



## Candidate for Nomination

### Class of 2019-2022

#### BOARD OF DIRECTOR ELECTIONS

Thank you for your interest in being a director on the Stairbuilders and Manufacturers Association (SMA) board. We know that “**time**” is one of your biggest assets and we appreciate your willingness to share it with us. Your desire to share your talents, to further the goals and successes of the SMA, is appreciated.

#### DIRECTOR RESPONSIBILITIES

The board of directors holds complete responsibility for managing the business affairs of the Stairbuilders and Manufacturers Association (SMA) in accordance with the association's bylaws as a non-profit organization. The directors are responsible to the members of the association who elect them with confidence in their ability and earnest efforts to work toward organizational growth and fulfillment of the SMA mission.

*MISSION: BUILDING THE GREATEST RESOURCE OF KNOWLEDGE AND TOOLS  
CONTRIBUTING TO THE SUCCESS OF OUR MEMBERS AND THE STAIR INDUSTRY*

Each director is elected to a **three-year term**. Because the success of the SMA relies on the integrity of its directors, they are expected to lead by example, placing SMA interests above personal gain or admonishment in all decisions of the board. Full participation in board leadership and administration thru meetings, task groups, workshops and conferences is necessary for the success of the SMA and its board of directors.

Directors should become familiar with and act in accordance with the bylaws, mission statement, and goals of the SMA. These are reviewed on an annual basis and adjusted or refined as appropriate. The formal goals and a budget are prepared and documented on an annual basis.

#### PROJECTED TIME COMMITMENTS

Currently, the board of directors meets monthly, as needed, by teleconference and holds a face-to-face meeting at the annual business meeting of the association held at the annual conference. Additionally, active involvement and participation on committees, task groups, or projects is necessary for the success of the association. Elected directors receive no compensation, travel stipend, or allowance.

1. Participate in board meetings (**the first meeting will be March 21, 2019**)
  - a. Monthly Teleconferences (11 meetings per year, 1.5 - 2 hours per meeting)
  - b. Face-to-Face Meetings by mutual agreement of the Directors (approximately 2/yr)
  - c. Strategic Planning Session (projected June 2019)
  - d. Special/Emergency meetings as called by mutual agreement of the Directors
2. Review and respond in a timely manner to issues of SMA business that arise
  - a. By email and online
  - b. By telephone
3. Participate in the formal process of welcoming first-time attendees to the annual event (TBD)
4. Write a minimum of one article, per year, for publication in the SMA newsletter
5. At the end of your term, assist the new replacement director as they transition into their position by attending 1-2 board meeting(s), as needed, following the expiration of your elected term



# Governance Committee Guide

## Class of 2019-2022

### ELECTION OF DIRECTORS AND OFFICERS

As a candidate, accepting nomination, please present a brief biography with a photo, headshot preferred, and explain your reason for becoming a candidate, **no later than January 10, 2019**. This information will be published for the consideration of the voting members of the Association.

### POLICIES AND PROCEDURES (GOVERNANCE COMMITTEE, NOTE ITALICIZED TEXT)

The governance committee began seeking potential candidates for directors in late November of 2018. The committee will prepare and publish a ballot of candidates prior to February 1, 2019 and the ballot will be distributed to the membership, collected, and counted by the Executive Director.

#### 2019 TIMELINE:

<b>JANUARY 10:</b>	<b>Candidate Biography, Justification, and Photos Due</b>
<b>FEBRUARY 1:</b>	<b>Election Begins *Ballot Distributed to Membership</b>
<b>FEBRUARY 15:</b>	<b>Election Ends</b>
<b>FEBRUARY 18:</b>	<b>Election Results Tabulated and Distributed to Governance Committee</b>
<b>FEBRUARY 19-20:</b>	<b>Governance Committee Notifies Candidates</b>
<b>FEBRUARY 22:</b>	<b>Membership Announcement</b>
<b>MARCH 21:</b>	<b>First Board Meeting Teleconference (projected)</b>
<b>APRIL 24-27:</b>	<b>Annual Business Meeting - Induction of Directors &amp; Officers, Sarasota, Florida</b>

### TERM OF OFFICE

The **term of a director** is three years and will begin with the annual business meeting following the election and terminate in accordance with the bylaws. The annual business meeting takes place at the annual conference, which will be held in Sarasota, Florida at the Lido Beach Resort in April of 2019. The **term of office** for officers is one year.

### SCHEDULE FOR ELECTION OF DIRECTORS

The board of directors are divided into three classes, with each class term lasting three-years. Each year a new class is elected, with the elected class size being the same as the retiring class size. There are three directors in the class of 2019. This assures continuity by providing a majority of experienced directors at all times, regardless of the size of the new class. There are currently 9 directors and the number of directors is determined by the board.