



Society for Marketing
Professional Services

Virginia

March 12, 2008

To the Membership of the SMPS Virginia Chapter:

The Nominations and Elections Committee is now accepting **nominations for positions on the Board of Directors and suggestions for Committees of the Board for 2008-09**. Any regular member in good standing who has been a *member for one year* may be nominated for a Board of Directors position. Any regular member in good standing may serve on Committees of the Board. All terms are for one year, except for President-Elect/Vice President, which is two years. The President-Elect/Vice President must have served on the Board of Directors for at least one year. Terms are from September 1, 2008 – August 31, 2009.

Serving on the Board or a Committee is an opportunity to build your career as a professional marketer. Your investment of time and energy will be rewarded through the network you build, and the leadership and management skills you develop, among myriad other means. Each Director position is important to the vitality and growth of our Chapter. Committees need individuals from the eastern, central, and western part of the state. Committee involvement is good preparation for transition into a Board of Director's position.

Consider nominating yourself or someone else for the Board of Directors or a Committee. A description of each position is attached. For more information, contact Anne Hart, 08-09 President-Elect, at 804-285-4171 or a.hart@haengineers.com.

BOARD POSITION	NOMINEE(s)
Vice President / President-Elect	
Secretary	
Treasurer	
Education Director / 2nd Vice President	
Sponsorship Director	
Membership Director	
Facilities Director	
Public Relations Director	
New Century Affiliate Director	
Committee members for any position (suggestions only, not elected)	

Please complete and return this form with your nominations to current Anne Hart, via fax 804.217.8529 or e-mail a.hart@haengineers.com by April 11, 2008.



POSITION DESCRIPTIONS

PRESIDENT

Executive Committee Member

**(2-year commitment: President,
Immediate Past President)**

The President shall be the principal executive officer of the SMPS Virginia Chapter and shall, in general, supervise and lead all the affairs of the Chapter. The President shall preside at membership, Board of Directors, and Executive Committee meetings. Must also schedule, attend, and facilitate monthly Board of Directors meetings. The President shall be the liaison between SMPS National and the Virginia Chapter. The President shall provide contact either directly or by appointment, with other industry-related local chapter organizations, e.g. AIA, ASLA, ACEC, VSPE, AGC, TBA, IEEE, etc.

Miscellaneous:

- Attend the SMPS National Conference
- Attend SMPS Regional Conferences
- Meet and greet at Monthly Meetings
- Meet individually with each board member during term
- When representing the Chapter at conferences, attend all possible workshops, roundtables, and business meetings. Network extensively with other chapter presidents and national officers.
- Serve as editor of Chapter e-newsletter

IMMEDIATE PAST PRESIDENT

Executive Committee Member

(1-year commitment)

The Immediate Past President shall assist in managing a smooth transition between the outgoing and incoming Board of Directors and be available as a consultant to the Board of Directors. The Immediate Past President is expected to attend all Board meetings and is on the Executive Committee. Serves as “Official Greeter” of guests and new members at meetings. Chairs Past Presidents’ Council.

**PRESIDENT-ELECT /
VICE PRESIDENT**

Executive Committee Member

**(3-year commitment: President-Elect/
Vice President, President,
Immediate Past President)**

In the absence of the President, the President-Elect / Vice President shall preside at the Membership, Board of Directors, or the Executive Committee meetings. The Vice President shall succeed the President in the event it is necessary for the President to vacate the office prior to end of scheduled term. The Vice President shall be on the Executive Committee. The Vice President shall coordinate the annual planning retreat and the nomination/election process for the new year.

Miscellaneous:

- Attend the President’s Leadership Symposium
- Attend the SMPS National Conference with the President
- Attend Regional Conferences with the President
- Evaluate Board positions and update position descriptions as necessary to assist the year-end transition



POSITION DESCRIPTIONS

**SECOND VICE PRESIDENT /
EDUCATION DIRECTOR**
Executive Committee Member

**(4-year commitment, 2nd
Vice-President, President-Elect /
Vice-President, President,
Immediate Past President)**

The intent for the Second Vice President designation is to provide a period of Chapter leadership training and continuity. The Second Vice President becomes President-Elect/Vice President in the following year. The Second Vice President is on the Executive Committee. The Second Vice President is responsible for duties defined by the Education Director's position.

