



**Society for Marketing
Professional Services**
Los Angeles

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Torrance, CA 90501
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www.smps-la.org

April 17, 2018

2018-2019 Board of Directors - Call for Nominations

Nominations are currently being accepted for the 2018-2019 term, which commences on September 1, 2018 and concludes on August 31, 2019. Currently, the President-Elect, Secretary, Education, Communications, Social Media, and Professional Development positions are open for nominations. The Treasurer, Programs, Membership, Sponsorship and Special Events positions will not be vacant until the 2019-2020 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 two (2) 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 Tuesday, May 8, 2018. 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 (818) 265-5360 or fradmanich@pcl.com.

Thank you,

Fawn Radmanich, CPSM
2018-2019 SMPS/LA Chapter President
Chair, Nominations & Elections Committee

2017-2018
BOARD OF DIRECTORS

PRESIDENT
Christine Timbre
Hathaway Dinwiddie

PRESIDENT-ELECT
Fawn Radmanich, CPSM
PCL Construction

IMMEDIATE PAST PRESIDENT
Rayna Feliciano
KKCS

SECRETARY
Shaunagh O'Connor
WJE

TREASURER
Damion Morris
Vanir Construction Management

PROGRAMS
Carmen Gonzalez
DPR Construction

EDUCATION
Cindy Ionita
SWA Architects

MEMBERSHIP
Michelle Martini
Rios Clementi Hale Studios

SPONSORSHIP
Matthew Hudson
CSDA Design Group

SPECIAL EVENTS
Sandra Price
Price Architects

COMMUNICATIONS
Emily Marino
KPPF

Sarah Roberts
Tetra Tech

PROFESSIONAL DEVELOPMENT
Fawn Radmanich, CPSM
PCL Construction

CHAPTER CHAMPION
Tom Smith, FSMP, CPSM

PRC LIAISON
Sandra Price
Price Architects

CHAPTER OFFICE
Luis Dominguez
LAD Management

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2018 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 8, 2018. Nominations may be submitted:

- Online at <https://goo.gl/mRdMP6>
- By email at smpslosangeles@gmail.com
- By U.S. mail to: SMPS/LA Nominations & Elections Committee, 1315 Storm Parkway, Torrance, CA 90501

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

- | | |
|--|---|
| <input type="checkbox"/> President-Elect | <input type="checkbox"/> Director-at-Large / Communications (2 Co-Director positions) |
| <input type="checkbox"/> Secretary | <input type="checkbox"/> Director-at-Large / Communications Social Media |
| <input type="checkbox"/> Director-at-Large / Education | <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.

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. 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.

3. Director-at-Large / Education

The Education Director is responsible for planning and organizing chapter educational seminars. This includes recommending relevant topics, contacting and procuring appropriate speakers, identifying program goals and most effective format, and coordinating necessary details with the communications and sponsorship 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.

4. Director-at-Large / Communications (2 Co-Director Positions)

The Communications Director is responsible for developing a communication plan and assisting all of the other committees in marketing communications and promotion including event announcements, email blasts to all members, direct mail postcards, website maintenance, 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. The Co-Directors will work together as a team to lead the Communications Committee.

5. Director-at-Large / Social Media

The Social Media Director is responsible for developing and implementing a social networking strategy to develop brand awareness around the chapter and build a strong online reputation. The Social Media Director will assist all of the other committees in developing and administering social media content including event announcements, membership highlights, sponsor highlights, and various campaigns. This role works closely with the Communications Committee.

6. Director-at-Large / Professional Development

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

- **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 logo for the Society for Marketing Professional Services (SMPS) consists of the letters "SMPS" in a white, serif font, centered within a dark blue square.

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- **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 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.

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.



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