



## Call for Nominations

President Elect (Executive Committee)	
Treasurer (Executive Committee)	<b>Position Filled</b>
Chairperson, Finance	
Secretary (Executive Committee)	
Director-at-large, Programs	
Chairperson, Communications Liaison	
Chairperson, Programs Logistics	
Chairperson, Programs Development	
Director-at-large, Education	
Chairperson, Education	
Director-at-large, Sponsorship	
Chairperson, Sponsorship	
Director-at-large, Membership	
Chairperson, Hospitality	
Chairperson, Ambassador	
Chairperson, Special Events	
Director-at-large, Professional Development	
Chairperson, Mentorship	
Chairperson, CPSM Liaison	
Chairperson, Peer-to-Peer Program	
Director-at-large, Communications	
Chairperson, E-blast	
Chairperson, Website	
Chairperson, Blog	
Chairperson, Social Media/Graphics	
Chairperson, Photography	
Chairperson, Videography	

## Description of Each Board and Chair Position

**President-Elect (Executive Committee Director)** – Serves as the committee liaison for the executive committee. Teams with President and Leadership Team to establish the Chapter's Operating Plan. Works with current President and immediate Past President to ensure learning, support and smooth transition. Will work with the President to help educate the members and their firms of the value that SMPS brings to the A/E/C industry. Will serve as the Chapter President in 2021-2022 and as Immediate Past President in 2022-2023. Immediate Past President will be Chapter representative for the Pacific Regional Conference and serve on a committee of their choosing. Attends Board of Director (BOD) meetings.

**Treasurer (Executive Committee Director)** – Oversees the Chapter's budget, manages the Chapter's finances, coordinates with Chapter bookkeeper, presents monthly financial reports at the monthly BOD meetings, compiles and files annual financial statement with national office and IRS. Also prepares paperwork for annual Chapter financial audit. Attends BOD meetings.

- **Finance (Chair Position)** – Works with Treasurer to create financial analysis of each event the Chapter holds. The finance chair assists the Treasurer to create electronic copies of all hard-copy financial information and assists in reconciling accounts. This position is intended to become incoming Treasurer.

**Secretary (Executive Committee Director)** – Maintains and distributes monthly board minutes, collects monthly branch reports, manages graphics committee, and assists with the Striving for Excellence (SFE) award submittal, and maintain the Chapter's branding. This is a two-year position. Attends BOD meetings.

**Programs Director (Board Member Director)** – Responsible for overseeing the Programs Committee, partnering with Sponsorship and Communication Directors. Oversees the This committee identifies topics and speakers to plan an 18-month long series of events using the previous year (up to December) as a base to start. Coordinates speaker outreach and participation, event discussion flow when more than one panel member, collaborates with Sponsorship Director on event sponsors to assist with costs and provide exposure to our A/E/C community. Logistics coordination with venue (number of attendees, time, room set-up, a/v needs, etc.) Additional coordination required with Hospitality (registration/sign-in), and Communications (for e-blast scheduling, development and social media coverage). Attends BOD meetings.

- **Communications Liaison (Chair Position)** –Collects relevant communications materials for luncheon programs with Director and Program Development Chair to include program title and description, and speaker bios and headshots and

sends to Communications Director. Works with Director and Programs Chair; Website to post content to Chapter website and set up online registration.

- **Logistics (Chair Position)** – Works with the Programs Director for logistics for monthly meetings. Schedules calls with programs committee and speakers.
- **Program Development (Chair Position)** – This position coordinates a committee for each program, assists the Director with identifying topics and speakers for monthly program meetings and coordinates with each luncheon speaker. They disperse and collect programs feedback surveys and provide a summary of the results to the Programs Director.

**Education Director (Board Member)** – Building from previous term's plan, responsible for the planning and execution of the Chapter's education series working with the Education Chair and committee members. Oversees the development and organization of each educational program and workshop and the education committee. Is responsible for providing a report of each session including topics, domains, attendance and budget. May utilize BOD assistance as needed. Attends BOD meetings.

- **Education (Chair Position)** – In partnership with the Education Director, develops and organizes the educational sessions and workshops. Coordinates with speakers to collect title, description, bios and headshots for education programs and workshops. Coordinates with venue regarding number of attendees, time, room set-up, food/beverage, etc. Coordinates with Membership Chair for Hospitality for event needs. May utilize committee members, providing oversight for these duties.

**Sponsorship Director (Board Member):** Responsible for securing annual and programs/workshop corporate sponsorships through sponsorship program. Seeks feedback from annual sponsors. Attends BOD meetings.

