



Southeast
Louisiana

2024-2025 CALL FOR LEADERSHIP APPLICATIONS

The SMPS SeLA nominations and elections committee is seeking qualified candidates to fill key leadership positions on the Chapter's board of directors:

2024-25 President-Elect

2024-25 Secretary

2024-25 At-Large Director (3)

ELIGIBILITY REQUIREMENTS

To qualify for a position on the Chapter's board of directors, candidates must meet the following requirements:

- Be a Regular or Distinguished Life member of the Society in good standing, and must have been such member for one (1) or more years as the date of their term commences. (September 1, 2024) (Bylaws: 5.1.3)
- Candidate for President-Elect must have served on the Chapter Board of Director for one (1) year. (Bylaws: 5.1.4)
- Candidate for Secretary, or Director At-Large positions must have served on a Chapter committee for one (1) year. (Bylaws 5.1.5)
- Candidate must have the endorsement of employer.

Applications may be made by individuals (self-nominations are the most common method) or by petition. Petitions require signature by a minimum of 10% of the Chapter membership as of April 15.

The following members are not eligible candidates due to their current board status:

- Olivia Matthews – 30 I Marketing (2024-25 Immediate Past President)
- Jennifer Hanson – Holly & Smith Architects (2024-25 President)
- Brock Piglia - Donahue Favret (2023-25 Treasurer)



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DESCRIPTION OF POSITIONS

PRESIDENT-ELECT (1 Open Position, 1 Year Term Begins September 1, 2024)

The president-elect stands ready to fill in for the president in their absence. The president-elect assists the president in overseeing the board and serves as an additional resource for all positions and committees. The president-elect also serves on the executive committee of the chapter.

TREASURER (No Position Available, 2 Year Term)

The Treasurer shall coordinate the development of the annual budget and oversee the financial integrity of the Chapter. The Treasurer shall assure the production of regular financial reports and an annual audit, shall handle banking tasks, serve as chairperson of the Finance Committee, and in general perform all duties incident to the office of Treasurer and such other duties as from time to time may be assigned by the President or the Board of Directors.

SECRETARY (1 Open Position, 2 Year Term Begins September 1, 2024)

The Secretary ensures that the board meeting minutes are recorded and maintained in the permanent record of the Chapter, and in general perform all duties included with the office of Secretary and such other duties as from time to time may be assigned by the President or the Board of Directors. The secretary serves as the recorder for the chapter and ensures minutes are taken, recorded, and distributed at all board and executive committee meetings. The secretary is responsible for the chapter's bylaws. The secretary also serves on the executive committee of the chapter. This role serves a two-year term and sits on the executive committee of the chapter.

DIRECTOR-AT-LARGE PROGRAMMING (1 Open Position, 1 Year Term Begins September 1, 2024)

The Director-at-Large Programming serves as the liaison for the programming team responsible for strategically planning and implementing all professional development and market focused events. This role will be well versed in the six domains of SMPS, understand the society's mission, and maintain the vision that education is paramount. This position will require superior delegation skills and will have the opportunity to build a team, including committee chairs, as needed to support educational events, market focus including monthly luncheons, and special events. This position will work in tandem with other committee efforts and goals. The Director of Programs is charged with planning and implementation of all chapter programs and educational events for the year.

DIRECTOR-AT-LARGE MEMBER SERVICES (1 Open Position, 1 Year Term Begins September 1, 2024)

The Director-at-Large Member Services serves as the liaison for membership team that will serve current members, our non-member network, and future member outreach to associated organizations. The overall goal of this role is to maintain member satisfaction and increase overall membership for the year. The position will coordinate a volunteer orientation session and membership drives/info sessions throughout the year. The position is also accountable for overseeing the sponsorship team responsible for annual sponsorships, lunch/happy hour sponsorships, and special events sponsorships. The position will require delegation skills and will also require knowledge of all HQ matters as they pertain to membership. The Director of Membership serves as the contact to SMPS HQ on all issues related to membership and is responsible for the recruitment and retention of SMPS chapter members.

DIRECTOR-AT-LARGE COMMUNICATIONS (1 Open Position, 1 Year Term Begins September 1, 2024)

The Director-at-Large Communications will serve as the liaison for the communications team that will proactively provide marketing of all SMPS local events, pertinent society news, member spotlights, etc. as well as maintain SeLA website, facilitate e-blasts, and support the chapter with creation of graphics. The role's overall goal is to establish vision and structure needed to delegate these responsibilities to the team. Communications is responsible for raising the awareness and visibility of SMPS both internally and externally within the chapter as well as throughout our region.



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WHAT TO SUBMIT

Applications must include information as requested below in addition to Employer's endorsement (letter signed by candidate's employer).

Candidate Name: _____

Board Position: _____

Employer: _____

Job Title: _____

Email: _____

Telephone No.: _____

Candidate Brief Bio, including primary responsibilities, # of years in marketing, history in the A/E/C industries, and professional accomplishment (sample on next page): _____

Brief statement on what candidate would contribute to the board: _____

Signature: _____

Date of submittal: _____

Application form must be submitted via email no later than **5:00 pm on April 14, 2024**, to the attention of:

SMPS SeLA nominations & elections committee chair
Jennifer Hanson
c/o jennifer@hollyandsmith.com

Complete applications MUST be received by April 14, 2024, to be considered.



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SAMPLE BIO:

Jane Smith, candidate for Secretary

Jane is the Director of Marketing for XYZ Construction Company and has held this position for the past 4 years. Prior to this, Jane worked for 10 years as an Account Executive with 123 Advertising Agency. She is also a member of ABC, the Ad Club and the Jefferson Chamber, where she has held several committee positions. Jane brings a vast knowledge of the construction industry and project management skills to the table along with a desire to see the chapter grow.

THE SELECTION AND ELECTION PROCESS

Individual applications will be screened and evaluated by the nominations & elections committee. During the evaluation process, individuals may be asked to provide a brief bio if nominated by another Chapter member. The committee will then select a slate consisting of one qualified nominee for each open position on the Board, which the committee believes represents the best qualified individual for each position and which produces a desirable professional balance for the full Board.

Petitioned nominations, if any, automatically will appear on a ballot with the slated candidate(s) if the petitioned candidate meets all the requirements of the board position being sought.

A ballot with the slate of candidates determined by the nominations & elections committee plus the names of qualified candidates submitted by petition will be submitted to the membership by **May 15**. However, if no candidates are submitted by petition, the Secretary will declare the nominating committee's slate of candidates elected and a membership ballot will not be issued.

FOR MORE INFORMATION

If you have questions about the nomination and election process, contact Jennifer Hanson at jennifer@hollyandsmith.com

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