

SMPS Central Florida

Board & Chapter Support Position Descriptions

Board Roles and Contractor Support

Prepared for State of the Chapter Meeting | 2026 Transition / 2027+ Strategic Framework

Package Contents	Description
Shared Expectations	Common expectations for all volunteer board members.
Board Position Descriptions	Role descriptions for officers and strategic Directors.
Chair Position Descriptions	Volunteer chair roles that support each Director and create leadership pathways.
Contractor Scope of Services	Expanded independent contractor role for 20 hours/week of chapter marketing, events, membership, communications, and administration support.
Committee Alignment	Suggested chair structure showing how volunteer support can align under each Director.

Mission Statement

To engage, inspire, and empower A/E/C professionals for leadership and lifelong learning.

Vision Statement

Business transformed through marketing leadership.

Founded in September 1982, the chapter is proud to provide excellent educational resources and networking in an exciting and professional environment.



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1. Purpose of This Package

This package defines the expectations, responsibilities, and support structure for SMPS Central Florida's board roles, chair positions, and part-time chapter support contractor. It is intended to help the chapter move from a primarily event-coordination model to a more sustainable structure based on strategic ownership, clear volunteer pathways, and consistent operational support.

The package is designed to support the chapter's 2027-2029 strategic objectives and the professional development ecosystem developed through the strategic planning process. It should be treated as a working draft that can be updated as bylaws, committee names, budget decisions, and implementation timing are finalized.

Strategic Objectives Supported

- Increase member engagement through intentional learning pathways.
- Prioritize early-career development and member onboarding.
- Expand SMPS value through business and leadership development.
- Build a sustainable chapter leadership pipeline.

Strategic Design Principles

- Board members provide strategic ownership and accountability, not just task execution.
- Chair positions create manageable volunteer roles and leadership-development pathways.
- The contractor supports administration, coordination, communications, and continuity, but does not replace volunteer leadership.
- Programming should be organized around career stages, learning pathways, and long-term member value.
- Documentation and transition planning should reduce burnout and prevent each board year from starting over.

2. Shared Expectations for All Board Members

SMPS Central Florida board members serve as volunteer leaders responsible for advancing the chapter's mission, strengthening member value, and supporting the long-term sustainability of the organization. All board members are expected to contribute to a culture that is strategic, collaborative, inclusive, member-focused, and future-oriented.

Strategic Leadership

Think beyond individual events or tasks and consider how each role supports long-term strategy, professional development, member engagement, and the leadership pipeline.

Active Participation

Attend board meetings, prepare for discussions, provide updates, participate in decisions, and remain engaged throughout the board year.

Follow-Through and Accountability

Follow through on commitments, communicate progress, and raise concerns or resource needs early.

Collaboration Across Roles

Coordinate across programming, communications, sponsorship, membership, community, and operations to avoid silos.

Member-Centered Thinking

Consider how decisions affect member value, accessibility, career development, networking, mentorship, firm engagement, and overall member experience.

Volunteer Leadership

Recruit, encourage, support, and delegate to volunteers in ways that create manageable and meaningful roles.

Documentation and Continuity

Document processes, contacts, lessons learned, and recommendations so future leaders can build on prior work.

Chapter Advocacy

Represent SMPS Central Florida professionally within the AEC community and with members, firms, sponsors, speakers, and partners.

