



Interested in running in the upcoming MiSGMP election? You should know:

Members interested in running for a board position do so through nomination to the chapter's Nominations and Elections Committee. Nominees are qualified and approved through National SGMP. Once approved, all eligible candidates are included on the ballot, which is announced prior to a strict campaign timeline. During this time, eligible candidates may campaign for chapter votes (no negative campaign platforms are allowed). Solicitation of funds for the purposes of campaigning is strictly forbidden. Candidates run for and may be elected to one and only one board position (President, 1st Vice President, 2nd Vice President, Treasurer, Secretary or Director). The chapter Nominations and Elections Committee may suggest a candidate change her/his application to run for a certain position to ensure a full slate of candidates, however the final decision is up to the nominated candidate. Any questions can be directed to the Nominations and Elections Committee Chair.

MiSGMP Board of Directors Frequently Asked Questions

How is a MiSGMP member nominated to run for the MiSGMP Board of Directors?

The MiSGMP Nominations and Elections (N&E) Committee sends out a call for nominations and a nomination form to receive nominations. Members may nominate other members or self-nominate. The committee's role is to ensure the chapter has a full slate of qualified candidates for all positions. This slate is submitted to the National N&E Committee to ensure all candidates are members in good standing. The committee is also able to nominate as well as solicit nominations from members to run for positions.

Nominations and Elections Committee

MiSGMP Chapter uses established standard practices that do not conflict with the intent of SGMP bylaws

(<https://www.sgmp.org//Files/Policy%20Bylaw%20Updates/SGMP%20Bylaws%20July%202023.pdf>) or the current edition of Roberts Rules of Order (<http://rulesonline.com>)

Any outgoing Chapter President or outgoing chapter board officer may serve as a committee member. The MiSGMP Immediate Past President chairs the committee.

What criteria does the Nominations and Elections Committee use to determine candidates?

The role of the N&E Committee is to ensure that the chapter members have a complete and strong slate of candidates for the membership to vote on. Consideration of the make-up of the board is related to factors such as expertise and participation in the chapter.

Members in good standing for at least six months prior to nomination shall qualify for nomination and election to an office of their chapter. The chapter Officers or Directors to be elected shall meet the qualifications for the office as herein established, except as may be specified by The National Board:

1. President – Government Planner or Contract Planner
2. First Vice President – Government Planner or Contract Planner
3. Second Vice President – Supplier or Contract Planner
4. Secretary – Government Planner or Contract Planner, if no nominations, a qualified Supplier may run.
5. Treasurer – Supplier or Contract Planner, if no nominations, a qualified Government Planner may run.
6. Director – Government Planner
7. Director – Supplier
8. Director – Government Planner, Contract Planner, or Supplier

How many members are on the MiSGMP Board of Directors?

There are eight elected members on the MiSGMP Board of Directors. The chapter board consists of a President, First and Second Vice Presidents, Secretary, Treasurer and three Directors. The Immediate Past President may also serve on the MiSGMP Board of Directors.

How long is a Board term?

A term of office is equal to two years and will begin July 1 of the election year and end June 30 in the next election year.

How many Board Meetings are held each year?

There are twelve board meetings a year. These meetings are generally held prior to the monthly meeting, special event, or chapter conference, with exceptions. A board retreat takes place in June, typically for one-two days.

What does a MiSGMP Board member do?

Board members set policy and direction of the chapter.

What are the roles and responsibilities of a board member? (Refer to the [SGMP Policy Manual, Policy C-26, Chapter Board Job Descriptions](#), for additional information.)

President

The MiSGMP President shall be a Government Planner or Contract Planner. The President shall preside at all meetings of the Chapter Board and shall serve as an ex-officio member on all committees, except the Nominations & Elections Committee. In the Treasurer's absence, the President is authorized to sign disbursements. The President shall perform other duties as required by the office or as prescribed by The National Board. The President shall complete a monthly report for submission to SGMP.

1st Vice President

The MiSGMP 1st Vice President shall be a Government Planner or Contract Planner. The 1st Vice President shall serve in the absence of the President or when so requested by the President. The 1st Vice President shall discharge other duties as prescribed by The National Board.

2nd Vice President

The MiSGMP 2nd Vice President shall be a Supplier or Contract Planner. The 2nd Vice President shall preside in the absence of the President and 1st Vice President. The 2nd Vice President shall discharge other duties as prescribed by The National Board.

Secretary

The MiSGMP Secretary shall be a Government Planner or Contract Planner. The Secretary shall assure the minutes of all board meetings are electronically filed. The Secretary shall assure that all official and historical records of MiSGMP are maintained and preserved as designated by SGMP, and work in conjunction with the board to review and revise, as needed, the Chapter Policy Manual.

Treasurer

The MiSGMP Treasurer shall be a Supplier or Contract Planner. The Treasurer shall ensure that accurate financial records are kept in accordance with standard accounting procedures, and shall be responsible, in conjunction with the President, for the safekeeping of funds in such depositories as are approved by The National Board. The Treasurer shall complete a monthly Treasurer's report to the chapter board and for submission to SGMP and a written report on the financial standing of MiSGMP when called upon by the Chapter President.

Directors

Directors serve as committee liaisons and/or committee chairs and perform all duties and related functions as directed by MiSGMP Board. There shall be three Directors. One shall be a Government Planner, one shall be a Supplier, and one shall be a Government Planner, Contract Planner, or Supplier.

What are the benefits of serving on the Board?

Board members benefit professionally and personally by expanding their knowledge of chapter and national operations, developing leadership skills and 'giving back' to the chapter and the profession.

What are some of the specific duties of a Board member?

Specific duties include approving the annual budget; serving as board liaison to a committee as well as working on a committee; overseeing chapter operations, including how they relate to monthly registration and programs; and helping to meet and further the goals of the chapter.

Are Board members reimbursed for the cost of attending board meetings?

No. Monthly board meetings, as well as monthly chapter membership meetings, the annual chapter conference and chapter special events expenses are the responsibility of the individual. Board members may be reimbursed registration and travel expenses for attending the NEC as the annual MiSGMP budget allows.

Are Board members paid?

No, the board serves in a volunteer capacity.

How much of a time commitment is expected?

Board members are expected to attend all monthly board and membership meetings, typically held the same day, with the board meeting from 9:00 am–11:15 am and the membership meeting from 11:30 am–2:00 pm. Board members, between meetings, are engaged in the operations of the board, meeting and furthering the goals of MiSGMP. Board members are also expected to attend the MiSGMP board retreat (typically in June for 1-2 days), MiSGMP special events, and the MiSGMP Annual Education Conference. Board members are encouraged to attend the National Education Conference. Board members serve on at least one committee; committees have varying time commitments.