**2019/20 Board of Directors Positions and Eligibility Requirements**

**All Positions:** All elected positions to the SMPS Oregon Board of Directors must be willing to serve their full year term (or more depending on the position) and attend monthly Board and Committee meetings.

**PRESIDENT-ELECT**

**Position Description:** In the absence of the President, the President-Elect shall preside at meetings of the Chapter, the Board of Directors, or the Executive Committee. When acting as President, the President-Elect shall have all the powers of and be subject to all the restrictions upon the President. The President-Elect shall perform such other duties as may be assigned by the President or Board of Directors. The President-Elect becomes the President the following year and the Past President the year after, resulting in a three-year cumulative term. In addition, the President-Elect shall: Chair the Nominations and Elections Committee; be an ex-officio member of all standing committees; and review/update the Chapter Bylaws.

**Term Limit:** One year

**Eligibility Requirements:** To be eligible for election as President-Elect, the individual must have served on the Board of Directors for the Oregon Chapter, or another SMPS Chapter, or on the National Board of Directors for one year or have served as a committee chair for one year. The individual must be a Regular or Distinguished Life member in good standing.

**DIRECTOR-AT-LARGE**

**Position Description:** The Director-at-Large shall be the liaison between the Board and an assigned committee chair, and perform duties as requested by the Board.

**Term Limit:** Two consecutive one-year terms

**Eligibility Requirements:** To be eligible for election as a director, an individual must be a Regular or Distinguished Life member of the Society and the individual shall have served as a president of a chapter of SMPS. No individual may hold more than one Directorship at any time.
PACIFIC REGIONAL CONFERENCE REPRESENTATIVE

**Position Description:** The PRC Rep participates on the regional conference planning committee and represents the SMPS Oregon Chapter amongst the ten chapters that host PRC annually.

**Term Limit:** No term limit

**Eligibility Requirements:** To be eligible for election as a director, an individual must be a Regular or Distinguished Life member of the Society and the individual shall have served as a chapter volunteer for at least one year.

DIRECTOR OF EDUCATION

**Position Description:** The Director of Education is charged with planning, developing and implementing learning opportunities for the chapter. The content is geared to A/E/C marketers at all levels with a goal of providing education and insight on topics relevant to the A/E/C marketing and business development.

**Term Limit:** Two consecutive one-year terms

**Eligibility Requirements:** To be eligible for election as a director, an individual must be a Regular or Distinguished Life member of the Society and must have been such a member for one (1) year as of the date his or her term of office commences. The individual shall have served on the Chapter committee for one year or have comparable committee experience in another organization/association. No individual may hold more than one Directorship at any time.

DIRECTOR OF COMMUNICATIONS

**Position Description:** The Director of Communications is charged with creating brand awareness for SMPS Oregon through various communication efforts (Chapter Newsletter and PR) and supporting other Directors with their communication needs to ensure brand consistency in all SMPS Oregon correspondence.

**Term Limit:** Two consecutive one-year terms

**Eligibility Requirements:** To be eligible for election as a director, an individual must be a Regular or Distinguished Life member of the Society and must have been such a member for one (1) year as of the date his or her term of office commences. The individual shall have served on the Chapter committee for one year or have comparable committee experience in another organization/association. No individual may hold more than one Directorship at any time.
DIRECTOR OF INDUSTRY OUTREACH

Position Description: The Director of Industry Outreach is charged with hosting quarterly SMPS Talks events designed to increase awareness of marketing professional services to other built industry organizations. Industry Outreach also manages the annual educational scholarship application process.

Term Limit: Two consecutive one-year terms

Eligibility Requirements: To be eligible for election as a director, an individual must be a Regular or Distinguished Life member of the Society and must have been such a member for one (1) year as of the date his or her term of office commences. The individual shall have served on the Chapter committee for one year or have comparable committee experience in another organization/association. No individual may hold more than one Directorship at any time.

DIRECTOR OF MEMBERSHIP

Position Description: The Membership Director is charged with maintaining current membership, acts as the SMPS member contact on all issues related to membership, and is responsible for increasing Oregon Chapter membership.

Term Limit: Two consecutive one-year terms

Eligibility Requirements: To be eligible for election as a director, an individual must be a Regular or Distinguished Life member of the Society and must have been such a member for one (1) year as of the date his or her term of office commences. The individual shall have served on the Chapter committee for one year or have comparable committee experience in another organization/association. No individual may hold more than one Directorship at any time.

DIRECTOR OF PROGRAMS

Position Description: The Director of Programs is charged with planning, developing and implementing networking and learning opportunities for the chapter. The content is geared to client panels and speakers with a goal of providing education and insight on topics relevant to the A/E/C industry and current market conditions.

Term Limit: Two consecutive one-year terms
Eligibility Requirements: To be eligible for election as a director, an individual must be a Regular or Distinguished Life member of the Society and must have been such a member for one (1) year as of the date his or her term of office commences. The individual shall have served on the Chapter committee for one year or have comparable committee experience in another organization/association. No individual may hold more than one Directorship at any time.

DIRECTOR OF PROFESSIONAL DEVELOPMENT

Position Description: The Professional Development Committee promotes professional development through Roundtables, CPSM Study Groups, Mentorship Forum, Chapter Library, Job Postings, Salary Survey, and an Annual Membership Survey.

Term Limit: Two consecutive one-year terms

Eligibility Requirements: To be eligible for election as a director, an individual must be a Regular or Distinguished Life member of the Society and must have been such a member for one (1) year as of the date his or her term of office commences. The individual shall have served on the Chapter committee for one year or have comparable committee experience in another organization/association. No individual may hold more than one Directorship at any time.

DIRECTOR OF SPECIAL EVENTS

Position Description: The Special Events Director is responsible for organizing SMPS Oregon’s annual awards celebration and summer fundraising event. The committee responsibilities include planning for awards, finding a non-profit partner, and making all other arrangements for special events.

Term Limit: Two consecutive one-year terms

Eligibility Requirements: To be eligible for election as a director, an individual must be a Regular or Distinguished Life member of the Society and must have been such a member for one (1) year as of the date his or her term of office commences. The individual shall have served on the Chapter committee for one year or have comparable committee experience in another organization/association. No individual may hold more than one Directorship at any time.

Please return completed nomination form by May 17, 2019 to:

Christina Blaser, 2018/19 President of SMPS Oregon
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