



Board Member Roles and Responsibilities

As reflected by the duty roster, everyone takes responsibility for being an ambassador of both the chapter and SMPS in general. This usually boils down to being ready to answer (or find the answer to) questions: What is SMPS? What value does it have for people? How has it benefited you? What's the national conference like? What types of topics do your programs cover? Can I find a job through SMPS? How do I become a member? How much does it cost to become a member? Is my membership tax deductible? Can I transfer my membership from firm to firm? How do I report a change in my member information?

Ultimately it is each Director-at-Large's job to inform people about SMPS. The more effectively you take care of the administrative tasks, the sooner you can put the wheels in motion to implement some of those great ideas you're bound to have! Finding time for both will be difficult, but it is the effort of people just like you that keeps the Society moving forward.

Directors-at-Large are elected and oversee one focus area for the chapter. Together with elected Officers (making up the board), the board will govern the chapter and is responsible for ensuring smooth chapter operations, maintaining membership at stable growth levels, keeping the chapter on sound financial and legal footing, and delivering a benefit to the membership. It is also the responsibility of each board member to pass on the records to their successor, as well as to provide a briefing of duties and sharing methods that were particularly effective.

The North Texas Chapter is comprised of ten board members whose term begins September 1st of each year. Those members are:

Officers

- President
- President Elect
- Past President
- Secretary
- Treasurer

Director-at-Large Focus Area

- Education
- Programs
- Membership Engagement
- Communications
- Sponsorship

The following is an informal description/discussion of each Officer and Director-at-Large position and duties that are unique to each one. Each person's interpretation of their duties varies a little, so don't think that if it isn't in this book, you shouldn't/couldn't do it. Going beyond the call of duty is how we make our chapter and the Society better - by figuring out what needs to be done and doing it.



Officer: President

Position Description

The President is the Principal Officer of the Chapter exercising general oversight of its affairs and Officers.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences.*
- *Length of Commitment: One year*

Duties & Responsibilities

- Plans Annual Board Retreat to occur just prior to their chapter year beginning
- Attends all chapter events
- Plans and chairs monthly board of director meetings and executive committee meetings
- Oversees and mentors all board members as they carry out their duties and responsibilities
- Serves as the key point of contact with National in regards to submitting the required reports and documents on behalf of the Chapter
- Implements the strategic plan and budget for the new fiscal year
- Acts as the chapter's spokesperson as needed in the community
- Works with the treasurer, plans and creates a responsible fiscal budget for the chapter and submits it to the board of directors for approval
- Reviews monthly bank statements for the chapter with the treasurer
- Drafts a "Message from the President" for incorporation in newsletters
- Works with the President-Elect on the process for assembling and electing the Board for the next fiscal year
- Hosts Annual End of Year Award Celebration and works with Past President on awards
- Attends the Southern Region Conference. The President uses one free chapter registration.
- Attends National's Amplify conference. The President uses one of the two free chapter registrations.
- Acknowledges sponsors at chapter events

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Monthly Executive Committee meeting: 1 hour
- Attendance at chapter events: ~5 hours (estimated as length of events will vary, includes 1 hour travel)
- Preparation for Board/Executive Committee meetings: 1-2 hours
- Additional time for committee meeting attendance and communication with the board: 8-12 hours

Committee

The President does not have a committee to assist in carrying out their duties and responsibilities. The President may however, establish from time to time, Ad Hoc committees to oversee any issue of the



Chapter requiring attention or work of a sub-committee. The President shall report to the Board of Directors the status of the work of such committees.

Reporting

- Monthly board report to include items from Society Headquarters
- Chapter education report (September 30)
- Chapter finance report (September 30)
- Chapter board and volunteer roster (June 30)



Officer: President-Elect

Position Description

The President-Elect stands ready to fill in for the President in their absence. In addition, the President-Elect assists the President in overseeing the Board and serves as an additional resource for all positions and committees. The President-Elect shall have all the powers and be subject to the same restrictions as the President.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences. The individual must have served on the Board of Directors for one year or served as a committee chair for one year.*
- *Length of Commitment: One year*

