



Dear Fellow NACE Members,

Every two years our Greater Seattle NACE Chapter offers its members the opportunity to increase the value of their membership and become more involved in the governance of our chapter.

We will be holding our general elections for board positions this coming October (10/10/17) and encourage any interested member who meets the eligibility requirements to run for a board position and take a leadership role in steering our chapter. I have included the job descriptions and eligibility requirements for each of the board positions that will be up for election. Please take a moment to review them and consider your candidacy.

If you are interested in running for an elected office, please complete the Intent to Run Form at the bottom of this email and return it by Friday September 8, 2017. Simply email the form back to Robin Guffey and Brett Hammer, Election Committee Co-Chairs - [robin.guffey@cort.com](mailto:robin.guffey@cort.com) and [bhammer@meydenbauer.com](mailto:bhammer@meydenbauer.com). Also, note that a brief campaign speech is required to be given by all candidates at the September 12, 2017 chapter meeting.

### **Board Positions Up For Election**

Chapter: President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Treasurer, and Secretary

For those of you who want to become more involved in our organization and get more value from your membership, but are unable to commit to an elected board position at this time, please consider participating in one of the leadership committees below. The value to you in your NACE membership is enhanced many times over when you are part of the leadership.

### **Volunteer Committees That Deliver Value for Your NACE Membership**

- Programs** – I would like to be a part of our national award winning Programs Committee and help us deliver the most beneficial programs to our members.
- Hospitality** – I would like to play a role in making our chapter as welcoming as possible to new members!
- Membership** – I would like to help keep our chapter strong by continuing to find new members and communicate the value of NACE to the hospitality industry.
- Community Service / Fundraising** – I would like to assist in planning the two community service and fundraising events we hold each year to benefit our community.

Sincerely,

Robin Guffey & Brett Hammer  
NACE Elections Committee Co-Chairs



## **Chapter President**

### **Charge of Objectives**

To have charge of all of the affairs of the chapter

### **Method of Election**

Election at November NACE Chapter Meeting by chapter membership

### **Eligibility**

Must have completed at least one (1) year on the chapter Board of Directors

Must be a Professional Member in good standing

### **Term of Office**

Two (2) year term with a maximum of two (2) terms per office and a maximum of ten (10) years combined in any Board office

Can hold only one elected office at a time

### **Responsibilities:**

- Distributes monthly agenda for and chairs all meetings of the Board of Directors (maximum of 2 absences/year/year)
- Prepares monthly Chapter reports NACE National to include summary of activities and financial statements; also prepare annual CharterWatch document for National to maintain chapter charter
- Oversees the direction, financial stability, image and unity of the local chapter
- Serves as official spokesperson to all media contacts
- Networks and maintains public relations efforts relating to special events, industry Event Professional organizations, and the needs of the local membership
- Serves as official representative of the chapter to allied organizations, unless a representative is appointed
- Receives membership and other reports from National and forwards to chapter's Board of Directors
- Attends all Chapter Presidents Council (CPC) meetings and the National Leadership and Educational Conferences to represent the local chapter, and submit a written chapter report if required
- Serves as liaison between the local chapter, NACE National, and CPC Chair, submitting reports if required
- Contracts on behalf of the chapter
- Acts as chair of monthly meetings to include updating membership on recently developed chapter news and member benefits
- Promotes NACE to prospective members for continuous membership growth
- Works with Membership Chair to recognize new members at each monthly meeting
- Motivates chapter membership to participate in chapter activities and become involved in committees
- Seeks to attain CPCE designation and assists Board of Directors in promoting certification to chapter membership
- Appoints committee chairs every two years and if a vacancy occurs
- Submits a President's Message for the chapter website monthly
- Collaborates with Treasurer prior to annual Board Retreat in preparation for upcoming year's budget
- Plans and executes a half-day Board Retreat to review past year and set goals for upcoming year
- With assistance from the Board, completes the application process for NACE National's annual award for Chapter of the Year
- Serves as an ex-officio member without vote on all committees except the Nominating Committee
- Submits and adheres to an annual budget
- Represents NACE in a professional and ethical manner as prescribed by the Code of Ethics.

