



Chicago Chapter
Board of Directors
2022-2023

President
Jenna Teitenberg
Gilbane Building Company
312.614.3878

President-Elect
Shreena Saheba
Project Management Advisors, Inc.
312.207.1018

Immediate Past President
Clarice Lyons-Davidson, CPSM
Infrastructure Engineering, Inc.
312.425.9560

Secretary
Katie Self
Epstein
773.255.1074

Treasurer
Dawn Jones
InSite Real Estate, LLC
630.617.9161

Programs Director
Ramsi Taylor
Virtual Energy Solutions, Inc.
312.852.5740

Membership Director
Caroline Brant, CPSM
Equity Residential
734.657.6928

Communications Director
Megan FitzPatrick, CPSM
H.W. Lochner, Inc.
312.994.9721

Special Events Director
Noula Frigelis
David Mason & Associates
312.884.5770

Call for Nominations

SMPS Chicago Board of Directors for 2023-2024

DUE: May 12, 2023

Dear Chicago Chapter Members:

The call for nominations for positions on the SMPS Chicago Chapter Board of Directors for the 2023-2024 year is now open and we are asking you to **get involved!** As a member of SMPS Chicago, we are interested in your new ideas, talent, and energy that will help us grow and strengthen our Chapter.

Are you looking to advance your career, develop your leadership skills, build your network, or broaden your company's visibility in the A/E/C marketplace? Participation on the Chicago Chapter Board offers you the opportunity to play a vital role in your professional advancement by developing innovative programs and educational and networking opportunities to serve all levels of our membership.

Eligibility Requirements

To be considered for a Board position, you must be:

- To be eligible for election as **President-Elect**, the individual must be a Regular or Distinguished Life member for one year, served as a Chapter Committee Chair, and served on the Chapter's Board for a minimum of one year.
- To be eligible for election as **Treasurer, Director of Programs/Professional Development or Director of Special Events** an individual must be a Regular or Distinguished Life member, for a period of one year and served on a Chapter committee for one year. No individual may hold more than one Directorship at any time.

Open Positions

- President-Elect (2023–2024)
- Treasurer (2023–2025)
- Director of of Programs/Professional Development
- Director of Special Events (2023-2025)

**All other positions on the Board will be filled by members of the current Board whose term continues into 2023 - 2024.*

The role of a board member is to manage projects and initiatives that enable the Chapter and other organizations to work together to achieve shared goals. They will exhibit leadership qualities and build a team of committee members, enabling them to share their talents and skills to the benefit of each other, the Chapter, and the organization.

President-Elect – One-year term and three-year commitment

Chosen for their vision and leadership qualities, the President-Elect automatically advances to the position of President, then remains on the Board for a third year as Immediate Past-President. In the absence of the President, the President-Elect presides at all meetings and has all powers of the top elected post. The President-Elect oversees that election process and is charged with developing and encouraging participation in the election process to provide for a high performing board in the following program

year. The President-Elect, in support of the President, will also act as Champion of the whole strategic plan, checking in on champions of goals and objectives, reporting on progress at monthly board meetings, and scheduling annual Strategic Planning update meeting until such time as a new Strategic Plan is needed. The President-Elect will also identify and secure sponsors who will benefit from exposure at individual programs, and who's financial and in-kind support will ease the burden on membership to attend programs or events.

Treasurer – Two-year term

Chosen for their financial responsibility and leadership skills, the treasurer is primarily responsible for accurate and timely keeping and reporting of financial activities of the chapter. The treasurer also serves on the executive committee of the chapter. The Treasurer shall serve as chair of the Finance Committee and be responsible for complying with all federal and state statutes required of a not-of-profit corporation and in general, the financial integrity and practices of the Chapter.

Director of Programs/Professional Development – Two-year term

The Director of Programs/Professional Development is selected to provide leadership, motivation and execution for activities geared toward enhancing our members' skill sets and the value they bring to their respective firms. Programs managed by this committee may include Skills Seminars and Half-Day or Full-Day Workshops, Business Executives Exchanges, Marketing Coordinators Connections, Dine and Shine Webinars, monthly luncheon programs and other educational or training programs determined by the Committee and approved by the Board.

Director of Special Events – Two-year term

Director of Special Events is selected to provide leadership, motivation and execution for the Chapter's valuable events geared to increasing networking opportunities, new membership and educational benefits to the organization. Events hosted by this committee may include the Annual Meeting, Holiday Party, Pop-Up Networking events, the Summer Charity Event and other events proposed by the committee and approved by the board as those that will bring value to the organization. It is the work of the Special Events Committee to draft a budget for all activities proposed for the year, secure event sponsors, as necessary, and manage logistics of its events.

Submission Requirements

Nominations may be made by individuals (self-nominations are allowed) or by petition. Petitions must be signed by a minimum of 30 members of the Chapter. Each candidate must submit a formal nomination package include the following:

- **A letter of Intent** to the Nominations and Election Committee stating your willingness to run for office and a statement on what you can contribute to the Board, why you would like to serve, your special areas of interest, and your vision of the chapter's opportunities, strengths, or areas for improvement.
- **Professional data:** employer, address, job title and primary responsibilities, number of years in marketing, A/E/C industry history, and professional accomplishments.
- **SMPS Participation:** leadership roles and number of years as a member.



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When seeking a board position, it is wise to work with your supervisors and firm leadership to ensure they understand both benefits and requirements of your role, and that you have their support and backing as you commit yourself to serve.

Nomination materials must be sent to Shreena Saheba at PresidentElect@SMPSChicago.org no later than **May 12, 2023**. Please contact me with any questions.

Individual nominations will be screened and evaluated by the Nominations and Elections Committee. The Committee will recommend to the Board for its approval a slate of candidates that it believes will provide the best balance of skills and experience for the Chapter's next Board of Directors.

Petition nominations will automatically appear on the ballot (along with the slated candidates) if the candidate(s) meets all the requirements of the Board position being sought.

A ballot with the slate of candidates approved by the Board, plus the names of qualified candidates submitted by petition will be sent to the membership to vote by **June 2, 2023** and voting will end on **June 13, 2023**. Based on the results of the vote, the President will declare the slate of candidates elected, and a new Board of Directors will be posted by **June 30, 2023**.

SMPS Chicago continues to thrive and renew itself from the leadership and dedication of our membership. Board positions allow you both visibility in our Chapter and endless opportunity to lead and learn. We hope that you will seriously consider yourself as a candidate to strengthen our Chapter for years to come.

Thank you,

Shreena Saheba

Shreena Saheba
SMPS Chicago President-Elect | Nominations and Elections Committee Chair