Duties & Responsibilities

- Represents the President if he/she cannot fulfill their duties during Board Meetings, Executive Committee meetings, or chapter events.
- Attends all chapter events
- Champion for welcoming new Chapter members
- Attends all monthly board meetings and executive committee meetings
- Serves as a board liaison on committees and periodically attends committee meetings to familiarize himself/herself with different committees
- Responsible for overseeing the mentoring program
- Drafts a conceptual plan for the upcoming year
- Works with the President and Past President to initiate the process for assembling and electing the Board for the next fiscal year. This process begins at the start of the calendar year.
- Initiates the process and forms a nominating committee for board elections for the next fiscal year
- Plans and oversees the Annual Awards Event, including initiating and leading a Planning Committee
- Interfaces with the President each spring to update the Board of Directors Handbook. June: Edits completed. July: Distribute to incoming Board
- Attends National's annual Chapter Leadership Symposium (CLS). The Chapter matches Headquarters' stipend for this event.
- Attend National's Amplify conference. The President-Elect uses one of the two free chapter registrations.

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Monthly Executive Committee meeting: 1 hour
- Attendance at chapter events: ~5 hours (estimated as length of events will vary, includes 1 hour travel)
- Additional time for communication with executive committee/board: 6-10 hours

Committee



The President-Elect does not have a committee to assist in carrying out their duties and responsibilities. The President-Elect may however, establish from time to time, Ad Hoc committees to oversee any issue of the Chapter requiring attention or work of a sub-committee. The President-Elect shall report to the Board of Directors the status of the work of such committees.

Reporting

None



Officer: Past-President

Position Description

The Past-President serves as a mentor for new board members and is there to provide “institutional knowledge” of chapter activities.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences.*
- *Length of Commitment: One year*

Duties & Responsibilities

- Attends all monthly board meetings and executive committee meetings
- Acts as advisor to board and chapter
- Recruits new board and regular members
- Assists fellow board members as needed
- Helps develop programs to keep veteran members involved
- Serves on nominations committee
- Works with President to plan and present awards at Annual Awards Celebration

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Monthly Executive Committee meeting: 1 hour

Committee

The Past-President does not have a committee to assist in carrying out their duties and responsibilities. The Past-President may however, establish from time to time, Ad Hoc committees to oversee any issue of the Chapter requiring attention or work of a sub-committee. The Past-President shall report to the Board of Directors the status of the work of such committees.

Reporting

None



Officer: Secretary

Position Description

The secretary is the chronicler for the chapter and ensures minutes are taken, recorded and distributed at all board and executive committee meetings. The secretary also serves on the executive committee of the chapter.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences. The individual must have served on a Chapter committee for one year.*
- *Length of Commitment: Two years, elected in even-numbered years.*

Duties & Responsibilities

- Attends all monthly board meetings, executive committee meetings, and majority of chapter events
- Attends and takes minutes for all chapter board meetings and executive committee meetings
- Updates meeting minutes via Google Drive for all board members
- Purchases office and other supplies
- Assists at events and programs as needed
- Creates/Maintains/Distributes current board and committee rosters
- Orders board name badges
- Coordinates chapter award submittals to annual National competition, if applicable.
- Assists the president in compiling pre-board meeting reports, as needed
- Facilitates philanthropic and community service activities, one at minimum
- Facilitates chapter correspondence, i.e. “thank you” notes, as requested by the board

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Monthly Executive Committee meeting: 1 hour
- Additional time for coordination with executive committee/board: 1-3 hours

Committee

The Secretary does not have a committee to assist in carrying out their duties and responsibilities. The Secretary may however, establish from time to time, Ad Hoc committees to oversee any issue of the Chapter requiring attention or work of a sub-committee. The Secretary shall report to the Board of Directors the status of the work of such committees.

