



Society for Marketing
Professional Services

Los Angeles

22815 Frampton Avenue
Torrance, CA 90501

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March 4, 2013

2013-2014 Board of Directors – Call for Nominations

Nominations are currently being accepted for the 2013-2014 term, which commences on September 1, 2013 and concludes on August 31, 2014. Currently the President Elect, Secretary, Sponsorship, Communications, and Membership positions are open for nominations. The Treasurer, Programs, Education, and Special Events positions will not be vacant until the 2014-2015 term. Members in good standing may be nominated for any of the elected positions that are currently available.

The Director positions are elected for a one (1) year term with a maximum of two (2) terms in each position. The Treasurer and Secretary are elected to a two (2) year term with a maximum of two (2) terms in each position. The President-Elect serves in that office for one (1) year and then automatically assumes the office of the President in the subsequent year. At the end of that term, each President remains on the Board for another year as immediate Past President.

Nominations for any of the elected positions may be self-proposed or by petition, and must include all data as outlined in the attached Nomination Form. **The closing date for submissions is Wednesday, May 1, 2013.** The Nominations and Elections Committee will evaluate all nominations in accordance with the parameters and procedures outlined in the chapter's by-laws. The Committee will then identify a qualified slate of candidates for approvals as required.

Refer to the attached Nomination Form for details on the nomination process, Board responsibilities and eligibility requirements. Please also note that additional volunteer opportunities are available and some Board appointments do not require a vote by the membership. For questions regarding volunteer opportunities or the nomination process, please contact me directly at 323-785-1868 or amanda@rchstudios.com.

Thank you,

Amanda Sigafos
2012-2013 SMPS/LA Chapter President
Chair, Nominations & Elections Committee

2012-2013
BOARD OF DIRECTORS

PRESIDENT
Amanda Sigafos
Rios Clementi Hale Studios

PRESIDENT-ELECT
Juanita Martinez, CPSM
SWA Architects

IMMEDIATE PAST
PRESIDENT
Veda Solomon
Consultant

SECRETARY
Silvia Themudo
Buro Happold

TREASURER
Felicity Lao
PCL Construction

PROGRAMS
Carmen Zaldivar-Gonzalez
TMAD Taylor & Gaines

EDUCATION
Jana Nelson
RNL Design

SPECIAL EVENTS
Jonas Foster
DLR Group

MEMBERSHIP
Suria Lee
Miyamoto International, Inc.

SPONSORSHIP
Joseph Fong
TMAD Taylor & Gaines

COMMUNICATIONS
Mary Lu
AHBE Landscape Architects

CHAPTER OFFICE
Luis Dominguez
LAD Management



**2013 CALL FOR NOMINATIONS
NOMINATION FORM AND SUPPLEMENTAL INFORMATION**

In order for your nomination to be valid, you must provide all information as outlined below. You may make nominations for more than one position, but each nomination must be submitted separately. The deadline for submission of all nominations is **5:00 PM on Wednesday, May 1, 2013**. Submit nominations by fax, email or U.S. mail to:

SMPS/LA Nominations & Elections Committee
22815 Frampton Avenue, Torrance, CA 90501
Fax 310-257-1942 / Phone 310-534-8711 / Email info@smps-la.org

Please indicate the position for which you are making this nomination:

- | | |
|---|--|
| <input type="checkbox"/> Director-at-Large / Programs | <input type="checkbox"/> Director-at-Large / Sponsorship |
| <input type="checkbox"/> Director-at-Large / Education | <input type="checkbox"/> Secretary |
| <input type="checkbox"/> Director-at-Large / Membership | <input type="checkbox"/> President-Elect |

Nominee Contact Information

Name & Title _____
 Company _____
 Address _____
 Phone No. _____
 Fax No. _____
 Email Address _____

Eligibility and Qualifications

Please prepare and attach to this form a typewritten response to the following:

1. In what year did the nominee become a member of SMPS? This includes membership in any SMPS chapter.
2. Has the nominee ever been an officer of an SMPS Board of Directors? This includes participation on the Board for any SMPS chapter. If so, please indicate what position, dates of participation and chapter name.
3. Has the nominee ever served on an SMPS committee? This includes participation on committees for any SMPS chapter. If so, please indicate what committee, dates of participation and chapter name.
4. How many years of experience in the A/E/C industry does the nominee possess?
5. Has the nominee participated on a Board of Directors or committee for another professional organization? If so, please indicate what organization, capacity served and dates of participation. Please provide a brief overview of that role.
6. Personal Statement - In 250 words or less, please describe why the nominee would be a good candidate for the position. Include details regarding their current level of participation as a member of SMPS, as well as their views on current chapter issues and special areas of interest.