3. Role Architecture

Board Role	Primary Strategic Ownership	Suggested Chair Support
President	Overall leadership, strategic direction, board alignment	Strategic Planning Chair; Governance / Bylaws Chair; special task forces
President-Elect	Leadership continuity, annual planning, transition preparation	Board Onboarding Chair; Annual Calendar Chair
Past President	Institutional knowledge, nominations, succession	Nominating Chair; Leadership Pipeline Chair
Treasurer	Financial oversight, budgeting, reporting	Budget Chair; Finance Committee
Secretary	Records, documentation, governance compliance	Governance Documentation Chair; Board Records Chair
Director of Professional Development	Marketing, Pursuits, Business Development pathways	Marketing Communications Chair; Pursuits Chair; BD Chair; Foundation / On-Demand Learning Chair??
Director of AEC Business Academy	Business-of-AEC education	Chair positions TBD
Director of Leadership Essentials	Leadership development for AEC professionals	Chair positions TBD
Director of Industry Connections	Sector programs and market intelligence	Healthcare Chair; Transportation / Infrastructure Chair; Economic Outlook Chair; Owner & Client Engagement Chair
Director of Community	Mentorship, networking, onboarding, volunteers, succession	Mentorship Chair; New Member Onboarding Chair; Networking Chair; Volunteer Engagement Chair
Director of Communications	Messaging, brand, promotions, website, email, social	Email Chair; Newsletter Chair; Social Media Chair; Website Chair; Brand & Visual System Chair
Director of Sponsorship	Sponsors, partnerships, revenue, fulfillment	Sponsor Outreach Chair; Sponsor Fulfillment Chair; Partner / Firm Engagement Chair; In-Kind Sponsorship Chair
Board Advisor	Advisors may be aligned with a specific Director, committee, initiative, or strategic priority, but alignment is not required.	Provide flexible guidance, continuity, mentorship, and strategic support to Officers, Directors, Chairs, or special initiatives.
Part-Time Chapter Coordinator	Operational support, not board governance	Supports board, Directors, and chairs through administration, communications, event logistics, and continuity

4. Standard Position Description Templates

Volunteer Board Position Description Template

- Position Title
- Role Type
- Term
- Purpose of the Role
- Strategic Alignment
- Strategic Ownership
- Primary Responsibilities
- Key Expectations
- Annual Outcomes / Measures of Success
- Committee / Chair Support
- Estimated Time Commitment
- Ideal Skills / Experience
- Decision-Making Authority
- Coordination With Other Roles
- Transition Responsibilities

Volunteer Chair Position Description Template

- Chair Title
- Reports / Coordinates With
- Purpose of the Chair Role
- Primary Responsibilities
- Expected Deliverables
- Estimated Time Commitment
- Support Provided by Director / Coordinator
- Ideal Skills / Experience
- Transition Notes

Contractor Scope of Services Template

- Contract Title
- Role Type
- Contract Purpose
- Primary Areas of Support
- Scope of Services
- Services Not Included Unless Separately Approved
- Relationship to the Board
- Estimated Hours
- Compensation / Payment Terms
- Tools and Systems
- Deliverables
- Measures of Success
- Review and Renewal

5. Annual Planning and Transition Expectations

Each board member and chair should help create continuity by documenting plans, decisions, contacts, and lessons learned. The goal is to reduce burnout, shorten onboarding time, and strengthen long-term chapter performance.

Timing	Recommended Actions
June-July	Confirm future leaders, chairs, and contractor support priorities. Begin transition conversations.
August-September	Board rollover, access updates, SOP review, calendar confirmation, committee/chair onboarding.
October-December	Finalize annual programming framework, sponsorship plan, communications calendar, and member engagement plan.
January-June	Execute programs, track engagement, adjust workload, document lessons learned, identify future volunteers.
Year-End	Prepare transition summaries, budget recommendations, chair recommendations, and next-year priorities.

Transition Summary Template

- Role / Chair Title
- Major accomplishments
- What is currently in progress
- Key contacts and relationship notes
- Budget notes
- Tools, files, and templates used
- Lessons learned
- Recommended next steps
- Suggested future volunteers or successors

6.1 President

Field	Description
Position Title	President
Role Type	Volunteer Officer / Board Position
Term	Three years serving as President-Elect, President, then Immediate Past President
Purpose	Provides overall leadership for SMPS Central Florida, sets strategic direction with the Board of Directors, and ensures alignment across governance, programming, member value, communications, sponsorship, and long-term chapter sustainability.
Eligibility	Individual must have served as the Chapter President- Elect the prior term year or have served on the Board of Directors for one year or served as a committee chair for one year. The person must also be in good standing with the Chapter and a current member.

Strategic Ownership

- Chapter strategy and annual priorities
- Board leadership, agenda-setting, and decision coordination
- Alignment across all board roles and committees
- Chapter representation with SMPS, sponsors, member firms, and the AEC community

Primary Responsibilities

- Lead board meetings and help focus discussion on strategy, priorities, and decisions.
- Partner with the President-Elect to guide implementation of the professional development ecosystem.
- Ensure board roles, committees, and contractor support are aligned and functioning effectively.
- Serve as a primary chapter representative with SMPS, member firms, sponsors, speakers, and partners.
- Coordinate with the Treasurer to monitor financial health and budget alignment.
- Support the Director of Community and Past President in leadership succession planning.
- Ensure major chapter initiatives are appropriately resourced, communicated, and documented.

