



2016 Chapter Board Elections Intent to Run Form

Officer positions open for election (please see individual position summaries on page 3):

- President
- Vice President
- Secretary
- Treasurer
- Membership Chair
- Programs Chair

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

for the Triangle, NC Chapter.

Appointed positions - Note these are non-voting positions. All qualified candidates will be considered for appointment in these roles (please see individual position summaries on page 4):

- Special Events Chair
- Community Service Chair
- Membership Co-Chair
- Education Fundraising Chair
- Marketing and Communications Chair
 - Newsletter/Viewsletter Chair

I am interested in being considered for the following appointed position:

Please Print:

Name/Company:

E-Mail:

Telephone:



TRIANGLE, N.C. CHAPTER
NATIONAL ASSOCIATION FOR
CATERING AND EVENTS

Please answer the following questions (not to exceed 250 words):

1. Why are you running for this elected position or applying for this appointed position?
2. Please provide two examples of catering or event experiences in your current position that use skills supporting this position on the board?

Please e-mail this form to Laura Petersen, Triangle, NC Chapter Past President or Valerie Ward, Current Triangle, NC Chapter President

By October 14, 2016

E-Mail: l.a.petersen@gmail.com

E-Mail: vward@cbc-raleigh.com

All interested parties must be a CURRENT NACE member in GOOD STANDING with both the national office and the local chapter.



Elected Executive Board Position Job Summaries

All positions must attend the annual board retreat held in January, a minimum of 75% of chapter board meetings, and monthly chapter meetings.

President: Must attend monthly chapter meetings and monthly board meetings. Must attend annual Leadership Conference and annual Experience! Conference. Leads board meetings, chapter retreat, the Awards Gala, and represents the chapter at area and national events as needed. Mentors key strategic board positions. The president must have served in an officer role for one year prior to running for President.

Vice-President: Must attend monthly chapter meetings and monthly board meetings. Mentors operations related board positions. Prepares to step into the role of President if necessary.

Secretary: Must attend monthly chapter meetings and monthly board meetings. Records minutes for all meetings and distributes to the board. Maintains all chapter contracts and by-laws.

Treasurer: Keeps running record of all chapter finances. Oversees check in at each monthly chapter meeting.

Programs Chair: Oversees development of each monthly chapter program with a team of monthly planners and the board, from selecting venues to planning menus to booking speakers and décor. A key part of this position is fielding an involved committee.

Membership Chair: Recruits new members for the association and maintains records of current chapter membership. Develops member benefits and communicates those to members and prospects.



Appointed Position Job Summaries

All positions must attend the annual board retreat held in January, a minimum of 75% of chapter board meetings, and monthly chapter meetings.

Special Events Chair: Lead planner for our annual Awards Gala and Fundraiser. The Awards Gala is planned with the President. The chair may form a committee to assist with each event.

Community Service Chair: Identify and manage monthly community service projects for the chapter.

Membership Co-Chair: This co-chair will collaborate with the Membership chair to oversee the Ambassador and Greeter programs.

Educational Fundraising Chair: Secure items for the monthly door prize drawings and other special projects identified by the board throughout the year. The funds raised by this position support scholarships to NACE Experience Conference and to enhance our monthly educational programming.

Marketing and Communications Chair: Oversee chapter website and media contacts. Send press releases for monthly meetings and special events. Create social media posts and oversee the newsletter/viewsletter chair.

Newsletter/Viewsletter Chair: Present the President's monthly message, trends, chapter meeting detail, and other happenings in the chapter in a monthly communication to the chapter.

***Monthly chapter meetings are the 2nd Tuesday of each month and monthly board meetings are held one hour prior to each chapter meeting. Quarterly, the board meetings are the 4th Tuesday of each month, unless otherwise scheduled.*



Leadership Profile

This profile form will provide information regarding the potential involvement of NACE members in chapter activities. All information will be kept confidential and its utilization will be discrete and in accordance with human resources development principles. If you wish, you may include a photo.

Name:

Title:

Company:

Address:

City:

State:

Zip:

Phone:

Fax:

E-Mail:

Biography

Name _____

A biography, not exceeding 100 words, must be received by October 14, 2016. Please remember: NACE Triangle Chapter, reserves the right to edit your statement for length (not content or intent), if necessary. You may use a separate sheet if you would like.

Biography: