



2020 GMC PCMA BOARD POSITION DESCRIPTIONS

DESCRIPTIONS

President-Elect - The President-elect for 2020 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.

Treasurer –The Treasurer must also be nominated from the current Board or have been off the board for no more than two years. The Treasurer shall be responsible for the funds and securities of the Chapter. All financial decisions, including deposits or investments shall be in accordance with the instructions and directions of the Board. He/she must either be a Professional Member or Supplier Partner of GMC PCMA in good standing. The Treasurer, with the assistance of the administrative office, shall oversee the collection of all Chapter membership dues and assessments from PCMA, establish proper accounting procedures and maintain books and records of account covering all financial transactions of the Chapter, and shall render to the Board, Internal Revenue Service, the state and city taxing authorities, and PCMA, such financial statements and/or filings as may be from time to time requested. The Treasurer shall report periodically to the Board the financial condition of the Chapter and shall make a detailed financial report to the membership at its Annual Meeting.

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?