Annual Outcomes / Measures of Success

- Board priorities are clear and connected to the strategic objectives.
- Directors understand expectations and receive timely support.
- The chapter maintains momentum on the professional development framework.
- Leadership transitions are planned, documented, and sustainable.

Committee / Chair Support

- May be supported by a Strategic Planning Chair, Governance / Bylaws Chair, and special project task forces as needed.

Estimated Time Commitment

8-12 hours/month, with additional time around board transitions, annual planning, major events, and strategic initiatives.

Ideal Skills / Experience

- Strategic leadership
- Board facilitation
- Ability to align people and priorities
- Strong communication and follow-through
- Knowledge of SMPS and the AEC industry

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- President-Elect
- Past President
- Treasurer
- Secretary
- All Directors
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.2 President-Elect

Field	Description
Position Title	President-Elect
Role Type	Volunteer Officer / Board Position
Term	Three years serving as President-Elect, President, then Immediate Past President
Purpose	Supports the President, learns chapter operations, leads selected strategic initiatives, and prepares to transition into the President role.
Eligibility	Individual must have served on the Board of Directors for one year or served as a committee chair for one year. Individual must also be in good standing with the Chapter and a current member.

Strategic Ownership

- Leadership continuity and succession
- Annual planning support
- Cross-functional board coordination
- Preparation for future chapter leadership

Primary Responsibilities

- Support the President in board leadership and strategic coordination.
- Lead or co-lead annual planning and implementation tracking.
- Help coordinate cross-functional initiatives that involve multiple Directors.
- Learn chapter operations, budget structure, board cadence, sponsorship model, communications, and programming framework.
- Step in for the President when needed.
- Work with the Past President and Director of Community to identify and support future board leaders.

Annual Outcomes / Measures of Success

- Ready to transition into the President role.
- Annual planning is organized and documented.
- Board initiatives remain coordinated across roles.
- Future leaders are identified and encouraged.

Committee / Chair Support

- May be supported by a Board Onboarding Chair, Strategic Planning Chair, or Annual Calendar Chair.

Estimated Time Commitment

6-10 hours/month, with additional time during annual planning and board transition periods.

Ideal Skills / Experience

- Leadership potential
- Systems thinking
- Collaboration
- Organization
- Interest in chapter governance and strategy

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- President
- Past President
- Treasurer
- Secretary
- All Directors

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.3 Immediate Past President

Field	Description
Position Title	Immediate Past President
Role Type	Volunteer Officer / Board Position
Term	Three years serving as President-Elect, President, then Immediate Past President
Purpose	Provides continuity, guidance, institutional knowledge, and leadership succession support to the President, President-Elect, and Board of Directors.
Eligibility	To be eligible for Immediate Past President, you must have served as the Chapter President the prior term year. The person must also be in good standing with the Chapter and a current member.

Strategic Ownership

- Institutional knowledge and continuity
- Nominating and succession support
- Board mentoring
- Governance guidance

Primary Responsibilities

- Advise the President and President-Elect on chapter history, governance, relationships, and decision context.
- Support leadership succession and board nominations.
- Help identify future volunteers, chairs, and board candidates.
- Provide continuity during board transitions.
- Support special projects where historical context or senior leadership perspective is needed.

Annual Outcomes / Measures of Success

- Board transitions are smoother and better documented.
- Future board leaders are identified earlier.
- The chapter preserves institutional knowledge.
- The President and President-Elect receive trusted guidance.

Committee / Chair Support

- May lead or support a Nominating Chair, Leadership Pipeline Chair, or Past Presidents Council.

Estimated Time Commitment

4-8 hours/month, with additional time during nominations and board transition periods.

