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**Candidate Guide & Application Packet**

**PCMA Chesapeake Chapter Board of Directors (2018)**

The Chesapeake Chapter relies on the energy and enthusiasm of volunteers who are committed to working for the advancement of the Chesapeake Chapter and our industry. At this time, the Chesapeake Chapter is seeking applications for the Director of Sponsorships for the 2018 Board of Directors.

**Applications due November 5, 2017**

To apply: complete the enclosed application form and email to:

Robyn Hulvey, Chair, Nominating Committee, at [rhulvey@hjf.org](mailto:rhulvey@hjf.org)

Why apply for the the PCMA Chesapeake Chapter Board of Directors? Volunteering provides tremendous opportunities for personal and professional growth, building industry contacts, and developing relationships with colleagues.

* Build new skills and strengthen leadership skills you already have
* Meet new people – both friends and industry contacts
* Make a name for yourself
* Build relationships
* Experience new ideas
* Advance your career and PCMA

**Open Positions**

The following Chesapeake Chapter Board of Directors & Officers positions are available for the 2018 year:

* Director, Sponsorship (1-year term)

For information on what is required of each position, please view the Volunteer Job Responsibilities at the end of this packet.

New officers and directors will serve with the following board members:

* Patty Amos, CMP – Current President-Elect, will become the 2018 Chesapeake Chapter President
* Krystine St. Michael Bussiere, CMP – Current President, will become 2018 Chesapeake Chapter Immediate Past President
* Michael Doane – Director, Membership (Serving second year of 2017-18 term)

**Application Process**

Board of Directors applications will be reviewed by the Chesapeake Chapter Nominating Committee and a recommended slate of board members will be distributed to all chapter members no later than November 9, 2017. All applicants will be notified of the Nominating Committee’s decision by phone or email no later than November 8, 2017. Candidates may be asked to participate in phone interviews with members of the nominating committee to determine suitability for the position.

**Criteria & Guidelines for Selection of Board Members**

1. Each nominee must be a Chesapeake member in good standing.
2. Each elected board member must commit to attending/participating in all 12 scheduled board meetings:
   1. Two (2) in-person retreats in November and mid-Summer (locations and exact dates TBD); and
   2. Additional 10 monthly meetings by conference call. Candidates will assume responsibility for all expenses (such as parking, Metro fare, phone calls, faxes) in conjunction with board meeting participation.
3. Each nominee must adhere to the PCMA Principles of Professional Conduct.

The nominating committee will use the following guidelines in determining the slate:

1. Participation in PCMA Chesapeake Chapter events and activities during last two years
2. Responses to board application questions
3. Professional references, as provided during the board application process.
4. Prior volunteer leadership experience and committee participation.

Questions about the process or service on the board? Contact Robyn Hulvey, Chair, Nominating Committee, at [rhulvey@hjf.org](mailto:rhulvey@hjf.org).

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**Volunteer Job Descriptions (2018 calendar year)**

***Director, Sponsorship – 1-year term***

* Manages volunteers on the sponsorship committee, including committee recruitment, retention, and equitable distribution of tasks.
* Handles sponsorship solicitation and retention for chapter programs. Works to find venue sponsors for up to eight networking and education program per year.
* For non-venue sponsors, creates and matches cash sponsorship opportunities with sponsor needs and outcomes.
* Works with Treasurer to prepare contracts, send invoices and track payment of sponsors.
* Tracks fulfillment of in-kind sponsorships to ensure delivery and works with Director, Programs to ensure sponsorship deliverables are executed as agreed.
* Coordinates execution of thank you notes to sponsors and speakers
* Attends and actively participates in all Chesapeake Chapter board meetings, 12 per year. This includes two (2) in-person retreats in November and mid-Summer (locations and exact dates TBD); and 10 monthly meetings by conference call.
* Produces a monthly report to the Board detailing activities of the committee during the previous month.
* Attends and actively participates in a minimum of (5) chapter events per year.

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**Board Application Form**

**PCMA Chesapeake Chapter Board of Directors (2018)**

**Applications due November 5, 2017**

To apply: complete the enclosed application form and email to:

Robyn Hulvey, Chair, Nominating Committee, at [rhulvey@hjf.org](mailto:rhulvey@hjf.org)

1. Personal Information

First Name Last Name Credentials (if any)

Job Title

Company

Phone (mobile) Phone (office)

Email

Member of Chesapeake Chapter since (year)

2. Which Chesapeake Chapter Board or Officer position are you applying for? (choose only one)

* Director, Sponsorships

3. Are you a..

* Meeting Planner
* Supplier
* Other (please explain)

4. How many PCMA Chesapeake Chapter events have you attended in the past two years?

5. What skills and/or connections would you bring to the table to benefit the PCMA Chesapeake Chapter? (250 word limit)

6. If elected to the board, what is the one thing you want to accomplish or change for our chapter in 2018? (250 word limit)

7. Would you describe yourself as a tactical or strategic thinker, and how would that perspective make you a valuable board member? (250 word limit)

8. Have you ever served on a volunteer committee or board of directors before? If yes, list organization, dates of service, and position(s) held. (100 word limit)

9. Describe how your current employer supports your involvement in professional development activities. (100 word limit)

10. Please provide the name, phone number, and email address of at least two people who can speak to your leadership experience and/or volunteer service record.

Reference #1 Name

Reference #1 - Phone Email

Reference #1 - How does this person know you?

Reference #2 Name

Reference #2 - Phone Email

Reference #2 - How does this person know you?

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