



Society for Marketing
Professional Services
Los Angeles

1315 Storm Parkway
Torrance, CA 90501
(310) 534-8711
info@smps-la.org
www.smpa-la.org

2014-2015
BOARD OF DIRECTORS

PRESIDENT
Joseph Fong
Glumac

PRESIDENT-ELECT
Suria Lee
Miyamoto International, Inc.

IMMEDIATE PAST
PRESIDENT
Juanita Martinez, CPSM
gkkworks

SECRETARY
Felicity Lao
Heery International

TREASURER
Carmen Gonzalez
TTG Engineers

PROGRAMS
Matthew Sullivan
SWA Group

EDUCATION
Shelley Santo, CPSM
Frederick Fisher & Partners
Architects

MEMBERSHIP
Krystle English
KPF

SPONSORSHIP
Rayna Feliciano
Geocon, Inc.

COMMUNICATIONS
Christine Timbre
Pankow Builders

SPECIAL EVENTS
Alisa Greene
Fugro Consultants, Inc.

UNIVERSITY LIAISON
Silvia Themudo
Buro Happold

CHAPTER CHAMPION
Tom Smith

CHAPTER OFFICE
Luis Dominguez
LAD Management

March 23, 2015

2015-2016 Board of Directors - Call for Nominations

Nominations are currently being accepted for the 2015-2016 term, which commences on September 1, 2015 and concludes on August 31, 2016. Currently, the President-Elect, Membership, Sponsorship, Communications, Special Events and Professional Development positions are open for nominations. The Secretary, Treasurer, Programs, and Education positions will not be vacant until the 2016-2017 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 Thursday, May 7, 2015. 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 (213) 239-8866 or jfong@glumac.com.

Thank you,

Joseph Fong
2014-2015 SMPS/LA Chapter President
Chair, Nominations & Elections Committee

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2015 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 Thursday, May 7, 2015. Submit nominations by email or U.S. mail to:

SMPS/LA Nominations & Elections Committee
1315 Storm Parkway, Torrance, CA 90501 / Phone: 310-534-8711 / Email: info@smps-la.org

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

- | | |
|--|---|
| <input type="checkbox"/> President-Elect | <input type="checkbox"/> Director-at-Large / Communications |
| <input type="checkbox"/> Director-at-Large / Membership | <input type="checkbox"/> Director-at-Large / Special Events |
| <input type="checkbox"/> Director-at-Large / Sponsorship | <input type="checkbox"/> Director-at-Large / Professional Development |

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.



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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. 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.

2. 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.

3. 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 and strategic partners 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.

4. Director-at-Large / Communications

The Communications Director is responsible for assisting all of the other committees in marketing communications and promotion including, event announcements, email blasts to all members, website maintenance, social networking strategy, and the quarterly newsletter. There is always creative work to be done and this role will enable you to enhance and learn skills that will assist you on the job.

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 vendors as needed.

6. Director-at-Large / Professional Development

The Professional Development Director is responsible for coordinating three subcommittees – Bridge, Mentorship and CPSM Programs. Each of these committees focuses on professional development of our members in different stages of their career.

- **The SMPS + Bridge Program** gives undergraduate students the opportunity to participate in an intensive 2-week training on professional services marketing and have a guaranteed marketing internship interview in a local design and construction firm and a six week internship at a local design and construction firm.

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- **The Mentorship Program** acknowledges that no matter where you are in your career, you can gain important benefits from participating in a mentor-protégé relationship and gaining career insight from a fellow professional. The program is an embodiment of the commitment of the Los Angeles Chapter of SMPS to assist A/E/C marketers in their personal growth and professional development. Professionals at all stages of their career should consider participating - either as protégés or mentors.
- **The CPSM Program** recognizes that your marketing skills are vital to the lifeline of your firm. Every day you further your company's growth by identifying new project opportunities, developing business relationships, and getting your company's name in front of prospective clients. That's your job as a professional services marketer. SMPS, the recognized leader in education and information for marketing professional services, offers a credential that recognizes the marketing expertise you have achieved: Certified Professional Services Marketer (CPSM).



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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 be 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.