

# Board & Committee Interest Form

## Interested in Getting More Involved with SMPS Ozarks?

SMPS Ozarks is powered by members who are passionate about building connections, supporting one another, and strengthening our A/E/C community. Whether you're interested in serving on a committee, exploring a board position, or simply learning more about opportunities to contribute, we'd love to connect with you.

Completing this form is simply a way to express your interest. It does not commit you to a position. We'll follow up to visit with you about opportunities that align with your interests, experience, and availability.

## Contact and Background Information

Name \_\_\_\_\_

Company \_\_\_\_\_

Title \_\_\_\_\_

Email \_\_\_\_\_

Phone \_\_\_\_\_

Member Since \_\_\_\_\_

Years in A/E/C \_\_\_\_\_

## I'm Interested in:

### Board Leadership

☐ President-Elect

☐ Secretary

☐ Treasurer

☐ Programs

☐ Membership

☐ Sponsorship

☐ Communications

☐ Director-at-Large

### Committee & Volunteer Opportunities

☐ Committee Member

☐ Event Volunteer

☐ Not sure yet. I'd love to talk about where I can help!

## Tell Us About Yourself

What interests do you have? What strengths or skills would you like to share? Are there areas you'd like to learn more about?

## What Motivates You to Get Involved?

☐ Meeting new people

☐ Giving back to the chapter

☐ Leadership experience

☐ Professional development

☐ Planning events

☐ Membership engagement

☐ Communications/Marketing

☐ Other \_\_\_\_\_

## Anything else you'd like us to know?

**Not sure where you'd fit? That's okay!** – We'd be happy to visit with you about the different opportunities available and help you find a role that matches your interests, experience, and availability.

Please submit this form to [info@smpsozarks.org](mailto:info@smpsozarks.org)

# Leadership Opportunities

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Our board is made up of members who want to build connections, support the A/E/C community, and help shape the chapter.

## How Chapter Leadership Is Structured

SMPS Ozarks brings together officers, directors, and committee chairs to lead the chapter. While responsibilities vary by position, our leadership team works collaboratively to support chapter programs, membership, communications, sponsorship, finances, and overall chapter goals.

## What Board Service Looks Like

- Participate in board meetings, chapter events, and planning conversations as able.
- Be an ambassador for SMPS Ozarks and SMPS overall.
- Support chapter goals around membership, engagement, educational value, networking, and communication.
- Work collaboratively with fellow board members and follow through on responsibilities for your role.
- Keep important files, contacts, and process notes organized so they can be passed to future leaders.
- Become familiar with key chapter governing documents and applicable SMPS leader expectations.

## A Few Things to Know Before You Express Interest

- You must be a current SMPS Ozarks member; some officer positions have additional eligibility or succession requirements.
- The time commitment varies by role and by what is happening in the chapter throughout the year.
- You are not expected to do everything alone. Board members work together.
- If a board position feels like too much right now, committee and event-volunteer opportunities are also great ways to get involved.
- Submitting an interest form does not guarantee or commit you to a board position. It starts a conversation about potential opportunities and fit.

# President

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## Role Summary

Guides the chapter as a whole and helps keep the board connected, informed, and moving in the same direction. This is a leadership and support role focused on chapter direction, communication, accountability, and continuity.

## Term

One year. After completing the President term, the individual automatically serves one year on the Board as Immediate Past President.

## How the Role Is Filled/Succession

President-Elect -> President -> Immediate Past President.

## What You Would Help With

- Provides overall leadership and oversight of chapter affairs.
- Leads board and executive committee meetings and helps keep the board aligned on priorities and goals.
- Supports board members and helps recruit future volunteers and chapter leaders.
- Serves as the main point of contact with SMPS HQ and helps keep chapter requirements and reporting on track.
- Works with the Treasurer on financial planning and chapter awareness.
- Acts as a spokesperson and ambassador for SMPS Ozarks and supports regional and Society-level connections.

## This Role May Be a Good Fit If You Enjoy...

Leadership, big-picture thinking, clear communication, good judgment, follow-through, and the ability to support and motivate others.

