



2018 PCMA SWP CHAPTER BOARD POSITION DESCRIPTIONS

President-Elect - The President-elect for 2018 should be a member of the chapter in good standing. He or she also assumes the duties of the President in the absence of the President. The President-elect must be elected from the current board. The term is one year, with automatic elevation to President.

Secretary -- The Secretary for 2018 should be a member of the chapter in good standing and must be elected from the current board. He or she ensures accurate records are maintained of the proceedings of all business meetings of the chapter and board of directors, handles correspondence, and maintains written reports.

Treasurer -- The Secretary for 2018 should be a member of the chapter in good standing and must be elected from the current board. He or she shall be responsible for the funds and securities of the Chapter. The Treasurer, with the assistance of the administrative office, shall establish proper accounting procedures and maintain books and records of account covering all financial transactions of the Chapter, and shall render to the Board, Internal Revenue Service, the state and city taxing authorities, and PCMA, such financial statements and/or filings as may be from time to time requested. The Treasurer shall report periodically to the Board the financial condition of the Chapter, and shall make a detailed financial report to the membership at its Annual Meeting.

Director - Directors must be dedicated to the support of Chapter activities and projects and provide guidance over the business matters of the Chapter. The Board of Directors includes both Professional Members and Supplier Partners in equal numbers and each director serves for three years. Duties include, but are not limited to: directing the business and financial affairs of the chapter, establishing administrative policy, fostering growth and development of the chapter, assisting the president in the structuring of committees, serving as appointed as a board liaison to chapter committees, and assuming other duties as appointed by the president.

DUTIES OF THE BOARD OF DIRECTORS

- is the principal governing body of PCMA SWP and meets monthly (a large percentage of those meetings are conference calls). Officers and Directors are expected to participate in all board meetings.
- provides oversight for the business affairs of the PCMA SWP and reviews and approves all of the Chapter's financial matters
- serves as board liaison to assigned committees, working with the Committee Chairs (and Chapter Administrator) who are responsible for the execution of programs approved by the Board of Directors
- is responsible for proactively setting direction for the organization and establishing policies to guide this direction
- establishes and monitors the progress of PCMA SWP's plans for the future, including monitoring, updating and evaluating the implementation of the Strategic Plan
- continuously seeks to identify future leaders of SWP Chapter and PCMA
- values and promotes consensus, cooperation and participation among all members at every level
- as individuals, are not accountable to any particular segment or constituency of the membership of GMC PCMA, but represent the interests of the entire organization

QUALIFICATIONS

Nominees must have demonstrated:

- commitment to the organization and its mission
- knowledge about the programs and goals of the organization, as through service to the Chapter and PCMA
- capacity to focus that knowledge on decision making that benefits the organization
- ability and eagerness to deal with values, vision and the long-term future of the organization
- ability to participate assertively in, and solicit open and careful deliberation
- an appreciation for diversity
- multi-dimensional thinking and analysis skills
- vision – open to new ideas, able to prioritize and consider future directions
- objectivity – evaluates the ideas of others
- mentoring – willing to invest in others, inspire confidence and enthusiasm
- support from employers/colleagues for the time and financial commitment required

SELF-APPRAISAL QUESTIONNAIRE

To help you achieve a better understanding of your motivations, consider the following questions:

- Am I willing to dedicate necessary time and adhere to deadlines to fulfill the commitments required by Board members?
- Do I have adequate support and understanding from my own organization and family?
- Can I communicate effectively? Can I deliver the message to others?
- Can I subordinate my personal biases to respond to the needs of the entire membership and organization?
- Can I identify and work with the staff and other Board members effectively?
- Can I move my contributions to other areas of service for PCMA when my Board term has ended?