



## **2018 STC Election Description of Society Offices to be Filled**

The following Society-level offices will be filled in STC's next election:

- Vice President
- Secretary
- Director (two positions to be filled)
- Nominating Committee (two positions to be filled)

### **Vice President (three-year commitment)**

The Vice President's duties include supporting the strategic objectives of the Society, as well as any other responsibilities assigned by the President. These responsibilities may vary from year to year. The STC Bylaws specify that the Vice President automatically progresses to President, and then to Immediate Past President. Each of these offices has a one-year term, so the person who becomes Vice President is committing to a total of three years of service.

Candidates for Vice President must be passionate about our industry; have in-depth knowledge of Society-level processes and practices; and be experienced in implementing large business, policy or educational initiatives outside of STC. They must have extensive leadership experience, preferably in prior positions at the Society level, community level or in other organizations; should be aware of STC's accomplishments and opportunities; and should have good ideas about future actions needed in response to trends in the profession and the needs of our members.

### **Secretary (two-year term)**

The Secretary serves both as a Director and officer of the board. The Secretary may run for two consecutive terms of office, and may have an opponent in both elections. The duties of this position include familiarity with managing a budget, attending monthly calls and other meetings, and preparing minutes, agendas and other documents for monthly deadlines in advance of each meeting or conference call.

Candidates for Secretary should have some business experience, along with excellent organizational skills and the ability to follow discussion and record relevant details for the minutes.

In addition, candidates must have sufficient time to devote to the position. Experience in one of the following areas also is helpful: secretary for an STC community or secretary for another not-for-profit organization.

### **Director (two-year term)**

Every Director represents all members of the Society and serves as a communication link between the Board of Directors and the members, communities and any programs for which the Director has been assigned. Directors are voting members of the Board. Directors may be asked to travel to various STC communities and events to represent the Society.

Each candidate for Director should have a history of successful leadership in STC or with another organization. Leadership can be in various areas of the Society, such as local or Society-level communities and committees. Valuable assets for this position are proven leadership skills, knowledge of STC, ability to speak effectively in public, trouble-shooting skills and tactfulness. Experience in one of the following areas also is helpful: governance, finance or community advocacy.

## **Nominating Committee Member (two-year term)**

The Nominating Committee has four elected members, with two members elected each year to serve a two-year term. The Nominating Committee holds an organizational meeting at the annual conference and meets by conference call regularly to carry on the committee's business and to develop a slate of candidates for each election.

Candidates for the Nominating Committee should have an extensive network of STC members across the Society and be good judges of character and leadership potential.

## **PROSPECTIVE BOARD MEMBERS: WHAT YOU NEED TO KNOW**

**Meetings.** All positions (*except* for the two Nominating Committee members) serve on the STC Board of Directors. Board members are required to attend all Board meetings unless excused by the President for an emergency situation or illness.

- *In-person meetings:* The Board meets in person once a year during the annual conference, and usually at one other time during the Board year.
- *Monthly meetings:* The Board also holds monthly meetings by conference call.

**Executive Committee.** The President, Vice President, Treasurer, Secretary and Immediate Past President serve as the Board's officers, constituting the Executive Committee. When the Board is not in session, the Committee acts for the Board. The Executive Committee holds periodic meetings by conference call. All the officers must be easily accessible and knowledgeable about the broad spectrum of the Society's business.

**Employer Support.** All candidates need reasonable freedom of action at their jobs so, if necessary, they can handle some Society business at the workplace. Candidates should expect to spend a **minimum of 20 hours per month** on STC business, yet much of it can be done from home. They also may need employer support or personal funds to cover some of their administrative and travel expenses.

**Membership Requirements.** The STC Board of Directors depends on experienced business, academic and Society leaders. All candidates must be regular members with one full year of Society membership; have experience working at a strategic level; be comfortable making decisions collaboratively; and be focused on outcomes. They should have Society-level leadership experience, as well as professional skills in managing people, projects and budgets. Being an STC Board member is a chance to leverage these skills, to learn how to lead a nonprofit organization and to ensure that the Society continues providing members with the same opportunities and services that you've enjoyed — and more.

**Travel and Expense Reimbursements.** Each board member is eligible for a stipend to offset reasonable expenses associated with attending face-to-face meetings. The stipend amount depends on the length of the meeting and is established in the current STC handbook or announced in advance. (For example, in recent years the stipend for the annual conference was \$600, which in most cases did not cover all travel and associated expenses.)

In addition, you should be aware that STC is a 501(c)(3) nonprofit, educational and charitable organization. Therefore, for residents of the United States, the portion of your expenses not reimbursed (other than personal services) that is more than the value of the benefit you receive may be deducted as a charitable contribution on your federal income tax return. Your personal financial advisor or tax preparer can provide details.

**Guidelines on Board Position Duties.** There are guidelines for serving on STC's Board of Directors that further describe the duties of the Board positions. In addition, current and past Board members are willing to share their experiences. You may contact members of the current Board for more information by looking them up on the STC website at <https://www.stc.org/about-stc/board-of-directors/> .

**For More Information.** Contact Nominating Committee Chair **Adriane Hunt** at [adrianehunt@gmail.com](mailto:adrianehunt@gmail.com) .