Ideal Skills / Experience

- Institutional knowledge
- Coaching
- Governance perspective
- Succession planning
- Diplomacy

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- President
- President-Elect
- Director of Community
- Secretary

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.4 Treasurer

Field	Description
Position Title	Treasurer
Role Type	Volunteer Officer / Board Position
Term	Two years, elected in odd-numbered years
Purpose	Provides financial oversight, budgeting, reporting, and fiscal stewardship for SMPS Central Florida.
Eligibility	A 1-year minimum of active membership is required to serve on the SMPS Central Florida Board of Directors. Candidate must be a current active member in good standing and must have served on a chapter committee for one year.

Strategic Ownership

- Annual budget
- Financial reporting
- Revenue and expense tracking
- Fiscal controls and stewardship

Primary Responsibilities

- Develop and maintain the annual chapter budget with board input.
- Provide regular financial reports to the board.
- Track income and expenses by program, sponsorship, and chapter function.
- Coordinate payments, reimbursements, deposits, and contractor invoices according to approved procedures.
- Partner with Directors to help them understand budget parameters for programs and initiatives.
- Support financial planning for the part-time contractor role and multi-year implementation of the framework.
- Maintain documentation needed for transitions, audits, tax filings, or SMPS reporting.

Annual Outcomes / Measures of Success

- Board understands the chapter financial position.
- Expenses and commitments stay aligned with approved budget.
- Financial reporting supports better decision-making.
- Treasurer transition materials are current and complete.

Committee / Chair Support

- May be supported by a Budget Chair, Finance Committee, or Sponsorship Revenue Liaison.

Estimated Time Commitment

5-8 hours/month, with additional time during budget planning, tax/reporting periods, and major events.

Ideal Skills / Experience

- Financial literacy
- Attention to detail
- Budgeting
- Responsiveness
- Comfort explaining financial information clearly

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- President
- President-Elect
- Director of Sponsorship
- All Directors
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.5 Secretary

Field	Description
Position Title	Secretary
Role Type	Volunteer Officer / Board Position
Term	Two years, elected in even-numbered years
Purpose	Maintains chapter records, meeting documentation, governance materials, and board continuity resources.
Eligibility	A 1-year minimum of active membership is required to serve on the SMPS Central Florida Board of Directors. Candidate must be a current active member in good standing and must have served on a chapter committee for one year.

Strategic Ownership

- Board records and minutes
- Governance documentation
- File organization
- Transition documentation

Primary Responsibilities

- Prepare and maintain board meeting minutes and action records.
- Maintain bylaws, policies, board rosters, key documents, and governance records.
- Coordinate with the President to track action items and decisions.
- Support board communication and documentation systems.
- Partner with the part-time coordinator on file organization, shared drives, templates, and record retention.
- Help ensure each board role prepares year-end transition notes.

Annual Outcomes / Measures of Success

- Board decisions and action items are documented.
- Governance documents are organized and accessible.
- Chapter records support continuity and accountability.
- Transition information is easier for future leaders to find and use.

Committee / Chair Support

- May be supported by a Governance Documentation Chair or Board Records Chair.

Estimated Time Commitment

4-6 hours/month, with additional time around annual meeting, bylaws updates, and board transition.

Ideal Skills / Experience

- Organization
- Documentation
- Attention to detail
- Confidentiality
- Clear written communication

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- President
- President-Elect
- Past President
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.6 Director of Professional Development

Field	Description
Position Title	Director of Professional Development
Role Type	Volunteer Director / Board Position
Term	One year, or as defined by chapter bylaws
Purpose	Leads the chapter education strategy for the growth disciplines of Marketing Communications, Pursuits, and Business Development, ensuring programming is career-aligned, relevant, and connected to the broader professional development ecosystem.
Eligibility	A 1-year minimum of active membership is required to serve on the SMPS Central Florida board of directors. Candidate shall have served on a chapter committee for one year. Candidate must be a current active member in good standing.

Strategic Ownership

- Marketing Communications learning pathway
- Pursuits learning pathway
- Business Development learning pathway
- Career-stage alignment for professional development programs
- Program planning coordination across growth disciplines

Primary Responsibilities

- Develop an annual professional development plan for Marketing Communications, Pursuits, and Business Development.
- Coordinate with chair leaders to identify topics, speakers, formats, and learning objectives.
- Align programs to experience tiers such as Foundation, Advancing, Leadership, and Strategy / Executive.
- Ensure programs are not isolated events but part of an intentional learning journey.
- Coordinate with Communications on event positioning, labels, pathway language, and promotional timing.
- Coordinate with Sponsorship to identify sponsor opportunities tied to high-value programming.
- Evaluate program feedback and recommend future improvements.