# President-Elect

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## Role Summary

Supports the current President while learning how the chapter operates and preparing to step into the President role. This is a transition and leadership-development position.

## Term

One year.

## How the Role Is Filled/Succession

Elected at large. Automatically becomes President on January 1 following the President-Elect term. President-Elect -> President -> Immediate Past President.

## What You Would Help With

- Works closely with the President and stays involved in chapter operations and decision-making.
- Learns chapter priorities, reporting requirements, annual timelines, and event rhythms.
- Supports chapter-wide planning and leadership continuity.
- Supports succession planning for open positions.
- Participates in SMPS leadership development opportunities, including planning to attend CLS.

## This Role May Be a Good Fit If You Enjoy...

Willingness to learn, dependability, thoughtful communication, interest in long-term chapter leadership, and comfort absorbing context.

# Past President

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## Role Summary

Provides continuity, perspective, and institutional knowledge to the President and board. This role helps make leadership transitions smoother and keeps important chapter context from getting lost.

## Term

One year.

## How the Role Is Filled/Succession

President -> Immediate Past President.

## What You Would Help With

- Serves as a resource to the President and board.
- Shares chapter history, background, and past context when helpful.
- Supports leadership transition and onboarding.
- Offers guidance without needing to manage day-to-day chapter operations.
- May support board recruitment and future leader development.

## This Role May Be a Good Fit If You Enjoy...

Institutional knowledge, perspective, judgment, and a supportive leadership style.

# Treasurer

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## Role Summary

Helps manage the chapter's finances and keeps the board informed about the chapter's financial position. This role supports responsible spending, planning, and clear financial tracking.

## Term

Two years. Elected in odd-numbered years. Limited to two consecutive two-year terms.

## What You Would Help With

- Helps oversee the financial integrity of the chapter and the annual budget.
- Prepares regular financial reports and helps the board understand the financial impact of decisions.
- Uses Billhighway for financial management and reporting.
- Handles reimbursements, vendor payments, banking tasks, and financial recordkeeping.
- Tracks recurring chapter costs and annual financial requirements.
- Helps make sure required tax filings and finance reporting are completed and records remain organized for transition and audit purposes.

## This Role May Be a Good Fit If You Enjoy...

Organization, attention to detail, comfort with budgets and numbers, reliability, follow-through, and clear communication about financial realities and options.

# Secretary

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## Role Summary

Helps keep the chapter organized by maintaining clear records of meetings and important board actions. This role supports continuity, accountability, and documentation.

## Term

Two years. Elected in even-numbered years. Limited to two consecutive two-year terms.

## What You Would Help With

- Records and maintains minutes for chapter, board, and executive committee meetings.
- Captures key decisions, action items, and follow-up.
- Maintains organized and accessible records of important chapter actions and official documents.
- Assists with board materials, rosters, and other documentation needs as assigned.
- Helps preserve continuity from one board term to the next.

## This Role May Be a Good Fit If You Enjoy...

Strong note-taking and listening skills, organization, consistency, attention to detail, and the ability to summarize clearly.

# Director-at-Large

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## Role Summary

Provides flexible leadership and support wherever the chapter has the greatest need. This role can help with special projects, board priorities, chapter continuity, and initiatives that do not fall neatly within another position.

## Term

One year, with the opportunity to continue based on interest and chapter needs.

## What You Would Help With

- Participates in board meetings, planning conversations, and chapter decision-making.
- Supports the President and other board members with chapter priorities, special projects, and needs that may not fall within another defined role.
- Provides additional perspective and input on chapter direction, member needs, events, and board initiatives,
- Helps with chapter programs, events, membership efforts, communications, sponsorship, or other activities when additional support is needed.
- May take ownership of specific projects or initiatives as assigned or agreed upon by the board.
- Helps identify opportunities to improve chapter operations, member engagement, and volunteer involvement.
- Supports board recruitment, leadership development, and continuity by helping identify and encourage future volunteers and leaders.

## This Role May Be a Good Fit If You Enjoy...

Flexibility, broad chapter perspective, collaborative communication, good judgment, dependability, follow-through, and a willingness to help where needed.