Nomination Form - Supplemental Information**A. Roles and Responsibilities**

All Board members must participate in monthly Board meetings and meet the minimum participation requirement as set forth in chapter by-laws. Additionally, Directors and Chairs are expected to conduct monthly meetings with their committees as necessary to successfully meet their respective goals.

1. Director-at-Large / Programs

The Programs Director is responsible for planning and organizing client panels, networking events and construction tours. This involves identifying industry trends, hot topics, key players and unique opportunities. The Programs Director sets program goals, determines optimal programming format, and ensures that necessary details are coordinated with accommodations, sponsorship, and public relations committees. The Programs Director also solicits feedback and prepares program evaluation summaries, which are used at the end of the term to assist the President in preparing the Annual Education Report for the National office.

2. Director-at-Large / Education

The Education Director is responsible for planning and organizing chapter education seminars. This includes recommending relevant topics, contacting and procuring appropriate speakers, identifying program goals and most effective format and coordinating necessary details with accommodations, sponsorship, and public relations committees. The Education Director also solicits feedback and prepares seminar evaluation summaries, which are used at the end of the term to assist the President in preparing the Annual Education Report for the National office.

3. Director-at-Large / Membership

The Membership Director is responsible for initiatives related to new member recruitment and member retention. This includes the planning and organizing of bi-annual new member events and the annual membership drive. The Membership Director oversees member recognition programs and serves as ambassador to welcome new and potential members attending seminars and programs. The Membership Director also tracks membership expirations, renewals and other statistics with National office, and serves as the point of contact for questions regarding membership and other member benefits.

4. Director-at-Large / Sponsorship

The Sponsorship Director is a strategic participant in the success of the Chapter's finances. The Sponsorship Director is focused on procuring sponsors for seminars, programs, special events as well as annual sponsorships. The Sponsorship Director coordinates sponsor benefits with technology and communications committees as required. The Sponsorship Director also follows up on sponsor satisfaction and makes recommendations to improve and supplement existing offerings.

5. Director-at-Large / Special Events

The Special Events Director is responsible for coordinating our holiday party, mixers and Annual Leonardo Gala. The Events Director focuses on budget allocations for each event, selecting venue options for board review, selecting menus and all other items as needed such as entertainment, food and other items as needed.

6. Secretary

The secretary works in collaboration with the board to record monthly board meeting minutes. The Secretary is responsible for coordinating monthly board meeting venues, collecting the board members reports, distributing minutes and sending out meeting reminders and times.

7. President-Elect

The President-Elect assists the President in carrying out the functions of that office, including presiding over meetings of the chapter and the Board of Directors in the President's absence. In the event that the office of the President becomes vacant before the term expires, the President-Elect shall assume the position. The President-Elect also participates on the Leonardo Awards Program sub-committee, chairs the Nominations and Elections Committee and serves as an ex-officio member of all standing committees. The President-Elect is active in recruiting volunteers, leads the planning and budgeting efforts for the subsequent term and supports the President with other special projects as required. The President-Elect also serves on the executive committee.

B. According to Chapter By-Laws

3.4. Voting

3.4.1. Each regular and Distinguished Life member shall have one vote in all matters to be voted on by the members. Student members shall have no voting rights.

3.4.2. Any Regular member who has failed to pay the applicable dues at the time of any meeting of members or the date by which ballots are mailed from the Society shall not be entitled to vote. Unless applicable law requires otherwise, any action approved by the affirmative vote of a majority of the members entitled to vote at a meeting at which a quorum of 30 is present shall be the acts of the members. Proxy voting shall not be permitted.

3.4.3. All matters, other than the election of directors and officers, to be submitted to member for a vote at a meeting of members may be acted upon by written ballot sent by mail, in person at such meeting, or by written ballot sent by mail and in person, as determined by the Board of Directors. Voting for the election of directors and officers shall be only by written ballot.

4.1 Number, Qualifications, Powers

4.1.1. The property, affairs, and business of the Chapter shall be managed and controlled by its Board of Directors. The Board of Directors may by general resolution delegate to officers of the Chapter such powers as are provided for in these Bylaws.

4.1.2 The Board of Directors (sometimes referred to as the "board" and individual members thereof referred to as "director" or "directors") shall consist of the individuals currently serving as the President, the President-Elect, the Secretary, the Treasurer, the Immediate Past President, and four Directors-At-Large delegates.

4.1.3. To be eligible for election as a director, an individual must be a Regular or Distinguished Life member and must have been such a member for one year as of the date of the meeting at which the results of the election are to be announced. No individual may hold more than one directorship at any time nor have served as national president.

4.1.4. To be eligible for election as President-Elect, the individual must have served on the Board of Directors for one year or served as a committee chair for one year.

4.1.5. To be eligible for election as Secretary, Treasurer, or Director-At-Large, the individual must have served on a chapter committee for one year.