes.
- ▶ Facilitates updating chapter bylaws (if required) and submits to National
- ▶ Ensures audio/visual equipment is running at SMPS functions
- ▶ Takes notes at monthly luncheons and provides information to Communications Director to post to Chapter website to be accessible by our members
- ▶ Responsible for generating all nametags for luncheons
- ▶ Coordinates with National to ensure membership list in Wild Apricot is updated regularly (particularly with regards to member, non-member status)
- ▶ Ensures a sufficient supply of stationery, envelopes, mailing labels, etc.
- ▶ Facilitates chapter correspondence (i.e. thank you notes) as requested by the board.

Committee

The Secretary may have a chair to assist in carrying out their duties and responsibilities.

Reporting

Distributes meeting minutes to all board members within a week of the meeting date

Treasurer // 2 Year Term

The Treasurer shall oversee the financial integrity of the chapter. The Treasurer shall handle banking tasks and, in general, perform all duties incident to the office of Treasurer and such other duties that may be assigned by the President or the Board.

Duties and Responsibilities

- ▶ Attends all monthly board meetings, luncheon programs and other chapter events.
- ▶ Checks for payment/reimbursement require a completed expense report and original or copies of receipts.
- ▶ Treasurer is responsible for all deposits made to account.
- ▶ Maintains/holds keys to Chapter PO Box.
- ▶ Any funds received on-site at chapter events should be handled by Treasurer, unless otherwise agreed upon.
- ▶ Treasurer is responsible for Chapter checkbook.
- ▶ Keeps track of overall budget (including board member budgets) and updates Board regularly.
- ▶ Handles all banking tasks. When selection is made of Treasurer, tasks that must be handled immediately include:
 - ▶ Coordinating schedules with former Treasurer, Past President and President to adjust accessibility on the bank accounts (remove past president, add president, etc.)
 - ▶ Get new cards re-issued with appropriate names (be sure to destroy old cards)
 - ▶ Update permitted signatures
- ▶ Is responsible for overseeing on-line registration through Wild Apricot
- ▶ Assures the production of regular financial reports and an annual audit
- ▶ Sends out bills/invoices as required
- ▶ Makes payments (including all venues) as required
- ▶ Processes all credit card transactions made on the website
- ▶ When available, participates in SMPS National Finance Committee quarterly conference calls
- ▶ Processes all credit card transactions made on the website
- ▶ When available, participates in SMPS National Finance Committee quarterly conference calls

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.

Communications Director // 1 Year Term

The Communication Director is responsible for all communication with the SMPS San Antonio distribution list including creating, maintaining and distributing all meeting invitations, signage, website, collateral material and direct mail.

Duties and Responsibilities

- ▶ Attends all monthly board meetings, luncheon programs and other chapter events
- ▶ Ensures brand consistency and ensures proper logos are used on all print and web material
- ▶ Works closely with committees to obtain accurate information in a timely manner for all announcements
- ▶ Creates and distributes all weekly e-blasts and other information as needed and requested (must be proficient with graphics software – i.e. Illustrator, Photoshop, InDesign, etc.)
 - Works with Programs Chair to obtain bio and headshot of speaker(s) and invitation write up each month.
- ▶ Maintains the recipient list for SMPS San Antonio correspondence
- ▶ Maintains chapter website and social media postings
- ▶ Creates any signage or collateral material as needed for meetings
- ▶ Sends out press releases as requested
- ▶ Creates and distributes newsletters
- ▶ Adds events to National SMPS calendar

Committee

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

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.

Education Director // 1 Year Term

The Education Director is responsible for planning and executing educational programs throughout the year.

Duties and Responsibilities

- ▶ Attends all monthly board meetings, luncheon programs and other chapter events
- ▶ Plans and executes educational programs throughout the year
- ▶ Drafts a budget and conceptual plan of education initiatives for the upcoming year
 - Should have an idea of programs for the year prior to board retreat
- ▶ Coordinates with the Communications Director and Sponsorship Director for any needed invitations or signage for educational programs
- ▶ Secures speaker, venue, attendees, handouts, and food for educational programs
- ▶ Prepares, distributes, and summarizes program evaluations for each educational event
- ▶ Provides CEU documentation at meetings
 - Works with trade associations (ex. AIA) for continuing education credits for attendees, if necessary.
- ▶ When available, participates in SMPS National Education Committee quarterly conference calls
- ▶ Appoint a Chair and Co-Chair to manage the Mentor/Protégé program and get these individuals approved by the Board
 - Oversee and facilitate and provide any feedback to the Board regarding program
 - Assist the Chair and Co-Chair, when needed
- ▶ Appoint a Chair and Co-Chair to manage the CPSM Study Group and get these individuals approved by the Board
 - Oversee and facilitate and provide any feedback to the Board regarding study group
 - Assist the Chair and Co-Chair, when needed

Committee

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

Reporting

File education report with National office by September 30

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.