



2022-2023 Board and Chair Positions

Executive Committee

- Past President—**Position Filled**
- President—**Position Filled**
- President Elect
- Treasurer
- Secretary

Board of Directors

- Director-at-Large, Programs
- Director-at-Large, Sponsorship
- Director-at-Large, Membership
- Director-at-Large, Education
- Director-at-Large, Professional Development
- Director-at-Large, Communications

Chair Positions

- Charity
- Programs (multiple positions)
- Education (multiple positions)
- Sponsorship (multiple positions)
- Membership: Hospitality
- Membership: Ambassador
- Membership: Special Events
- Professional Development: Mentorship
- Professional Development: CPSM Liaison
- Professional Development: Peer-to-Peer Program
- Professional Development: Student Program
- Communications: E-Blast
- Communications: Website
- Communications: Blog
- Communications: Social Media/Graphics
- Communications: Photography
- Communications: Videography

2021-2022 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 2022-2023 and as Immediate Past President in 2023-2024. 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.

- **Charity (Chair Position)** – works with the President to develop a charity calendar. Researches, and develops charity programs that aligns with the season, or local happenings. Works with the Communication Director to set up the charity program, and promote it via eblasts, website and social media.

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. This is a two-year position.



Secretary (Executive Committee Director) – Maintains, distributes and properly stores monthly board minutes, and board rosters, collects monthly branch reports, assists with the Striving for Excellence (SFE) award submittal, . This is a one-year position. Attends BOD meetings.

Programs Director (Board Member Director) – Responsible for overseeing the Programs Committee, partnering with Sponsorship and Communication Directors. This committee identifies topics and speakers to plan a 16-month long series of events using the previous year (up to December) as a base to start. Helps coordinate 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.), if applicable. Additional coordination required with Hospitality (registration/sign-in), and Communications (for e-blast scheduling, development and social media coverage). Attends BOD meetings.

- **Programs (Chair Position)** – Commits to 1 or more programs. Leads the organization of the entire program. Identifies topics and speakers, collects relevant communications materials for luncheon programs with Director to include program title and description, and speaker bios and headshots and sends to Communications Director for inclusion on the website, eblasts, and social media. Works with the Programs Director for logistics for monthly meetings (virtual/in-person). Schedules calls with programs committee and speakers. Disperse and collect programs feedback surveys at in-person events and provides 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-OC 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.
- **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.
- **Student Program (Chair Position)** – Works with Professional Development Director to develop a student program plan. Researches other chapters offerings, researches contacts at local colleges and universities, works with charity chair to fundraise for student chapter membership/scholarships.

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 eblasts, 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.
- **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, 2022) and served on a Chapter committee for one (1) 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.

Terms

- Director-at-Large is a one (1) year term, with a maximum of two consecutive (1) year terms.
- Secretary is a two (2) year term, with the possibility of a second (2) year term (4 years maximum).
- Treasurer is a two (2) year term, with the possibility of a second (2) year term (4 years maximum).
- The President-Elect serves a one (1) year term, then assumes President role for one (1) year, then Immediate Past President directly after.

The Nomination forms and a description of positions and eligibility requirements is included below. You may nominate a Chapter member (or yourself) as a Candidate. Nominees will be evaluated by the Nominations and Elections Committee to ensure eligibility, then the candidates will be presented to the membership for voting May 15, 2022. Voting will close on May 31, 2022 and the new Board will be announced by June 15, 2022.