The Education Director shall be responsible for planning and implementation of monthly programs, seminars, workshops, and related events and activities, for the purpose of expanding the knowledge and skills of the membership. Shall develop and implement programs for obtaining Chapter education goals set at the planning retreat. Must secure commitment of speakers and related publicity information for each monthly program. Shall distribute program information in a timely manner to the Public Relations Director, Treasurer and Facilities Director. Shall set program fees and produce program flyers with help of the Facilities Director. Shall provide CEU sheets for all approved programs. Shall maintain SMPSVA as an AIA Registered Provider and submit AIA credits for attendees. Shall prepare and update the Chapter calendar as needed, including on the web site. Shall collect program evaluations and summarize data.

SECRETARY
Executive Committee Member

(1-year commitment)

The Secretary shall safely keep master copies (disk and hard copy), and be responsible for, Chapter records including meeting minutes, Bylaws, Policy of SMPS, and any documents that the chapter develops. Shall be responsible for attending all Executive Committee and Board of Directors meetings, distributing minutes within one week of meeting to entire board. Responsible for producing name tags and evaluation forms for programs. The Secretary is also responsible for conducting the Chapter's annual elections, under the direction of the Vice President. The Secretary will be the librarian for resources available to membership through the "Virtual Library." The Secretary also records the list of Committee members, and is on the Executive Committee.

POSITION DESCRIPTIONS

TREASURER

Executive Committee Member

(1-year commitment)

The Treasurer shall be responsible for the Chapter funds. The Treasurer shall receive the Chapter's income and maintain its bank accounts, pay Chapter's bills after they have been approved by a Board member(s) and maintain a complete record of transactions, which shall be open to inspection by the Executive Committee and Board of Directors. Also responsible for the accurate and timely filing of all state and federal requirements. Shall also receive registration forms for the Chapter's monthly programs, prepare attendance list for each program, and bill "no shows" and other non-paying registrants. Also responsible for obtaining an annual independent review of the financial records of the Chapter, as required.

PUBLIC RELATIONS DIRECTOR

Board of Directors

(1-year commitment)

The Public Relations Director is responsible for coordinating and developing all Chapter news releases; developing any promotional events, press releases, etc. for the Chapter. Responsible for coordinating any special public relations campaigns. Responsible for Chapter newsletter, and coordination of the Chapter website with the webmaster.

SPONSORSHIP DIRECTOR

Board of Directors

(1-year commitment)

The Sponsorship Director shall be responsible for securing annual corporate sponsors and sponsors for designated monthly programs. Shall work with the Facilities Director to coordinate program sponsor set-up needs. Shall work with Public Relations Director to create and produce sponsorship boards to be displayed at each program. Shall work with Facilities Director and Education Director to ensure that sponsors are identified on all Chapter mailings and at each monthly program. Shall obtain donations for door prizes or make suggestions for purchases.

FACILITIES DIRECTOR

Board of Directors

(1-year commitment)

The Facilities Director shall coordinate with the Education Director in accommodating programs. The Facilities Director shall be responsible for obtaining speaker and topic information from the Education Director and making all arrangement for program facilities including food and A/V requirements. The Facilities Director shall prepare the breakeven analysis to determine cost/profit possibilities for the individual programs.

MEMBERSHIP DIRECTOR

Board of Directors

(1-year commitment)

The Membership Director shall actively promote membership in the SMPS Virginia Chapter, assist in keeping an accurate list of Chapter members, and will be responsible for orientation of new members. Shall coordinate, develop and implement on-going activities to increase membership, including developing and maintaining a prospect member list. Shall also contact all non-members attending monthly programs and offer information on membership. Shall save and provide Board Members with current (typically monthly) membership directory and reports. Shall send membership updates quarterly to database administrator for e-newsletter, currently Andy Marr.