Annual Outcomes / Measures of Success

- A clear annual learning plan exists for the three growth disciplines.
- Programs are tagged by learning pathway and intended audience.
- Members can better understand which programs are designed for them.
- Chair leaders are engaged and supported.

Committee / Chair Support

- Marketing Communications Chair
- Pursuits Chair
- Business Development Chair
- Foundation / On-Demand Learning Chair
- Part-Time Chapter Marketing, Events & Membership Coordinator

Estimated Time Commitment

6-10 hours/month, depending on number of active programs and committee support.

Ideal Skills / Experience

- Understanding of AEC marketing, pursuits, or BD

- Program planning
- Ability to organize volunteers and speakers
- Member-centered thinking
- Collaboration across disciplines

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- Director of Communications
- Director of Sponsorship
- Director of Community
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.7 Director of AEC Business Academy

Field	Description
Position Title	Director of AEC Business Academy
Role Type	Volunteer Director / Board Position
Term	One year, or as defined by chapter bylaws
Purpose	Owens the business-of-AEC education pathway, expanding the chapter's value to members and firms through programs focused on finance, operations, risk, project lifecycle, firm strategy, and growth.
Eligibility	A 1-year minimum of active membership is required to serve on the SMPS Central Florida board of directors. Candidate shall have served on a chapter committee for one year. Candidate must be a current active member in good standing.

Strategic Ownership

- AEC Business Academy learning pathway
- Business acumen programming
- Firm-level value proposition
- Programs for marketers, BD professionals, PMs, technical leaders, and emerging executives

Primary Responsibilities

- Develop annual programming recommendations for business acumen topics.
- Identify speakers and partners with expertise in AEC finance, operations, project delivery, risk, ownership transition, and firm growth.
- Coordinate with other Directors to identify programs that overlap with marketing, BD, leadership, and industry strategy.
- Position SMPS as a broader professional development resource for AEC firms.
- Coordinate with Communications to clearly explain the value of business education to firms and members.
- Collect feedback and refine the pathway over time.

Annual Outcomes / Measures of Success

- Business education programming is clearly defined and positioned.
- Member firms see broader value in SMPS participation.
- Programs appeal to both growth professionals and firm leaders.
- Pathway topics build over time rather than stand alone.

Committee / Chair Support

- AEC Finance & Financial Literacy Chair
- Operations / Project Lifecycle Chair
- Risk & Strategy Chair
- Firm Growth / Executive Education Chair

Estimated Time Commitment

5-8 hours/month, depending on number of active programs and committee support.

Ideal Skills / Experience

- Interest in AEC business operations
- Program development
- Ability to connect with firm leaders

- Curiosity about financial and strategic topics
- Collaboration

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- Director of Leadership Essentials
- Director of Industry Connections
- Director of Sponsorship
- Director of Communications
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.8 Director of Leadership Essentials

Field	Description
Position Title	Director of Leadership Essentials
Role Type	Volunteer Director / Board Position
Term	One year, or as defined by chapter bylaws
Purpose	Owens the leadership development pathway for AEC professionals, including emerging leaders, people managers, technical leaders, growth leaders, and future executives.
Eligibility	A 1-year minimum of active membership is required to serve on the SMPS Central Florida board of directors. Candidate shall have served on a chapter committee for one year. Candidate must be a current active member in good standing.

Strategic Ownership

- Leadership Essentials for AEC learning pathway
- Leadership development programming
- Progression from leading self to leading others, leaders, and the enterprise
- Expanded value to member firms and technical professionals

Primary Responsibilities

- Develop annual leadership development programming recommendations.
- Identify topics such as communication, emotional intelligence, influence, executive presence, coaching, delegation, team leadership, and change leadership.
- Coordinate with AEC Business Academy and Industry Connections where leadership topics overlap with business and market strategy.
- Support programs that appeal beyond traditional marketing and BD roles.
- Help position SMPS as a leadership development resource for AEC firms.
- Evaluate leadership program feedback and refine future offerings.