# Membership

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## Role Summary

Focuses on growing and supporting the chapter's membership by helping people feel welcomed, informed, and connected. This role supports retention, outreach, and the overall member experience.

## Term

One year, with the opportunity to continue based on interest and chapter needs.

## What You Would Help With

- Welcomes new and reinstating members and helps them connect with the chapter.
- Uses HQ membership reports and chapter systems to track renewals, expirations, reinstatements, and lapsed members and keep records current.
- Conducts outreach to expiring members and follows up on renewal intentions.
- Becomes familiar with the different SMPS membership types, eligibility, and benefits to help answer common questions and explain available options.
- Helps members navigate membership changes, including chapter transfers, reinstatements, and account updates, and connects them with SMPS HQ when additional assistance is needed.
- Helps communicate the value of SMPS membership and serves as a resource for members looking to get more involved.
- Supports member engagement, retention, and recruitment and helps the chapter better understand what members value.

## This Role May Be a Good Fit If You Enjoy...

Relationship-building, communication, hospitality, follow-through, comfort with outreach and light data tracking, and interest in member experience.

# Programs

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## Role Summary

Helps plan and coordinate chapter events, educational sessions, and member experiences throughout the year. Programs plays a major part in the chapter's visibility, value, and engagement.

## Term

One year, with the opportunity to continue based on interest and chapter needs.

## What You Would Help With

- Develops a practical calendar or plan for chapter programs and event touchpoints.
- Identifies topics, speakers, formats, and host locations that fit chapter needs.
- Coordinates event logistics such as registration, venue, food, AV, attendee information, and day-of needs.
- Works with Communications to market programs and with Sponsorship and Treasurer on sponsor participation and event costs.
- Uses attendee feedback to improve future programming.
- Supports educational programming that reflects the SMPS Domains of Practice and CEU documentation when applicable.

## This Role May Be a Good Fit If You Enjoy...

Organization, planning, communication, coordination, responsiveness to member interests, attention to timelines, and comfort moving an event from idea to execution.

# Sponsorship

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## Role Summary

Builds and maintains relationships with sponsors who support chapter events, programs, and overall success. This role is both relational and strategic.

## Term

One year, with the opportunity to continue based on interest and chapter needs.

## What You Would Help With

- Reaches out to current and prospective sponsors.
- Communicates sponsorship opportunities and chapter value.
- Tracks sponsor commitments, payments, logos, and benefits.
- Coordinates with Programs and Communications so sponsors are recognized appropriately.
- Supports event-level sponsorships as well as broader chapter support.
- Maintains sponsor history for continuity and future outreach.

## This Role May Be a Good Fit If You Enjoy...

Relationship-building, clear communication, confidence in outreach, organization, follow-through, and the ability to connect chapter needs with sponsor value.

# Communications

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## Role Summary

Keeps members, prospective members, and partners informed about what the chapter is doing. This role supports visibility, consistency, and engagement through clear and timely communication.

## Term

One year, with the opportunity to continue based on interest and chapter needs.

## What You Would Help With

- Creates and shares chapter communications across relevant channels.
- Promotes events, updates, opportunities, and chapter activities.
- Supports newsletters, event emails, website updates, social media, and the chapter email list.
- Coordinates with other board members to gather information and turn it into clear communication pieces.
- Helps maintain chapter presence and awareness throughout the year.
- Supports sponsor visibility and other chapter recognition needs when applicable

## This Role May Be a Good Fit If You Enjoy...

Writing, editing, graphic design, organization, consistency, good judgment about timing and audience, and comfort with email, social, and chapter systems.

## Ready to Learn More?

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If one or more of these roles interests you, complete the SMPS Ozarks Board & Committee Interest Form. You can select specific board roles, committee involvement, event volunteering, or indicate that you are not sure yet.

After receiving your interest, chapter leadership can follow up to talk about current or upcoming openings, the needs of the role, and what involvement may be the best fit.

### Questions or interest?

Contact SMPS Ozarks at [info@smpsozarks.org](mailto:info@smpsozarks.org).