Reporting

None



Officer: Treasurer

Position Description

The treasurer is ultimately responsible for the fiscal management and financial integrity of the Chapter. The Treasurer also serves on the Executive Committee of the Chapter.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences. The individual must have served on a Chapter committee for one year.*
- *Length of Commitment: Two years, elected in odd-numbered years.*

Duties & Responsibilities

- Attends all monthly board meetings, executive committee meetings, and quarterly financial meetings to assess financial implications of proposed actions and advise the Board on these implications prior to any final decisions
- Attend the majority of chapter events
- Manages the board's review of and action related to the board's financial responsibilities
- Ensures that appropriate financial reports are made available to the board on a timely basis
- Presents the annual budget to the board for approval
- Reviews the annual audit and answer board members' questions about the audit
- Prepares and ensures timely filings of IRS tax forms/ reports
- Prepares and files SMPS HQ' chapter financial report, due September 30
- Receive, hold and safeguard all funds for the chapter
- Provide for the secure investment of surplus or reserve funds in bank CDs or other appropriate investment accounts, as directed by the board
- Deposits funds
- Pays bills/writes checks
- Reconciles and balances checkbook
- Creates financial report each month
- Creates and sends chapter invoices
- Helps create budget, analyzes actual and budgeted costs
- Watchdogs the dollar-to-member ratio
- Prepares chapter's annual financial report for national by deadline (September 30)
- Retains all records for audit (receipts, statements, deposit slips, canceled checks, expense records, etc.)
- In second year of term, recruits and trains a co-chair for replacement

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Monthly Executive Committee meeting: 1 hour
- Additional time for coordination with executive committee/board: 1-2 hours

Committee



The Treasurer chairs the Quarterly finance committee meetings with the President and the President-Elect. The Treasurer interfaces closely with the other members of the Executive Board (President, President-Elect & Secretary) who will act in supportive roles to the Treasurer should circumstances require.

Reporting

- The treasurer submits the following accounting reports for the Chapter's Monthly Board Meeting:
 - Profit and Loss Statement (quarterly and year-to-date) Budget to Actuals
 - Bank Reconciliation
- Chapter Financial Report (Due September 30) – Prepared by the outgoing Treasurer, submitted directly to National after the President has approved.
- Chapter's IRS Forms 990/990EZ and tax return (Due January 15) – Prepared by the Treasurer, reflects activities through end of the preceding fiscal year (August 31).
- IRS Form 1099 (Due January 31) – Prepared by the Treasurer and due to vendors that qualify based on current tax laws.



Director-at-Large: Education

Position Description

The education chair is charged with directing the education committee to design a year of wide-ranging educational opportunities for A/E/C professionals.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences.*
- *Length of Commitment: Two years*

Duties & Responsibilities

- Attends all monthly board meetings and majority of chapter events
- Drafts a budget and conceptual plan of education initiatives for the upcoming year that align that align with the six domains of practice (Due August 30 of each board year)
- Provides an implementation plan and schedule, as well as desired outcome or quantifiable goals for each educational event
- Holds regular committee meetings to coordinate and direct the efforts of the education committee
- Ensures that events are educational and appropriate for various levels of expertise and specifies the applicable “Domain of Practice” for each event
- Initiates, coordinates, and leads CPSM study group
- Researches and recruits quality speakers
- Directs and assists committee member’s contact with speakers, to include gathering speaker bios, program descriptions, and headshots
- Coordinates topics/facility/food/speakers/A-V equipment for each of six education events (one for each domain)
- Meets deadline for conveying education information to communications committee and board members
- Arrives early to each event to check facility and equipment
- Oversees and/or coordinates volunteers for set-up, greeters, registration, clean-up for each event
- Introduces speaker(s) at event
- Prepares, compiles and distributes event survey results for each event to the board (and event speaker, if requested) to aid in future event topics and speaker selection
- Sends thank you note to speaker(s) within a week of the event
- Acknowledges sponsors at education events
- Prepares annual educational report for SMPS HQ (due September 30)
- In second year of term, recruits and trains a co-chair for replacement

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Committee meeting: 1 hour
- Additional time for coordination with committee/board: 5-10 hours



Responsibilities of Committee

- Attend committee meetings and education events
- Volunteer to lead or co-lead one education event
- Committee member time commitment monthly: 1-10 hours

Reporting

- Annual educational/programs report for SMPS HQ due September 30.



