

**Chicago Chapter
Board of Directors
2018-2019**

President

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Thomas Fennell IV

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Secretary

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Stefany Adholekar

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Sponsorship Director

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Special Events Directors

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Eriksson Engineering Associates

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Valerie Solver

Cushing

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Call for Nominations

SMPS Chicago Board of Directors for 2019-2020

DUE: May 15, 2019

Dear Chicago Chapter Members:

The call for nominations for positions on the SMPS Chicago Chapter Board of Directors for the 2018-2019 year is now open and we are asking you to **get involved!** As a member of SMPS Chicago, we are interested in your new ideas, talent, and energy that will help us grow and strengthen our Chapter.

Are you looking to advance your career, develop your leadership skills, build your network, or broaden your company's visibility in the A/E/C marketplace?

Participation on the Chicago Chapter Board offers you the opportunity to play a vital role in your professional advancement by developing innovative programs and educational and networking opportunities to serve all levels of our membership.

Eligibility Requirements

In order to be considered for a Board position, you must be:

- To be eligible for election as **Treasurer, Director of Professional Development, Director of Membership, or Director of Sponsorship**, an individual must be a Regular or Distinguished Life member, for a period of one year and 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.

Open Positions for 2019-2020

- President-Elect (2019 - 2020)
- Treasurer (2019 - 2021)
- Director of Professional Development (2019 - 2021)
- Director of Membership (one chair of two, 2019 - 2021)
- Director of Sponsorship (2019 - 2021)

All other positions on the Board will be filled by members of the current Board whose term continues into 2019 - 2020.

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

Chosen for his/her 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. The President-Elect, in support of the President, will also act as Champion of the whole strategic plan, checking in on champions of goals and objectives, reporting on progress at monthly board meetings, and scheduling annual Strategic Planning update meeting until such time as a new Strategic Plan is needed.

TREASURER – Two-year term

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. Must be liaison to all Committees of the chapter.

DIRECTOR OF PROFESSIONAL DEVELOPMENT – Two-year term

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 MEMBERSHIP: Two-Year Term, One Chair of Two

Chosen for their creativity, organization skills, and ability to connect with others, this Director chairs the Membership Committee and is charged with maintaining and increasing Chicago Chapter membership, arranging opportunities for new members to meet each other, and enabling members to engage with others and participate in creating the future of the Chapter

DIRECTOR OF SPONSORSHIP – Two-year term

Chosen for their business development skills, this Director chairs the Sponsorships Committee, which oversees the development of the Sponsorships Program. The Committee fosters relationships with existing and prospective sponsors and presents to them sponsorship opportunities. The Sponsor Director will also coordinate and communicate with committees as they endeavor to identify and secure sponsors who will benefit from exposure at individual programs, and who's financial or in-kind support will ease the burden on membership to attend programs or events.

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 Tom Fennell at PresidentElect@SMPSChicago.org no later than **May 15, 2019**. Please contact me with any questions.

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 21, 2019** and voting will end will be due back on **May 31, 2019**. 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 7, 2019**.

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,



Thomas Fennell IV
SMPS Chicago President-Elect | Nominations and Elections Committee Chair