Annual Outcomes / Measures of Success

- Leadership development is established as a visible chapter pathway.
- Programs support multiple career stages and leadership levels.
- Technical and firm leaders see relevance in SMPS programming.
- Leadership programming supports the chapter leadership pipeline.

Committee / Chair Support

- Leading Self / Emerging Leader Chair
- Leading Others Chair
- Leading Leaders / Enterprise Chair
- Technical Leader Outreach Chair

Estimated Time Commitment

5-8 hours/month, depending on number of active programs and committee support.

Ideal Skills / Experience

- Interest in leadership development
- Ability to connect with leaders and speakers
- Facilitation mindset

- Understanding of AEC firm dynamics
- Strategic thinking

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- Director of AEC Business Academy
- Director of Community
- Director of Industry Connections
- Director of Sponsorship
- Director of Communications
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.9 Director of Industry Connections

Field	Description
Position Title	Director of Industry Connections
Role Type	Volunteer Director / Board Position
Term	One year, or as defined by chapter bylaws
Purpose	Leads market sector programming, industry insights, owner/client engagement, and market intelligence that help members and firms understand the AEC business environment.
Eligibility	A 1-year minimum of active membership is required to serve on the SMPS Central Florida board of directors. Candidate shall have served on a chapter committee for one year. Candidate must be a current active member in good standing.

Strategic Ownership

- Industry programs
- Market sector education
- Owner/client panels and market intelligence
- Connections between industry trends and growth strategy

Primary Responsibilities

- Develop annual industry program recommendations across priority sectors such as healthcare, transportation, infrastructure, education, public sector, and economic outlooks.
- Recruit speakers, panelists, moderators, and partner organizations.
- Coordinate with Business Development, Leadership Essentials, and AEC Business Academy when industry programs also support those learning pathways.
- Ensure industry programs provide actionable insight, not only networking.
- Coordinate with Sponsorship on sponsor alignment and visibility.
- Capture lessons learned and speaker/contact information for future programs.

Annual Outcomes / Measures of Success

- Industry programs are planned intentionally and aligned to member interests.
- Programs provide market intelligence and stronger owner/client insight.
- Sector chairs have clear responsibilities and support.
- Industry programming supports member engagement and sponsorship value.

Committee / Chair Support

- Healthcare Industry Chair
- Transportation / Infrastructure Chair
- Economic Outlook / Market Intelligence Chair
- Owner & Client Engagement Chair

Estimated Time Commitment

5-9 hours/month, with additional time before major industry events.

Ideal Skills / Experience

- Industry curiosity
- Relationship building
- Program planning

- Ability to recruit speakers and panelists
- Understanding of AEC markets

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- Director of Professional Development
- Director of AEC Business Academy
- Director of Leadership Essentials
- Director of Sponsorship
- Director of Communications
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.10 Director of Community

Field	Description
Position Title	Director of Community
Role Type	Volunteer Director / Board Position
Term	One year, or as defined by chapter bylaws
Purpose	Oversee mentorship, networking, volunteer engagement, member onboarding, belonging, and leadership succession to make SMPS Central Florida a stronger professional community.
Eligibility	A 1-year minimum of active membership is required to serve on the SMPS Central Florida board of directors. Candidate shall have served on a chapter committee for one year. Candidate must be a current active member in good standing.

Strategic Ownership

- Mentorship program
- Networking and social connection
- New member onboarding
- Volunteer engagement
- Leadership succession and board development

Primary Responsibilities

- Develop an annual community engagement plan.
- Oversee mentorship programming and volunteer support.
- Coordinate new member onboarding and welcome touchpoints.
- Create pathways for members to move from attendee to volunteer to chair to board leader.
- Coordinate networking and relationship-building events.
- Partner with Directors to identify committee volunteers and future chairs.
- Help ensure programs and communications feel welcoming and inclusive.

Annual Outcomes / Measures of Success

- New members receive consistent welcome and onboarding communication.
- Mentorship and networking programs are organized and visible.
- Volunteer roles are clearer and more manageable.
- The chapter builds a stronger leadership pipeline.

Committee / Chair Support

- Mentorship Chair
- New Member Onboarding Chair
- Networking & Social Events Chair
- Volunteer Engagement / Leadership Pipeline Chair

Estimated Time Commitment

6-10 hours/month, depending on mentorship cycle, events, and volunteer activity.