*I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.*

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*Chapter President*

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*Date*



## **Chapter 1st Vice President of Programs**

### **Charge of Objectives**

Responsible for overseeing the Programs Committee in developing program themes and all logistical requirements for chapter meetings

### **Method of Election**

Election at November NACE Chapter Meeting by chapter membership

### **Eligibility**

Must have completed at least one (1) year on the Board of Directors or as a Committee Chair

Must be a Professional Member in good standing

### **Term of Office**

Two (2) year term with a maximum of two (2) terms per office and a maximum of ten (10) years combined in any Board office

Can hold only one elected office at a time

### **Responsibilities:**

- Attends all meetings of the Board of Directors (maximum of 2 absences/year)
- In case of death or absence of the President or of his/her inability for any cause to act, the 1<sup>st</sup> Vice President shall perform the duties of the President as guided by Chapter By-Laws
- Prepares contracts for and secures all venues for monthly chapter programs a minimum of four (4) months in advance
- Submits monthly reports to Board on schedule of venues for monthly educational programs
- Chairs the Programs Committee and recruits committee members from the membership at large.
- In conjunction with the Programs Committee, identifies, contacts, and secures speakers for monthly meeting presentations
- Oversees members on Programs Committee in strategic planning and execution of monthly educational programs for the chapter to ensure that all duties are being performed to satisfaction and in a timely manner
- Coordinates all-day NACE Workshop events for the educational benefit of chapter members.
- Coordinates the monthly programs to match with venues and programs
- Ensures that assigned Programs Committee Member utilizes online Program Database for NACE National to research program ideas and also submits chapter programs on a monthly basis within one (1) week after program has occurred
- With assistance from the Board, completes the application process for NACE National's annual award for Chapter Program of the Year
- Seeks to attain CPCE designation and assists Board of Directors in promoting certification to chapter membership
- Promotes NACE to prospective members for continuous membership growth
- Carries out the duties of this position as decided by the President with the advice and consent of the Board
- Serves as Board of Directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities
- Submits and adheres to an annual budget
- Represents NACE in a professional and ethical manner as prescribed by the Code of Ethics

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*Chapter 1st Vice President*

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*Date*



## **Chapter 2<sup>nd</sup> Vice President of Membership**

### **Charge of Objectives**

Responsible for managing the Membership Chair(s) and Committee in maintaining all chapter membership activities including maintaining member information, retention and recruitment campaigns, and member services

### **Method of Election**

Election at November NACE Chapter Meeting by chapter membership

### **Eligibility**

Must have completed at least one (1) year on the Board of Directors or as a Committee Chair

Must be a Professional Member in good standing

### **Term of Office**

Two (2) year term with a maximum of two (2) terms per office and a maximum of ten (10) years combined in any Board office

Can hold only one elected office at a time

### **Responsibilities:**

- Attends all meetings of the Board of Directors (maximum of 2 absences/year)
- Reviews the monthly list of members whose membership is up for renewal within the next three months, the monthly list of dropped members, and the monthly list of new members; provides a written report at each Board meeting on the status of these members
- Develops and oversees the membership committee to assist in reaching out to inactive and prospective members
- Promotes NACE to prospective members for continuous membership growth
- Sends a letter of welcome to all new members, their direct supervisors and if applicable the GM or Owner.
- Assists President in formal recognition of new members at each monthly meeting
- Executes and promotes membership drives
- Submits a brief bio of each new member monthly to the Communications Chair to spotlight on chapter website
- Sends membership applications when requested to all prospective members attending monthly programs
- Reaches out to members periodically throughout year to ascertain members' satisfaction
- Adds new members and prospective members to Starchapter and maintains updates to any existing contact records in Starchapter
- Liaises with NACE National to maintain accurate membership records and communicates all changes of member information (address, company, etc.) in a timely manner
- With assistance from the Board, completes the application process for NACE National's annual award for Chapter of the Year
- Seeks to attain CPCE designation and assists Board of Directors in promoting certification to chapter membership
- Promotes NACE to prospective members for continuous membership growth
- Carries out the duties of this position as decided by the President with the advice and consent of the Board
- Serves as Board of Directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties
- Submits and adheres to an annual budget
- Represents NACE in a professional and ethical manner as prescribed by the Code of Ethics

*I have read the job description for my position and understand and agree to the responsibilities outlined herein. I will perform the duties of my position to the best of my ability. If I am unable to perform my duties, I understand and agree that the best interests of the Chapter will prevail in all decisions made by the Board to ensure that the essential function of each position is carried out.*

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*Chapter 2<sup>nd</sup> Vice President*

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*Date*



**GREATER SEATTLE CHAPTER**  
**NATIONAL ASSOCIATION FOR**  
**CATERING AND EVENTS**

### **Chapter Secretary**

#### **Charge of Objectives**

Responsible for maintaining the records of the chapter and is a voting member of the Board of Directors

#### **Method of Election**

Election at November NACE Chapter Meeting by chapter membership

#### **Eligibility**

Must have completed at least one (1) year on the Board of Directors or as a Committee Chair

Must be an active member in good standing

#### **Term of Office**

Two (2) year term with a maximum of two (2) terms per office and a maximum of ten (10) years combined in any Board office

