



**Chicago Chapter
Board of Directors
2023-2024**

President
Shreena Saheba
Project Management Advisors, Inc.
312.207.1018

President-Elect
Noula Frigelis
David Mason & Associates
312.884.5770

Immediate Past President
Jenna Teitenberg
Gilbane Building Company
312.614.3878

Secretary
Katie Self
Epstein
312.429.8090

Treasurer
Jacob Wenzel
Project Management Advisors, Inc.
312.207.1010

Education Director
Maura Buechner Dunleavy
W.E. O'Neil Construction Co.
773.755.1611

Membership Director
Caroline Brant, CPSM
Equity Residential
773.657.6928

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

Special Events Director
Jennifer Graham
The Will Group
630.462.0230

Ignite Passion. Lead with Purpose. Inspire Growth. Join us in shaping the future of SMPS Chicago.

Dear SMPS Chicago Chapter Members,

The call for nominations for positions on the SMPS Chicago Chapter Board of Directors for the 2024-2025 term is now open, and we invite you to step forward and become actively involved! As valued members of SMPS Chicago, your fresh perspectives, talents, and enthusiasm are essential in the growth and strength of our Chapter.

Are you seeking to advance your career, cultivate leadership skills, expand your professional network, or enhance your company's visibility within the A/E/C marketplace? Serving on the Chicago Chapter Board offers a unique opportunity to contribute to your professional development by developing innovative programs, educational endeavors, and networking initiatives that cater to the diverse needs of our membership.

Eligibility Requirements:

To be considered for a Board position:

- *President-Elect:* Candidates must be a Regular or Distinguished Life member for at least one year, have chaired a Chapter Committee, and served on the Chapter's Board for a minimum of one year.
- *Secretary, Membership, Communications, or Programs:* Candidates must be a Regular or Distinguished Life member for at least one year and have served on a Chapter committee for one year. Individuals may not hold more than one Directorship simultaneously.

Open Positions:

- President-Elect (2024–2025)
- Secretary (2024–2026)
- Membership (2024-2026)
- Communications (2024-2026)
- Programs (2024-2026)

All other Board positions will be filled by current Board members whose terms extend into 2024-2025.

The Role of a Board Member:

Board members are entrusted with managing projects and initiatives that facilitate collaboration among the Chapter and other organizations to achieve shared objectives. They demonstrate leadership and build a team of committee members who can leverage their skills and talents for the benefit of the organization, the Chapter, and each other.

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 whose financial and in-kind support will ease the burden on membership to attend programs or events.

Secretary – Two-year term

The Secretary serves as the recorder for the chapter and ensures minutes are taken, recorded, and distributed at all board and executive committee meetings. The secretary is responsible for the chapter's bylaws. The secretary also serves on the executive committee of the chapter. The Secretary shall ensure that all documents within span of control are maintained in the permanent record of the Chapter. Duties include attending and taking minutes for all chapter board meetings and executive committee meetings. Distribute meeting minutes to all board members prior to the meeting date. Filing of the annual report with the State of Illinois and coordinates the filing of the Education report with SMPS Headquarters.

Membership – Two-year term

The Membership Director is charged with maintaining and increasing Chicago Chapter membership, arranging opportunities for new members to meet each other, and enabling members to engage with others and participate in creating the future of the Chapter. The director drafts and adheres to a budget for activities identified to recruit, retain, and engage members.

Communications – Two-year term

The Communications Director builds awareness and strategically positions the SMPS Chicago Chapter – its mission, its benefits, its programs and its services. This position manages all official Chapter communications with the board, with membership, with the A/E/C industry, and with the media it serves as 'caretakers of the brand' and ensures that the Chapter puts its best foot forward, that communications support the mission and messages of the Chicago Chapter and of National as a whole. The director ensures information flows to the chapter to allow for member participation and inclusion in all Chapter activities.

***Programs – Two-year term**

The Program Director is charged with planning and implementing monthly lunch programs that are informative and support the pillars of SMPS educational values. The director drafts a budget, develops topics, secures speakers, and manages logistics for the day of the Program to create a welcoming and professional experience for the Chicago Chapter's members and guests.

**In 2022, the SMPS Chicago Chapter Board of Directors made the decision to merge the Programs and Professional Development board positions and committees into a single committee called 'Education.' However, as our chapter continues to grow and evolve, the Board has now opted to separate these two positions once again. This change will enable our committees to concentrate on either programs or professional development, ensuring that we can continue to offer valuable marketing education and programs to our members.*

Submission Requirements:

Nominations may be made by individuals (self-nominations are permitted) or by petition. Petitions must include signatures from a minimum of 30 Chapter members. Each candidate must submit a formal nomination package, including:

- **A Letter of Intent** addressed to the Nominations and Election Committee, expressing your candidacy, detailing your contributions to the Board, reasons for seeking office, areas of interest, and your vision for the Chapter's growth and improvement.
- **Professional Information:** employer details, job title, primary responsibilities, years of experience in marketing, A/E/C industry background, and notable achievements.
- **SMPS Engagement:** roles held and duration of membership.

When pursuing a Board position, it's recommended to work with your supervisors and firm leadership to ensure their understanding of the role's benefits and requirements, as well as to secure their support as you commit to serving.

Nomination Process:

Nomination materials must be submitted to Noula Frigelis at PresidentElect@SMPSChicago.org no later than **May 31, 2024**. For inquiries, please don't hesitate to reach out to us.

Individual nominations will undergo screening and evaluation by the Nominations and Elections Committee. The Committee will propose a slate of candidates to the Board for approval, recommending individuals deemed to provide the most suitable blend of skills and experience for the Chapter's future leadership.



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Petition nominations meeting all position requirements will be presented on a ballot for membership vote.

Slate Process:

The Board-approved slate of candidates and the new Board of Directors will be announced by **June 30, 2024**.

SMPS Chicago thrives and evolves through the dedication and leadership of its members. Board positions offer both visibility within our Chapter and endless opportunities for leadership and personal growth. We encourage you to consider stepping forward as a candidate to help strengthen our Chapter for years to come.

Thank you,

Noula Frigelis

Noula Frigelis
SMPS Chicago President-Elect | Nominations and Elections Committee Chair