



BDPA Triangle Chapter

2010 Elections: October 19, 2009
First Flight Venture Center
2 Davis Drive

**Nominations must be in by
October 12, 2008**

Elections will be October 19, 2009

BDPA Triangle Chapter is now taking nominations for the 2010 - 2011 Executive Committee. The requirements to be an officer and serve on the Executive Committee are:

- 1) Member currently in good standing (financial) with the chapter;
- 2) Willingness to participate and lead the organization;
- 3) Able to commit to the position for 2 years;
- 4) Able to attend monthly Executive Committee Meetings as well as General Body Meetings.

The term of office, including Chairperson positions for standing committees, shall be for a two (2) year period commencing January 1 of the year following election to office and ending December 31 two years hence. Elections are to be held in the fourth quarter of the election year. The responsibilities and duties of members of the BDPA Triangle Chapter Executive Committee include ensuring the coordination, communication, continuity, and effectiveness of the BDPA Triangle Chapter by assuming the execution of guidelines and policies set forth by the BDPA Triangle Chapter Executive Committee and BDPA Triangle Chapter by-laws.

To nominate someone or to vote, you must be a member in good (financial) standing. You can nominate yourself. **Please respond with your nominations for the following position to info@bdpatriangle.org. Nominations must be in by October 12th, 2009.**

Position	Nominee's Name
President	
President-Elect	
VP - Finance	
VP – Member Management	
VP – Member Services	
VP – Strategy & Planning	
Chairperson, Corporate Advisory Committee	
SITES/HSCC Coordinator	

BDPA Triangle Chapter - Executive Committee Roles & Responsibilities

President: Shall be the chief executive officer of the Chapter and perform all other customary duties of a Chief Executive; Shall preside at all meetings of the Chapter and the Executive Board; Shall be responsible for seeing that decisions of BDPA Triangle Chapter are carried out in a timely manner; Shall be the ex-officio member of all BDPA Triangle Chapter Departments; Shall appoint all departmental directors, with the approval of the BDPA Triangle Chapter Executive Committee; Shall serve as the official spokesperson for the BDPA Triangle Chapter; Shall ensure that chapter meets all chapter and National BDPA goals, challenges, and objectives; Shall ensure that the chapter's two to five year strategic plans, budget and By-law changes are presented in writing to the BDPA Triangle Chapter Executive Committee and membership each year; Shall attend the National BDPA Board of Directors meetings and report back to local chapter on prominent issues; Shall make sure that leadership positions are filled including appointment of Departmental Directors; Work with BDPA Triangle Chapter Executive Committee to staff departments; Shall ensure that funds are available for programs and activities; actively engage in fund development, corporate sponsorship and fundraising events; Shall ensure that all correspondence addressed to the chapter is responded to on a timely basis; Shall submit the Annual Chapter Report during the first general program meeting of each year for review/approval by the BDPA Triangle Chapter Executive Committee and membership; Shall submit a written status report on quarterly activities to National BDPA and BDPA Triangle Chapter Executive Committee; Shall be a registered attendee or appoint a representative to attend the National BDPA Conference.

President-Elect: Shall serve as President in the absence of the President; Shall serve as Vice President of Business Management; Shall coordinate the activities of the departments in a manner that encourages group interaction and promotes cooperation within the chapter leadership; Shall monitor all departmental activities (people, budgets, deadlines, deliverables) with project management software; Shall provide active support/orientation for all new departmental directors, with the intent of satisfying individual needs, providing access to the tools/procedures necessary to develop good leadership, management, and technical skills; Shall serve as chapter parliamentarian; Shall sign official documents of the chapter when requested to do so by the President; Shall submit a written status report to the BDPA Triangle Executive Committee.

Vice President of Finance: Shall be responsible for maintaining complete financial records of all moneys received and disbursed by the chapter; Shall generate financial reports for each meeting of the Executive Committee and quarterly reports for the General Program Membership meeting; Shall perform active supervision of the collection and disbursements of all chapter funds; Shall determine the financial status of each members of the organization; Shall disburse funds as directed by the BDPA Triangle Executive Committee; Shall maintain dues to national BDPA; Shall prepare and maintain a comprehensive annual budget for the Executive Committee and Chapter for review/approval during the first general program meeting of each year; Shall insure that the chapter requirements for auditing & Tax preparation (if necessary) are complete on an annual basis; Shall maintain a listing of individual donations; Shall sign checks as needed.

Vice President of Membership Management: Shall develop programs/projects that will allow the chapter to promote the goals and objectives of BDPA Triangle Chapter; Shall monitor/support and maintain the department activities of the Marketing Department; Shall monitor/support and maintain the department activities of the Recruitment Department; Shall monitor/support and maintain the department activities of the Retention Department; Shall monitor/support and maintain the department activities of the Contact Management Department; Shall submit written monthly status report to the BDPA Triangle Executive Committee.

Vice President of Member Services: Shall develop programs/projects that will allow the chapter to promote the goals and objectives of BDPA Triangle Chapter; Shall monitor/support and maintain the department activities of the Career Development Department; Shall monitor/support and maintain the departmental activities of the Professional Development Department; Shall monitor/support and maintain the departmental activities of the Communication Department; Shall monitor/support and maintain the departmental activities of the Outreach Department; Shall submit a written status report to the BDPA Triangle Executive Committee.

Vice President of Strategy & Planning: Shall develop programs/projects that will allow the chapter to promote the goals and objectives of BDPA Triangle Chapter; Shall monitor/support and maintain the departmental activities of the Planning Department; Shall monitor/support and maintain the departmental activities of the Corporate Alliance Department; Shall monitor/support and maintain the departmental activities of the Chapter Organization Department; Shall develop, coordinate & publicize the chapter awards criteria (if requested by the President); Shall submit a written monthly status report to the BDPA Triangle Executive Committee.

Chair, Corporate Advisory Committee (CAC): Shall serve as liaison with corporate sponsors; Shall preside at all meetings of the CAC; Shall actively engage in corporate sponsorship, fund development, and fundraising events to ensure that funds are available for programs and activities; Shall develop presentations, proposals and related documents for submission to corporate sponsors and other potential funders or donors; Shall develop programs/projects that will allow the chapter to promote the goals and objectives of BDPA Triangle Chapter; Shall assist the Strategy & Planning Department in support of the departmental activities of the Corporate Alliance Department; Shall submit a written monthly status report to the BDPA Triangle Executive Committee;

SITES / HSCC Coordinator: Shall develop and administer youth educational/vocational initiatives and outreach programs/projects that promote the goals and objectives of BDPA Triangle Chapter; Shall monitor/support and maintain the department activities of the SITES / HSCC program; Shall monitor/support and maintain the departmental activities of the HSCC Team; Shall submit a written status report to the BDPA Triangle Executive Committee.

Current Executive Committee Officers:

President: Rick Leggett

VP Strategy & Planning: Angela Blackshaw

VP Member Management: Carl Hill

VP Member Services: Jacequeline Mitchell

VP Finance: Frank White

Chair, Corporate Advisory Committee: Ward Valentine

SITES / HSCC Coordinator: Valerie Johnson

Rick Leggett, President, BDPA Triangle Chapter