



## ISMPP 2020-2021 Elections

The 2020-2021 elections will soon be upon us, and it is once again time to throw your hat into the ring if you intend to run for an elected position on the Board of Trustees (BOT).

### 2020-2021 ISMPP Board of Trustees\* Makeup/Seat Vacancies

Position	Term Length	Open Seats
Chair	1 year**	
<b>Chair-Elect</b>	<b>1 year**</b>	✓
Treasurer	3 years	
<b>Secretary</b>	<b>3 years</b>	✓
<b>At-Large Trustee</b>	<b>3 years (term expires in 2023)</b>	✓
At-Large Trustee	3 years	
At-Large Trustee	3 years	
<b>European Trustee</b>	<b>3 years</b>	✓
Asia Pacific Trustee	3 years	
Immediate Past Chair	1 year**	
<b>Nominating Committee<sup>o</sup></b>	<b>1 year</b>	✓

\*\* The elected Chair-Elect serves three consecutive one-year terms as Chair-Elect, then Chair, followed by Immediate Past Chair (Board responsibilities expire in 2023)

<sup>o</sup> The elected seat to the Nominating Committee is not a designated Trustee position and has no BOT voting rights

### The Election Process

- Candidates must submit their application on or before **3/2/2020**
- The Nominating Committee will evaluate candidates and prepare the ballot between **3/3-3/27/2020**
- Elections will take place via electronic ballot between **3/30/2020 – 4/13/2020**
- The results will be announced at the ISMPP Membership Business Meeting as part of the 16<sup>th</sup> Annual Meeting of ISMPP

If you are considering running for any position, please note that in addition to the specific duties that accompany each position, the Board of Trustees meets via teleconference once each month, and also meets approximately twice each year for a full day in-person strategy session.



## ISMPP 2020-2021 Elections

### Qualifications

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For the Chair-Elect, At-Large Trustee, Secretary and European Trustee positions, each candidate must be:

- Active on a volunteer committee within the past year
- A member in good standing
- Active in our discipline
- Able to meet other guiding criteria regarding the skills and professional experience required or desired for specific open Board positions. These include but are not limited to the following:
  - Chair-Elect: senior or executive management experience; department or business unit strategic planning experience; and willingness to be responsible for legal and fiduciary considerations
  - Secretary: experience in supervision and maintenance of corporate documents; and, accounting for the accuracy of minutes of all meetings of the ISMPP Board of Trustees
  - Trustee(s): ability to lead program development and educational activities

### Open Positions

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#### **Chair-Elect** (first year of a 3-year total term\*)

The Chair-Elect serves as Parliamentarian and Vice-Chair at all BOT meetings, and performs such other duties as the Board or the Chair may direct. In the absence or disability of the Chair, the Chair-Elect shall: serve as acting Chair; have all authority conferred upon the office of Chair; and, perform all duties for which the Chair is responsible for the unexpired portion of the term or until the Chair can resume duties.

Additionally, the Chair-Elect oversees all ISMPP volunteer committees, including organization, communication between both the BOT and the committees themselves, as well as identifying synergies between the committees to accomplish society remits.

\*Please note that after the first year this individual will automatically be elevated to **Chair** the following year, and then **Immediate Past Chair**. *Totals a three-year commitment.*

#### **At-Large Trustee** (3-year term):

The qualified candidate must have sufficient free time to participate actively on the Board. At-Large Trustees are voting members of the BOT, and must perform Trustee duties in an informed and independent manner, including regular attendance at scheduled Board meetings and service on Board committees.

Additionally, the candidate elected will actively participate in the leadership and facilitation of the 17th (2021) and 18<sup>th</sup> (2022) Annual Meetings of ISMPP, and then automatically serve as Chair of the 19<sup>th</sup> (2023) Annual Meeting Program Committee, who will design all aspects of that Meeting.



## ISMPP 2020-2021 Elections

### Open Positions (cont.)

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#### **Secretary** (3-year term):

The qualified candidate must have sufficient time to participate on the Board. Similar to the At-Large Trustees, the Secretary is a voting member of the BOT, and must perform their duties in an informed and independent manner, including regular attendance at scheduled Board meetings.

Additionally, the Secretary shall have and perform all duties commonly incident to, and vested in, the office of secretary of a corporation, as well as all duties delegated and designated by the Board of Trustees, Executive Committee, or the Chair, including, but not limited to: supervision and maintenance of all corporate documents; and, accounting for the accuracy of minutes of all meetings of the corporation.

#### **European Trustee** (3-year term):

The qualified candidate must have sufficient free time to participate actively on the Board. The European Trustee is a voting member of the BOT and must perform Trustee duties in an informed and independent manner, including regular attendance at scheduled Board meetings and service on Board committees.

Additionally, the candidate elected will actively participate in the leadership and facilitation of the annual European Program Committee, as well as represent and bring forth issues of concern throughout Europe.

### Nominating Committee – Non-Voting Position

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#### **Nominating Committee Seat** (one-year term):

The Nominating Committee oversees the ISMPP election process, and duties comprise: establishing the election timeline, soliciting candidates for election, evaluating the suitability of candidates (with the ISMPP Board of Trustees) and overseeing elections. Committee activity is generally between January and March. Other Nominating Committee members include the Immediate Past Chair and an individual appointed by the ISMPP Executive Committee.

Please note, this position has no voting rights and does not serve as a member of the Board of Trustees.

Candidates for the Nominating Committee may be any member in good standing.

### How to Run

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#### **If interested in running, please submit the following before 3/2/2020:**

- Brief bio (300 words maximum)
- A 200-word statement on why you feel qualified to serve

These materials should be sent to [elections@ismpp.org](mailto:elections@ismpp.org) on or before 3/2/2020.

### 2020-2021 ISMPP Nominating Committee

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#### **The current Nominating Committee comprises:**

- Chris Winchester, ISMPP BOT Immediate Past Chair
- Donna Casparro, Elected by ISMPP membership
- Sonia Schweers, Appointed by ISMPP Board of Trustees