Ideal Skills / Experience

- Relationship building
- Volunteer development
- Hospitality mindset

- Organization
- Interest in member experience and leadership development

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- President
- Past President
- Director of Communications
- All Directors
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.11 Director of Communications

Field	Description
Position Title	Director of Communications
Role Type	Volunteer Director / Board Position
Term	One year, or as defined by chapter bylaws
Purpose	Leads chapter messaging, brand consistency, promotional strategy, member communications, and communication systems that help members understand chapter value and navigate the professional development ecosystem.
Eligibility	A 1-year minimum of active membership is required to serve on the SMPS Central Florida board of directors. Candidate shall have served on a chapter committee for one year. Candidate must be a current active member in good standing.

Strategic Ownership

- Chapter messaging and brand consistency
- Email, newsletter, social media, and website content strategy
- Learning pathway visual system and program labels
- Communications calendar and promotional coordination

Primary Responsibilities

- Develop and maintain the chapter communications calendar.
- Coordinate with Directors and the coordinator to promote events, programs, sponsors, volunteer opportunities, and member value.
- Help implement the visual system for pathways, experience levels, icons, labels, and program categories.
- Oversee chapter email, newsletter, social media, and website content standards.
- Ensure communications are timely, clear, consistent, and member-focused.
- Support sponsor recognition and fulfillment in communications.
- Guide communications chairs and coordinate assignments.

Annual Outcomes / Measures of Success

- Chapter communications are more consistent and strategic.
- Members can easily understand programs, pathways, and intended audiences.
- Communications workload is shared among chairs and contractor support.
- Sponsor and member messaging is timely and professional.

Committee / Chair Support

- Email / E-Blast Chair
- Newsletter Chair
- Social Media Chair
- Website / StarChapter Content Chair
- Brand & Visual System Chair

Estimated Time Commitment

6-10 hours/month, depending on communications volume and contractor support.

Ideal Skills / Experience

- Messaging
- Brand stewardship

- Editing
- Content planning
- Ability to coordinate information from many people

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- All Directors
- Director of Sponsorship
- Director of Community
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.12 Director of Sponsorship

Field	Description
Position Title	Director of Sponsorship
Role Type	Volunteer Director / Board Position
Term	One year, or as defined by chapter bylaws
Purpose	Develops sponsorship strategy, partnerships, sponsor relationships, and revenue generation to support chapter programming and long-term sustainability.
Eligibility	A 1-year minimum of active membership is required to serve on the SMPS Central Florida board of directors. Candidate shall have served on a chapter committee for one year. Candidate must be a current active member in good standing.

Strategic Ownership

- Sponsorship strategy
- Sponsor outreach and relationship management
- Sponsor benefits and fulfillment
- Revenue generation and partner engagement

Primary Responsibilities

1. Develop annual sponsorship strategy, packages, targets, and outreach plan.
2. Coordinate sponsor outreach and relationship management.
3. Partner with Directors to identify sponsor alignment with programs, pathways, and events.
4. Coordinate with Treasurer to track sponsorship revenue and budget assumptions.
5. Coordinate with Communications and the coordinator to ensure sponsor recognition is fulfilled.
6. Maintain sponsor records, commitments, contacts, benefits, and follow-up notes.
7. Evaluate sponsor satisfaction and recommend improvements.

Annual Outcomes / Measures of Success

- Sponsorship revenue supports chapter goals and programming.
- Sponsors receive consistent recognition and follow-up.
- Sponsor relationships are documented and transferable.
- Sponsorship is connected to chapter value, not treated as a separate transaction.

Committee / Chair Support

- Sponsor Outreach Chair
- Sponsor Fulfillment Chair
- Partner / Firm Engagement Chair
- In-Kind Sponsorship Chair

Estimated Time Commitment

6-10 hours/month, with additional time during sponsorship campaign periods and major events.

Ideal Skills / Experience

- Relationship building
- Business development mindset
- Organization
- Follow-through

- Understanding of sponsor value and chapter value

Decision-Making Authority

This role may make routine decisions related to its area of responsibility, consistent with approved budget, board direction, chapter policies, and SMPS guidelines. Board approval is required for budget changes, contractual commitments, new major initiatives, policy changes, or significant changes to chapter strategy.