POSITION DESCRIPTIONS

BOARD MEMBER AT LARGE

Non-voting Board Member

(1-year commitment)

Board Members at Large may be appointed by the Board of Directors to offer specific advice and counsel to the Board. Board Members at Large must be appointed annually by a majority vote by the Board. Board Members at Large may be assigned tasks and duties to serve the interests of the Board and general membership. Board Members at Large do not have the right to vote on matters before the Board, but are expected to provide input and guidance. Board Members at Large do not have to be an SMPS member. The Board may include more than one Board Member at Large.

**NEW CENTURY AFFILIATE
DIRECTOR**

Board of Directors

(1-year commitment)

Serves as liaison between Executive Committee, Board of Directors and members in the New Century Affiliate region. Coordinates programs / events in the region. Has the right to vote on matters before the Board.

**COMMITTEES (or DIRECTOR
Positions)**

Directors are expected to establish committees as necessary to implement and support their areas of responsibility. Committee members are formed and appointed by Directors. Committees must be appointed annually by September 1st. Committee member names are to be distributed to other Board Members and recorded by the Secretary. Committee members may be asked to attend board meetings in the event their Director must be absent.

**SPECIAL EVENTS COMMITTEE
DIRECTOR**

Non-voting Board Member

(1-year commitment)

The Board of Directors will appoint a Chair or Co-Chairs from interested candidates to lead the Special Events Committee. A Chair must be appointed annually by September 1st. This committee will be responsible for developing and coordinating all activities related to socials and other special events planned by the Chapter. Responsibilities include securing special events sponsors. All final decisions regarding special events shall be approved by the Executive Committee and Board of Directors. The Chair does not have the right to vote on matters before the Board.

**GOLF TOURNAMENT
COMMITTEE DIRECTOR**

Non-voting Board Member

(1-year commitment)

The Board of Directors will appoint a Chair or Co-Chair from interested candidates to lead the Golf Tournament Committee. A Chair must be appointed annually by September 1st. This committee will be responsible for developing and coordinating all activities related to the annual golf tournament. Responsibilities include securing golf tournament sponsors. All final decisions regarding the golf tournament shall be approved by the Board of Directors. The Chair does not have the right to vote on matters before the Board.



POSITION DESCRIPTIONS

**SCHOLARSHIP COMMITTEE
DIRECTOR**

Non-voting Board Member

(1-year commitment)

For the 2007-08 year, the Past Presidents' Council will oversee this program. Otherwise, the Board of Directors will appoint a Chair or Co-Chair from interested candidates to lead this Committee. A Chair must be appointed annually by September 1st. This committee will be responsible for developing and coordinating all activities related to the scholarship program. All final decisions regarding the scholarship program shall be approved by the Board of Directors. The Chair does not have the right to vote on matters before the Board.

INDUSTRY AWARDS DIRECTOR

Non-voting Board Member

(1-year commitment)

For the 2007-08 year, the Past Presidents' Council will oversee this program. Otherwise, the Board of Directors will appoint a Chair or Co-Chair from interested candidates to lead the Industry Awards Committee. A Chair must be appointed annually by September 1st. This committee will be responsible for developing and coordinating all activities related to the industry awards program. All final decisions regarding the scholarship program shall be approved by the Board of Directors. The Chair does not have the right to vote on matters before the Board.

Attendance at Board Meetings

Annual Planning Retreat:

Attendance of all Executive Committee and Board Members is expected at the Annual Planning Retreat usually held in the summer. The retreat is an event for planning the upcoming year's initiatives and programs. Every effort will be made to schedule the retreat for everyone's convenience.

Monthly Board Meetings:

Attendance of all Executive Committee and Board Members is critical at the Board Meetings. In an effort to reduce the amount of time spent on SMPS, the Chapter typically holds its Board of Director's meetings on the same day as the monthly programs. Notification to the President and/or Vice-President is mandatory if a Board Member cannot attend and a committee member will be acting on their behalf.