



2019 GMC PCMA BOARD POSITION DESCRIPTIONS

DESCRIPTIONS

President-Elect - The President-elect for 2019 should be a Professional Member of the Chapter in good standing. He or she also assumes the duties of the President in the absence of the President. The President-elect must be elected from the current board or have been off the board no more than two years. The term is one year, with automatic elevation to President. Supplier Partners are also eligible for President-elect but a rotation is encouraged.

Secretary – The Secretary must also be nominated from the current Board or have been off the board for no more than two years. The Secretary, in conjunction with the Administrative Office, shall be responsible for providing notice of meetings and the preparation and maintenance of meeting minutes of all Board and Finance Committee meetings. He/she may be either a Professional or Supplier Partner member of PCMA and must be a member in good standing and will serve a term of two years. The Secretary will be the custodian of, and/or designate a custodian of, the legal papers and documents, business records and the corporate seal of the Chapter and have the authority to designate as true and correct copies of the Bylaws, resolutions and minutes of the Board of Directors and other committees, and other documents of the Chapter. The Secretary may delegate some or all of the duties listed above to the Chapter Administrator.

Director - Directors must be dedicated to the support of Chapter activities and projects and provide guidance over the business matters of the Chapter. The Board of Directors includes both Professional Members and Supplier Partners in equal numbers and each Director serves for two years.

DUTIES OF THE BOARD OF DIRECTORS

- Is the principal governing body of GMC PCMA and meets five (5) times annually. Officers and Directors are expected to participate in all board meetings.
- provides oversight for the business affairs of the GMC PCMA and reviews and approves all of the Chapter's financial matters
- serves as board liaison to assigned committees, working with the Committee Chairs and Administrative office who are responsible for the execution of programs approved by the Board of Directors
- is responsible for proactively setting direction for the organization and establishing policies to guide this direction
- establishes and monitors the progress of GMC PCMA's plans for the future, including monitoring, updating and evaluating the implementation of the Strategic Plan
- continuously seeks to identify future leaders of GMC and PCMA
- values and promotes consensus, cooperation and participation among all members at every level
- as individuals, are not accountable to any particular segment or constituency of the membership of GMC PCMA, but represent the interests of the entire organization

QUALIFICATIONS

Nominees must have demonstrated:

- commitment to the organization and its mission
- knowledge about the programs and goals of the organization, as through service to the Chapter and PCMA
- capacity to focus that knowledge on decision making that benefits the organization
- ability and eagerness to deal with values, vision and the long-term future of the organization
- ability to participate assertively in, and solicit open and careful deliberation
- an appreciation for diversity
- multi-dimensional thinking and analysis skills
- vision – open to new ideas, able to prioritize and consider future directions
- objectivity – evaluates the ideas of others
- mentoring – willing to invest in others, inspire confidence and enthusiasm
- support from employers/colleagues for the time and financial commitment required

SELF-APPRAISAL QUESTIONNAIRE

To help you achieve a better understanding of your motivations, consider the following questions:

- Am I willing to dedicate necessary time and adhere to deadlines to fulfill the commitments required by Board members?
- Do I have adequate support and understanding from my own organization and family?
- Can I communicate effectively? Can I deliver the message to others?
- Can I subordinate my personal biases to respond to the needs of the entire membership and organization?
- Can I identify and work with the staff and other Board members effectively?
- Can I move my contributions to other areas of service for PCMA when my Board term has ended?