CALL FOR NOMINATIONS
SECRETARY

General Duties
The Secretary shall be the principal Records Officer of SMRP and shall be responsible for ensuring that the minutes of the meetings are recorded; all business actions and votes are properly recorded; all notices are given in accordance with the provisions of these Bylaws or as required by law; and in general perform all duties incident to the office of Secretary and such other duties as assigned by the Chair or the Board of Directors from time to time. Some of the Secretary’s duties may be delegated to the Executive Director.

Committee Oversight Responsibilities
SMRP Foundation

Committee Participation Requirements
Executive Committee

Term Limit
One-year term; terms begin during the SMRP Annual Conference

Estimated Time Commitment
1-5 hours per month
- In-person meetings: There are three in-person meetings per year (three hours) in conjunction with the SMRP Symposium, Annual Conference and the strategic planning meeting at the headquarters office in Atlanta, GA.
- Teleconference: All other meetings are held by teleconference and average an hour and a half in length. The meeting schedule is set in advance along with calendar reminders.
- Other: Committee teleconferences and regular check in calls with the Executive Director.

Travel Compensation
Board members are expected to cover their own travel to In-person meetings. Travel costs will be reimbursed to cover expenses to chapter events.

Requirements
- Must be a member in good standing
- Must hold the CMRP or CMRT designation
- Must participate in Board Orientation held prior to SMRP Annual Conference in October
- Must review and sign the SMRP Code of Conduct annually
- Must adhere to the Antitrust Policy

Qualifications
- Demonstrated leadership skills: ability to think strategically, manage complex issues, resolve conflict, and act decisively
- Demonstrated ability and willingness to work effectively and collaboratively in a group
- Demonstrated professionalism
Commitment to SMRP
Experience and understanding of the maintenance, reliability and physical asset management profession
Displays willingness to commit time and to participate actively

Strongly Preferred

- Employer support
- A minimum of one-term serving as a Director on the SMRP Board
- A minimum of three years serving as a member of, or a Chair, on an SMRP committee
- Service in a leadership or volunteer position with another nonprofit

Resignation
Any Officer may resign from his/her position at any time by written notice delivered to the Chair and/or Executive Director, and such resignation shall be effective when the notice is delivered unless the notice specifies a future date. The pending vacancy may be filled before the effective date, but the successor shall not take office until the effective date.

Removal
Any Officer may be removed from his/her position for cause by a two-thirds (2/3) affirmative vote of the members entitled to vote, whenever, in their judgment, the best interests of SMRP would be served thereby, at a meeting at which a quorum is present, provided written notice of the meeting is delivered to all members stating that the purpose of the meeting is to vote on removal of the named Officer. Such vote shall not take place until after an appropriate hearing with due notice, conducted in accordance with procedures adopted by the Board of Directors. Such removal shall be without prejudice to the contract rights, if any, of the person so removed.

Nomination submission materials

- Full name, confirmation of required qualifications, brief description of interest, and employer support confirmation
- Resume
- Two (2) letters of recommendation from an employer or colleague
- Completion of SMRP Candidate Survey (will be distributed once nomination is received)

Please fill this submission form by Wednesday, June 10, 2020. If you have any questions, please contact Jess Ku at jku@smrp.org.