Director-at-Large: Programs

Position Description

The program chair is charged with planning and implementing industry relevant programs for the Chapter's quarterly events.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences.*
- *Length of Commitment: Two years*

Duties & Responsibilities

- Attends all monthly board meetings and majority of chapter events
- Drafts a budget and conceptual plan of programming initiatives for the upcoming year
- Provides an implementation plan and schedule, as well as desired outcome or quantifiable goals
- Holds regular committee meetings to coordinate and direct the efforts of the programs committee
- Ensures that programs are industry specific and relevant to various levels of expertise
- Researches and recruits quality speakers
- Directs and assists committee member's contact with speakers, to include gathering speaker bios, program descriptions, and headshots
- Coordinates topics/facility/food/speakers/A-V equipment for each of four programs
- Coordinates with industry partners to plan and/or host joint programs
- Meets deadline for conveying program information to communications committee and board members
- Arrives early to each program to check facility and equipment
- Oversees and/or coordinates volunteers for set-up, greeters, registration, clean-up for each program
- Introduces speaker(s) at program
- Prepares, distributes, and summarizes program surveys
- Sends thank you note to speaker(s) within a week of the event
- Acknowledges sponsors at programs events
- In second year of term, recruits and trains a co-chair for replacement

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Committee meeting: 1 hour
- Additional time for coordination with committee/board: 10-15 hours

Responsibilities of Committee



- Attend committee meetings and program events
- Volunteer to lead or co-lead one program
- Committee member time commitment monthly: 1-15 hours

Reporting

- Annual educational/programs report for SMPS HQ due September 30.



Position Description

The membership chair is charged with maintaining current membership, acts as the SMPS member contact on all issues related to membership, and is responsible for increasing DFW chapter membership.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences.*
- *Length of Commitment: Two years*

Duties & Responsibilities

- Attends all monthly board meetings and majority of chapter events
- Holds regular committee meetings to coordinate and direct the efforts of the membership committee
- Drafts a budget and conceptual plan of membership initiatives for the upcoming year (Due August 30)
- Provides an implementation plan and schedule, as well as desired outcome or quantifiable goals
- Meets deadline for conveying membership information to communications committee and board members
- Maintains chapter master membership list in Star Chapter
- Maintains list of potential members
- Prepares, conducts, compiles and distributes annual member survey results to the board
- Coordinates membership events as determined by the annual conceptual plan:
 - Annual membership drive
 - Meet-ups after monthly board meeting
 - Annual new member event
 - Member-only events
- Tracks monthly membership expirations and follow-ups with a reminder to ensure the member renews and documents reasons for discontinuation of membership
- Maintains relationships with peer organizations
- Coordinates and oversees the following areas usually assigned to and lead by committee members:
 - Existing Members
 - Have every member assigned to a board member or committee member to make a personal ask for our events
 - Connecting with them on LinkedIn so you can be notified of their work anniversaries and send them a congrats email on behalf of SMPS
 - Spotlight features online and in newsletter
 - Sending thank you for renewing emails and include in newsletters
 - New Members
 - Sending welcome packet
 - Assigning a new member buddy
 - Creating accounts for the new members
 - Scheduling meet & greets before programs/events
 - Invite to annual new member event



- Philanthropic Events
 - Volunteering at the food bank, backpack for kids, etc.
- Acknowledges sponsors at member engagement events
- In second year of term, recruits and trains a co-chair for replacement

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Committee meeting: 1 hour
- Additional time for coordination with committee/board/members: 5-10 hours

Responsibilities of Committee

- Attend committee meetings and membership events
- Volunteer to lead or co-lead one membership event
- *Committee member time commitment monthly: 1-10 hours*

Reporting

- Monthly membership health report (who will be expiring, who renewed, etc.)



Director-at-Large: Communications

Position Description

The communications chair is charged with directing the efforts of the website, social media, graphics, newsletter, photography, and media relations. The communications chair acts as the member contact on all issues related to communications, from public relations through brand identity, and is responsible for the public image of the chapter.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences.*
- *Length of Commitment: Two years*

Duties & Responsibilities

- Attends all monthly board meetings and majority of chapter events
- Drafts a budget and conceptual plan of communication initiatives for the upcoming year (Due August 30)
- Plans an implementation plan and schedule, as well as desired outcome or quantifiable goals
- Holds regular committee meetings to coordinate and direct the efforts of the communications committee
- Coordinates production of:
 - Newsletter
 - Press releases
 - Email blasts
 - Website maintenance and updates
 - Social media
 - Media relations
 - Special graphics
 - Print and promotional items
 - Adherence to chapter brand visual identity
- Coordinates photography at all events and programs for use in the website, newsletters, and other public relations materials
- Coordinate with Sponsorship on sponsor spotlights
- Maintains chapter brand identity
- In second year of term, recruits and trains a co-chair for replacement

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Committee meeting: 1 hour
- Additional time for coordination with committee/board: 5-10 hours

Responsibilities of Committee



- Attend committee meetings
- Volunteer to provide support for one component: website, newsletter, graphics, social media
- *Committee member time commitment monthly: 1-10 hours*

Reporting

- Quarterly analytics (social/website engagement, email bounce, etc.)



