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**Candidate Guide & Application Packet**

**PCMA Chesapeake Chapter Board of Directors (2020)**

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 2020 Board of Directors.

**Applications due August 30, 2019**

To apply complete the enclosed application form and email to:

Patty Amos, Chair, Nominating Committee, at [pgamos@gmail.com](mailto:pgamos@gmail.com)

Why apply for 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 2020 year:

* President – Elect (1-year term)
* Director, Sponsorships (remaining 1-year term)
* Director, Programs (2-year term)
* Director, Communications (2-year term)
* Treasurer (1-year term)
* Secretary (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:

* Danielle Jones - Current President-Elect, will become the 2020 Chesapeake Chapter President
* K.C. Hopson, CMP – Current President, will become 2020 Chesapeake Chapter Immediate Past President
* Marci Glavin– Director, Membership (Serving second year of 2019-20 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 October 1, 2019. All applicants will be notified of the Nominating Committee’s decision by phone or email no later than October 30, 2019. 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 Patty Amos, Chair, Nominating Committee, at [pgamos@gmail.com](mailto:pgamos@gmail.com).

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**Volunteer Job Descriptions (2020 calendar year)**

***President-Elect – 1-year term***

* Serves as a member of the Board. In the absence of the President, the President-elect shall be the presiding officer at meetings of the board and membership.
* Assists President and other board members with activities to further the mission of the chapter, as needed.
* Collaborates with President on plans for future years.
* Serves as a member of the Executive Committee.
* 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.
* Attends and actively participates in a minimum of (5) chapter events per year.

***Director, Sponsorship – remaining 1 year of a 2-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.

*Director, Programs (Education) - 2-year term*

* Manages volunteers on the programs committee, including committee recruitment, retention, and equitable distribution of tasks.
* Oversees site selection, content creation, speaker lineup and all logistics for up to eight (8) networking and education programs per year. Ensures chapter's educational needs are met.
* Coordinates with Communications, Secretary and Administrator to ensure program details are announced a minimum of six weeks in advance, including registration information and budget.
* Creates and works with committee to execute run of show/agenda for all programs
* Serves as point of content for speakers, panelists, moderators etc.
* Attends events to ensure everything runs smoothly. Works with chapter administrator to oversee and manage onsite registration for each chapter event, as needed.
* 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.

*Director, Communications – 2-year term*

* Manages volunteers on the communications committee, including committee recruitment, retention, and equitable distribution of tasks.
* Manages monthly chapter newsletter: drafting copy and preparing/sending bimonthly chapter e-newsletter
* Oversees social media activity: responsible for updating chapter Facebook and Twitter accounts.
* Manages chapter website: responsible for working jointly with the chapter administrator to update chapter website with fresh content.
* 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.

***Director, Membership – 2-year term***

* Manages volunteers on the communications committee, including committee recruitment, retention, and equitable distribution of tasks.
* Oversees member recruitment: contacting guests who attend chapter events about membership.
* Manages member retention: ensuring our members are satisfied with their experience and anticipating the needs of our members to make the membership a valuable experience for them.
* Leads chapter and national membership drives.
* 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.

***Treasurer – 1-year term***

* Is responsible for the funds and securities of the Chapter.
* Ensures that all financial decisions, including deposits or investments, shall be in accordance with the instructions and directions of the Board.
* Oversees the collection of all Chapter membership dues and assessments from PCMA.
* Establishes proper accounting procedures for the chapter.
* Maintains books and records of account covering all financial transactions of the Chapter and reconciles chapter bank account monthly.
* Oversees annual preparation of chapter tax filings.
* Produces a monthly report to the Board detailing financial activities and condition of the chapter.
* Produces and presents a financial report to the membership at the chapter’s Annual Meeting.
* Serves as a member of the Executive Committee.
* 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.
* Attends and actively participates in a minimum of (5) chapter events per year.

*Secretary - 1-year term*

* Provides notice of all board meetings.
* Prepares and maintains meeting minutes of all chapter and board meetings.
* Serves as the custodian of the legal papers and documents, business records and the corporate seal of the chapter.
* Has the authority to designate as true and correct copies of the Bylaws, resolutions and minutes of the board of directors and other committees, and other documents of the chapter.
* Serves as a member of the Executive Committee.
* 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.
* 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 (2020)**

**Applications due August 30, 2019**

To apply complete the enclosed application form and email to:

Patty Amos, Chair, Nominating Committee, at [pgamos@gmail.com](mailto:pgamos@gmail.com).

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)

* President-Elect
* Director, Sponsorships
* Director, Membership
* Treasurer
* Secretary

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 2019? (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?

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

**Patty Amos, Chair, Nominating Committee, at** [**pgamos@gmail.com**](mailto:pgamos@gmail.com)**.**