



Society for Marketing Professional Services/Connecticut Chapter 2018-2019 Call for Nominations

Officers and Directors

I wish to nominate the following candidates (self nominations are encouraged):

President-Elect \_\_\_\_\_
Treasurer \_\_\_\_\_
Secretary \_\_\_\_\_
Director \_\_\_\_\_
Director \_\_\_\_\_

Chapter Committees

I wish to recommend the following to lead (L) as Chairperson or serve (S) on the committee designated below (self nominations are encouraged):

Programs \_\_\_\_\_ Communications \_\_\_\_\_
Membership \_\_\_\_\_ Job Data Bank \_\_\_\_\_
Sponsorship \_\_\_\_\_

Please email or mail by May 3, 2018 to:

Samantha VanSchoick, President-elect
svanschoick@cil.org

CIL
157 Charter Oak Ave
Hartford, CT 06106

Questions? Email svanschoick@cil.org or call 860.509.6745

Submitted by (Optional): Name \_\_\_\_\_
Firm \_\_\_\_\_
Telephone \_\_\_\_\_

## Responsibility Description Summaries

### **Officers and Board Members**

**President:** is the principal executive officer and, in general, supervises and controls all of the affairs of the Chapter. He/she presides at all meetings of the membership committee and the Board of Directors. One-Year Term.

**President-Elect/Vice President:** assists the President in his/her duties of directing the Chapter's affairs. In the absence of the President, he/she presides at Chapter meetings and succeeds the President in the following year's term or in the event it is necessary for the President to leave office during the current term. One-Year Term. ***To be eligible, the individual must have served on the Board of Directors.***

**Treasurer:** responsible for maintaining the Chapter bank accounts and transaction reports, paying bills after Board approval, reporting the status of Chapter finances, and preparing an annual budget. One-Year Term.

**Secretary:** responsible for maintaining Chapter records which include meeting minutes, corporation manuals, and bylaws and preparing meeting notices.

**Directors:** serve on the Board of Directors along with Chapter officers. Each Director participates as a Board liaison to one of the Chapter committees. There are four Directors; two Directors are alternatively elected each year for two-year terms.

***To be eligible for the Treasurer, Secretary or Director positions, the individual must have served on a committee for one year.***

### **Chapter Committees**

**Program Committee & Co-Chairpersons:** responsible for researching and providing a responsible format of meeting speakers and educational workshops consistent with the membership's marketing, management and fiscal interests. The committee prepares mailings, identifies suitable speakers, locates meeting facilities and coordinates publicity information with the Communications Committee.

**Membership Committee & Chairperson:** responsible for promoting membership growth and retention. This includes maintaining the Chapter's database/ mailing list, distributing membership promotion kits, organization exhibit at trade show(s), and developing special programs or promotions to attract and retain members.

**Communications Committee & Chairperson:** responsible for all chapter publicity including press releases and media coverage for programs and special events. Also responsible for maintaining the web site and producing the Chapter's newsletter, with the goal of serving as an effective communication tool, instill a sense of association, and provide educational benefits for chapter members.

**Sponsorship Committee:** responsible for communicating the benefits of sponsorship with the goal of obtaining program and annual sponsors.

**Job Data Bank:** maintains a database of positions open and positions wanted and makes this information available to members and nonmembers in Connecticut. Due to the confidential nature of this activity, generally, this committee is comprised of only one member.