



**Society for Marketing
Professional Services**
Chicago

*The SMPS Mission – to Advocate for, Educate,
and Connect leaders in the building industry.*
www.smeps-chi.org

**Chicago Chapter
Board of Directors
2014-2015**

President
Megan Muter, CPSM
ARCADIS, US
312.917.0220

Immediate Past President
Megen Briars
OKW Architects
312.798.7744

VP / President-Elect
Shelley Finnigan, S.E.
ArcelorMittal International
312.899.3936

Treasurer
Nikki Dvorak
DLR Group
312.382.9980

Secretary
Ampy McIntyre
Eckenhoff Saunders Architects
312.786.1204

Programs Director
Meghan Johnson
ARCADIS, US
312.229.5487

Membership Director
David Copeland, CTS, LEED AP BD+C
Shen Milsom & Wilke LLC
312.559.4585

Communications Directors
Megan FitzPatrick, CPSM
Lochner
312.994.9721

Anne Kulick, CPSM
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630.941.6862

Professional Development Dir.
Sarah Hill-Matthiesen, CPSM
Bulley & Andrews
773.645.5834

Sponsorship Director
Carrie Mandelin, CPSM
Mortenson Construction
847.472.8109

Special Events Directors
Katie Stilts, CPSM
Baxter & Woodman
708.478.2090

Thomas Petermann
*Eriksson Engineering
Associates, Ltd.*
847.223.4808 x18

May 11, 2015

CALL FOR NOMINATIONS

SMPS CHICAGO BOARD OF DIRECTORS FOR 2015 – 2016

DUE: May 22, 2015

Dear SMPS Chicago Chapter Members:

On behalf of your current SMPS Chicago Board of Directors and Nominations / Elections Committee, I would like to announce SMPS Chicago's call for nominations to fill Executive Committee roles and Board of Director positions.

With your participation on the SMPS Chicago Chapter Board, you give our chapter the opportunity to embrace your new ideas, talent, and energy as we invest in our chapter's future and take our amazing organization to the next level. Through monthly meetings where we will discuss and act on Chapter business, strategy, goals and policy matters, you as an elected representative of the local membership will help steer the SMPS Chicago ship and ensure that we always maintain fiscal health.

Not only that – when you join the SMPS Chicago Chapter Board of Directors, we are committed to investing in you. With support from your fellow SMPS Chicago Chapter Board members, the Executive Committee, and the Executive Advisory Panel, you will be exposed to endless opportunities to develop your leadership skills, expand your network and broaden your company's visibility in the A/E/C marketplace. I encourage you to view your nomination as a commitment to not only your chapter but also yourself.

Open Positions for 2015 - 2016

The following positions are open on the 2015 – 2016 Board of Directors:

- President-Elect
- Treasurer
- Director of Professional Development
- Director of Special Events
- Director of Sponsorship

All other positions on the Board will be filled by members of the current Board whose term continues into 2015-2016.

Eligibility Requirements

In order to be considered for a Board position, you must meet the following requirements:

- To be eligible for election as **Treasurer, Director of Professional Developments, Director of Special Events, Director of Sponsorship**, an individual must be a Regular or Distinguished Life member, must have been a member for a period of one year and must have served on a Chapter committee for one year. No individual may hold more than one Directorship at any time.
- To be eligible for election as **President-Elect**, the individual must be a Regular or Distinguished Life member for one year, served as a Chapter committee chair, and served on the Chapter's Board for a minimum of one year.



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Role Descriptions and Term Details

The role of a board member is to manage projects and initiatives that enable the Chapter and other organizations to work together to achieve shared goals. They will exhibit leadership qualities and build a team of committee members, enabling them to share their talents and skills to the benefit of each other, the Chapter, and the Organization.

PRESIDENT-ELECT - One-year term and three-year commitment (from 9/1/15 to 8/31/18)

Chosen for vision and leadership qualities, the President-Elect automatically advances to the position of President, then remains on the Board for a third year as Immediate Past-President. In the absence of the President, the President-Elect presides at all meetings and has all powers of the top elected post. The President-Elect oversees that election process and is charged with developing and encouraging participation in the election process to provide for a high performing board in the following program year.