Can hold only one elected office at a time

#### **Responsibilities:**

- Attends all meetings of the Board of Directors (maximum of 2 absences/year)
- Records minutes at all Board meetings and distributes a typed record to Board within one (1) week of Board meeting
- Records minutes at any chapter meeting where recorded minutes are deemed necessary as decided by the Board
- Maintains a diary of past meeting minutes for reference and brings diary to all Board and chapter meetings
- In the case of emergency meetings, notify members of the Board of Directors by telephone or e-mail
- Receives list of donors from Event Professional and sends thank you letters within one (1) week to all parties involved in coordinating each meeting, including speakers and honorees
- Provides to the Communications Chair a written recap of each monthly meeting for the website within one (1) week after the program, including recap of the members and companies that donated products and services to the meeting
- Promotes NACE to prospective members for continuous membership growth
- Carries out the duties of this position as decided by the President with the advice and consent of the Board
- Serves as Board of Directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities
- Submits and adheres to an annual budget
- Represents NACE in a professional and ethical manner as prescribed by the Code of Ethics

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*Chapter Secretary*

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*Date*



## Chapter Treasurer

### **Charge of Objectives**

Responsible for the financial stability of the chapter and the maintenance of complete and accurate financial records of the chapter, and is a voting member of the Board of Directors

### **Method of Election**

Election at November NACE Chapter Meeting by chapter membership

### **Eligibility**

Must have completed at least one (1) year on the Board of Directors or as a Committee Chair

Must be an active member in good standing

### **Term of Office**

Two (2) year term with a maximum of two (2) terms per office and a maximum of ten (10) years combined in any Board office

Can hold only one elected office at a time

### **Responsibilities:**

- Attends all meetings of the Board of Directors (maximum of 2 absences/year)
- Maintains overall financial stability of chapter to include establishment of an annual budget with the President, and analysis of ad hoc projects for cost effectiveness and profitability
- Prepares monthly bank reconciliation and report for Board on budget vs. actual numbers
- Monitors budget and subsequent expense approvals by the Board of Directors and Committee Chairs
- Acts of one of two signatures on the Greater Seattle Area Chapter checking account; seeks President's signature on checks for expenses greater than \$3000
- Provides monthly financial statements for President's monthly report to NACE National
- Maintains files for bank statements, deposits and all accounting receivables & payables
- Researches and collects returned checks, unpaid invoices, and bills no-show members at meetings for any unpaid registration fees
- Maintains meeting attendance records by downloading from online registration system and working registration desk at monthly meeting
- Sets up registration table at monthly meetings and establishes schedule of Board and Committee Chairs to assist with check-in
- Keeps bank with petty cash to be used at monthly meetings, and helps collect registration monies and any outstanding receivables
- Processes credit card payments/refunds within one (1) week after monthly meeting
- Deposits all monies collected into the chapter bank account
- Work with Membership Chair on record-keeping for membership rebates from National
- Promotes NACE to prospective members for continuous membership growth
- Carries out the duties of this position as decided by the President with the advice and consent of the Board
- Serves as Board of Directors liaison to any committee(s) assigned to ensure that the committee(s) are properly performing their duties and responsibilities
- Submits and adheres to an annual budget
- Represents NACE in a professional and ethical manner as prescribed by the Code of Ethics

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Chapter Treasurer

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Date



GREATER SEATTLE CHAPTER  
NATIONAL ASSOCIATION FOR  
CATERING AND EVENTS

## INTENT TO RUN FORM NACE SEATTLE CHAPTER 2018 Board of Directors

I, hereby declare my intent to run for the position of:

Please consider me a candidate for the following position (check one):

- President
- 1st Vice President, Programs
- 2nd Vice President, Membership
- Secretary
- Treasurer

I am unable to participate as an elected board member; however, I would like to be a member of the following committees:

- Programs
- Community Service
- Hospitality
- Communications
- Fundraising
- Membership

Name: \_\_\_\_\_

Phone Number \_\_\_\_\_

Email: \_\_\_\_\_

**NOTE:** A call will be made confirming receipt of each form. This **form is required** to be placed on the ballot. If you do not receive a phone call, text, or email within two business days of submitting this form, please contact **Robin Guffey at 425.953.1444- robin.guffey@cort.com OR Brett Hammer at 425.450.3756 - bhammer@meydenbauer.com**

Elections will occur at the Chapter's monthly meeting held **Tuesday, October 10, 2017.**

Your new board installation ceremony will occur on **Tuesday, November 14, 2017.**

**Please email this form to Robin Guffey and Brett Hammer, Election  
Committee Co-Chairs by the end of business  
Friday, September 8, 2017**