- **Sponsorship (Chair Position)** - Partners with Sponsorship and Programs Directors to help identify potential programs sponsors and promote annual sponsorships of the SMPS Orange County Chapter.

**Membership Director (Board Member)** - Responsible for overseeing all components of the Membership Branch, which includes oversight of retention and recruitment programs, and Hospitality and Ambassador roles. Coordinate and execute quarterly networking events such as Sip, Savor, and Share. Responsible for annual member appreciation event planning, coordination, and execution. Attends BOD meetings.

- **Hospitality (Chair Position)** – Responsible for registration and on-site coordination for the monthly lunch programs and education workshops. Serves as liaison between venue and Programs Committee for attendees (count), meals and beverages, prepares name badges, manages event-day registration table. May attend BOD meetings.
- **Ambassador (Chair Position)** – Works with Professional Development Director, the Ambassador Chair is responsible for welcoming new members and coordinating welcoming committee at each program and educational event.

Makes introductions to guests and new members. Coordinates new member gifts and meetings.

- **Special Events (Chair Position)** – Works with Professional Development Director, the Special Events Chair plans and executes special events to include, but not limited to, the annual Membership Appreciation event, quarterly Sip, Savor, and Share events.

**Professional Development Director (Board Member)** – Oversees the professional development program chairs/leaders, serving as an advisor for the Mentorship program, CPSM liaison and study group program when applicable, and the Peer to Peer program. To offer a more personalized experience that encourages members to take ownership of their approach to career goals and aspirations, the Professional Development group plans and organizes programs related to mentorship, leadership development, professional growth, and CPSM certification. Attends BOD meetings.

- **Mentorship Chair (Chair Position)** - Coordinates and manages the Orange County Chapter's Mentoring program, including program promotion, the application process, mentor-protégé pairing, and program meetings and events. Establishes guidelines for mentorship and regularly checks in with pairs to evaluate progress.
  - **Mentorship (Committee Position)** – Assists the Mentorship Chair in application reviews, mentor-protégé pairings, and meeting and event planning.
- **CPSM Liaison and Study Group Chair (Chair Position)** – Liaison with HQ, Professional Development Director, and Past President about CPSM program and any new updates or changes to the study materials, test, or overall program. Leads study group efforts, including identifying current CPSMs to lead the sessions, coordinating study materials and study session locations, developing/editing e-blasts and social media posts to collect chapter/member interest.
- **Peer-to-Peer Program (Chair Position)** – Works with Professional Development Director to identify Chapter members with unique and useful expertise to provide training sessions in a peer-to-peer arrangement, with a goal of three sessions throughout the year. Will lead session efforts, including promoting the sessions through social media, eblasts, luncheon announcements, etc.; working with the speaker/presenter to prepare for the session; coordinating session locations and materials; and performing any post-session closeout.

**Communications Director (Board Member)** – Responsible for overseeing the Communications Committee, which is responsible for the overall promotional and marketing activities of the Chapter including: the preparation and distribution of e-blasts, website maintenance, blogs, photography and videography, and media relations, publicizing of upcoming events and all Chapter communications. Attends BOD meetings.

- **E-blast (Chair Position)** – Creates and distributes all email communications including monthly program announcements, events, job postings, blog, and general communication.
- **Website (Chair Position)** – Manages overall content of the SMPS Orange County website. Approves all Job Bank advertisements via [www.smeps-oc.org](http://www.smeps-oc.org).
- **Blog (Chair Position)** – Responsible for the blog theme and content. Requests and collects all articles submitted for publication. Qualifies material submitted and publishes appropriate material.
- **Social Media/Graphics (Chair Position)** – Works with the Communications Director to disseminate any information through social media formats including the oversight of the SMPS Orange County blog, LinkedIn, Facebook, and Instagram accounts. Maintain Social Media calendar and coordinate schedule of postings. Also responsible for the development of graphics to support SMPS Orange County events.
- **Photography (Chair Position)** – Works with the Communications Committee to document Orange County Chapter events for future publication to the Chapter's website, social media channels, and e-blasts.
- **Videographer (Chair Position)** – Works with the Communications Committee by creating video clips from our events, conducting interviews that are posted to our website, social media channels, and e-blasts.

### Eligibility

To be eligible for election, individuals must be a Regular or Distinguished Life member of SMPS and

- Director, must have been such a member for one (1) year as of the date his or her term of office commences (September 1, 2020) and served on a Chapter committee for one year
- President-Elect, must have served on the Board of Directors for one year or served as a committee chair for one (1) year.
- Secretary, must have served on a Chapter committee for one (1) year.