TREASURER - Two-year term (from 9/1/15 to 8/31/17)

The treasurer is a member of the Executive Committee, and is responsible for safeguarding the chapter funds. This includes managing bank accounts, paying bills, managing the Chapter budget, creating monthly financial reports, and supporting the annual tax filing. Attendance at monthly board meetings is essential and critical.

DIRECTOR OF PROFESSIONAL DEVELOPMENT - Two-year term (from 9/1/15 to 8/31/17)

Director of Professional Development is selected to provide leadership, motivation and execution for activities geared toward enhancing our members' skill sets and the value they bring to their respective firms. Programs managed by this committee may include Skills Seminars and Half-Day Workshops, Business Executives Exchanges, Marketing Coordinators Connections, Dine and Shines and other programs determined by the Committee and approved by the Board. It is the work of the Professional Development Committee to draft a budget for all related programs it proposes through the year; secure program sponsors, as necessary; manage logistics of its programs. The Professional Development Committee is also responsible for supporting activities related to CPSM licensing; this may include hosting of the CPSM Study Group, proctoring of the local CPSM exam, and management of continuing education credits for CPSM licensees.

DIRECTOR OF SPECIAL EVENTS - Two-year term (from 9/1/15 to 8/31/17)

Director of Special Events is selected to provide leadership, motivation and execution for the chapter's valuable events geared to increasing networking opportunities, new membership, and educational benefits to the organization. Events hosted by this committee may include the Annual Meeting, Holiday Party, Pop-Up Networking! events, the Summer Party and other events proposed by the Committee and approved by the Board as those that will bring value to the organization as a whole. It is the work of the Special Events Committee to draft a budget for all activities proposed for the year; secure event sponsors, as necessary; and manage logistics of its events.

DIRECTOR OF SPONSORSHIP - Two-year term (from 9/1/15 to 8/31/17)

Director of Sponsorship is charged with managing and supporting the generation of corporate sponsorships to fund SMPS Chicago's operations and activities; this includes annual sponsorships, monthly program sponsorships, professional development event sponsorships, special events sponsorships and other sponsorships proposed by the Committee and approved by the Board as those that will bring value to the sponsoring organization and SMPS Chicago as a whole. It is the responsibility of this Committee to ensure that SMPS Chicago's sponsors are able to take full advantage of their purchased package, by keeping them updated on remaining complimentary event tickets and services. This Committee is also responsible for managing a database of participating and potential sponsors, thereby ensuring that SMPS Chicago has a diverse selection of contributing corporate partners.



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TO SUBMIT

Nominations may be made by individuals (self-nominations are allowed) or by petition. Petitions must be signed by a minimum of 30 members of the Chapter. Each candidate must submit a formal nomination package include the following:

- **A letter of Intent** to the Nominations and Election Committee stating your willingness to run for office and a statement on what you can contribute to the Board, why you would like to serve, your special areas of interest, and your views on current SMPS issues.
- **Professional data:** employer, address, job title and primary responsibilities, number of years in marketing, A/E/C industry history, and professional accomplishments.
- **SMPS Participation:** leadership roles and number of years as a member.

When seeking a board position, it is wise to work with your supervisors and firm leadership to ensure they understand the both benefits and requirements of your role, and that you have their support and backing as your commit yourself to serve.

Nomination materials must be sent to Shelley Finnigan at <mailto:shelley.finnigan@arcelormittal.com> no later than **May 22, 2014**. Please contact Shelley with any questions or concerns.

Individual nominations will be screened and evaluated by the Nominations and Elections Committee. The Committee will recommend to the Board for its approval a slate of candidates that it believes will provide the best balance of skills and experience for the Chapter's next Board.

Petition nominations will automatically appear on the ballot (along with the slated candidates) if the candidate(s) meets all the requirements of the Board position being sought.

A ballot with the slate of candidates approved by the Board, plus the names of qualified candidates submitted by petition will be sent to the membership to vote by **May 27, 2015** and will be due back on **June 10, 2015**. On the basis of the results of the vote, the President will declare the slate of candidates elected, and a new Board of Directors will be posted by **June 15, 2015**.

SMPS Chicago continues to thrive and renew itself from the leadership and dedication of our membership. Board positions allow you both visibility in our Chapter and endless opportunity to lead and learn. We hope that you will seriously consider yourself as a candidate to strengthen our Chapter for years to come.

Thank you,

Shelley C. Finnigan, S.E.

SMPS Chicago President-Elect / Nominations and Elections Committee Chair