Director-at-Large: Sponsorship

Position Description

Works with companies to identify opportunities to promote and market a company's array of services directly to its potential end-users.

- *Eligibility: Individual must be a member for one year as of the date their term of office commences.*
- *Length of Commitment: Two years*

Duties & Responsibilities

- Attends all monthly board meetings and majority of chapter events
- Works with treasurer to establish a sponsorship budget including an annual sponsorship goal
- Secures annual sponsors, preferably before December 31 as annual sponsorships are on the calendar year
- Holds regular committee meetings to coordinate and direct the efforts of the sponsorship committee
- Oversees sponsorship process, including initial response to sponsor interest form, completion of Sponsorship invoice form, adding sponsor logo to website once payment is received, and adding sponsor to tracking spreadsheet
- Maintains sponsorship tracker to ensure commitments to sponsors are met
- Meets deadline for conveying sponsorship information to communications committee and board members
- Designs and produces promotional sponsorship materials (price lists, letters, etc.)
- Secures event sponsors and coordinate with program/event lead on sponsorships available, updating lead as sponsors are secured
- Maintains ongoing history of sponsors
- Maintains current sponsor logos on chapter website and ensures Communications has correct logos for email communications
- Sends emails to sponsors before programs/events reminding them of their benefits
- Coordinates thank you notes for sponsors
- Coordinates and oversees annual sponsorship appreciation event and/or annual sponsorship gift
- Acknowledges sponsors at sponsorship events
- In second year of term, recruits and trains a co-chair for replacement

Monthly Time Commitment

- Bi-Monthly VIRTUAL Board meeting: 1.5 hours
- Bi-Monthly IN-PERSON Board meeting: 1.5 hours (does not include travel time)
 - Bi-Monthly Member Engagement Meet-up following Board Meeting: 1.5 hours (does not include travel time)
- Committee meeting: 1 hour
- Additional time for coordination with committee/board: 10-15 hours

Responsibilities of Committee



- Attend committee meetings and sponsorship events
- Volunteer to provide support for one component: sponsor benefit communication, event sponsorships, sponsor tracking, graphics
- *Committee member time commitment monthly: 1-6 hours*

Reporting

- Monthly review of treasurer report to confirm accuracy of sponsor payments
- Monthly report for the board meeting



2023-2024 Board Member Application

The North Texas Chapter of SMPS is always looking for proactive, engaged members who want to develop their leadership skills and enhance their career opportunities by managing chapter operations. If you're interested in connecting and collaborating with industry leaders by serving on the board of directors for the 2023-2024 year, please complete the below application and submit to Katie Hertel at presidentelect@smpsdallas.org by April 15, 2023.

Contact and Background Info

Name

Company

Title

Email

Phone

Member Since:

Years in A/E/C

Position

President-Elect

Secretary

Treasurer

Programs

Education

Membership

Sponsorship

Communications

List previous SMPS Committee Experience

By signing below, I acknowledge that my participation is essential to the chapter's success. I am willing to abide by the requirements and responsibilities as described in my desired position's description, and represent the chapter and organization in a professional manner.

Date

Eligibility Requirements

- A member of SMPS for at least one year
- Must have actively served on a chapter committee for at least six months
- Have the endorsement of your firm
- Ability to treat the board position as a high priority career extension
- Willing to make a commitment to serve on the board of directors, understanding that this can, at times, be a commitment of 20 +/- hours per month
- Actively participate in all chapter events and planning activities
- Committed to the advancement of SMPS, both as a local chapter and a international organization
- A team player that contributes personally and professionally, treating all chapter members and other board members with respect.