Coordination With Other Roles

- President
- Treasurer
- Director of Communications
- All Program Directors
- Part-Time Chapter Marketing, Events & Membership Coordinator

Transition Responsibilities

- Year-end accomplishments summary
- Current initiatives and status
- Key contacts and partner notes
- Budget notes and recommendations
- Process notes and SOP updates
- Suggested future volunteers, chairs, or successors

6.13 Board of Directors Advisor

Volunteer Position Description

Role Type

Volunteer Advisory Position
Non-Officer / Non-Director Role

Purpose of the Role

Board of Directors Advisors provide experience, perspective, continuity, and guidance to support the SMPS Central Florida Board of Directors. Advisors may be aligned with a specific Director, committee, initiative, or strategic priority, but alignment is not required.

This role is intentionally flexible and is designed to support board effectiveness, leadership development, and chapter continuity without creating additional operational ownership.

Eligibility

Candidate must have served as a former SMPS Chapter President. An Advisor is not an elected position. The President-Elect appoints Advisors to serve for their Presidential year. The President-Elect may appoint several Advisory roles.

Term

One year.

Primary Responsibilities

Advisors may:

- Provide guidance to the President, President-Elect, Directors, Chairs, or committee leaders.
- Share institutional knowledge, historical context, and lessons learned.
- Mentor emerging volunteer leaders.
- Support special initiatives, planning efforts, or board priorities.
- Help identify and encourage future volunteers, Chairs, Directors, or Officers.
- Attend selected board meetings, committee meetings, retreats, or planning sessions when requested.
- Serve as a sounding board for chapter leaders.

Key Expectations

Advisors are expected to:

- Support current board leaders without taking over their responsibilities.
- Provide constructive, chapter-focused guidance.

- Respect the authority and accountability of Officers, Directors, and Chairs.
- Be available periodically based on chapter needs and individual availability.
- Help strengthen continuity, succession, and volunteer leadership development.

What This Role Does Not Own

Advisors do not automatically own:

- A board vote, unless allowed by bylaws or board policy.
- A Director's area of responsibility.
- Committee leadership.
- Budget authority.
- Event execution.
- Sponsor commitments.
- Official communications on behalf of the chapter.

Estimated Time Commitment

Approximately 1–3 hours per month, depending on the Advisor's alignment, availability, and chapter needs.

Ideal Background

Advisors are typically past board members, experienced SMPS volunteers, senior members, or chapter leaders who can provide perspective, mentorship, and continuity.

7. Part-Time Chapter Coordinator (Marketing, Events & Membership)

Field	Description
Contract Title	Chapter Coordinator
Role Type	Independent Contractor, part-time, no benefits
Estimated Hours	Approximately 20 hours per week, with schedule and priorities coordinated with the chapter's primary point of contact. Additional hours or special projects should require advance approval.
Contract Purpose	Provides consistent marketing, event, membership, communications, administrative, and operational support to reduce volunteer burden, improve chapter continuity, and strengthen the member experience. This role supports board leaders and volunteers; it does not replace board leadership or decision-making.

Primary Areas of Support

- Chapter administration and StarChapter support
- Event coordination and logistics support
- Marketing and communications support
- Membership onboarding and engagement support
- Website, media library, and job posting maintenance
- Sponsor fulfillment and coordination support
- Board and volunteer support
- SOPs, documentation, and continuity

Chapter Administration and StarChapter Support

- Maintain member roster in StarChapter; add and remove members from SMPS HQ lists within 48-72 hours when provided.
- Send new member welcome emails through StarChapter within 48 hours of receiving new member notices.
- Create events in StarChapter using event information and graphics provided through Asana or the approved work management process.
- Confirm event pages are created and notify the requestor when complete.
- Update homepage banners for upcoming events and remove past event graphics.
- Send 1-2 chapter e-blasts per week through StarChapter on the approved communications cadence.
- Maintain and organize the StarChapter media library; remove old or irrelevant content when instructed.
- Perform website maintenance, including review of links, images, page functionality, and outdated content.
- Coordinate with requestors through Asana and email.
- Update newsletter graphics, links, and embed codes quarterly as instructed by the Newsletter Chair and Director of Communications.
- Manage job posting process and maintain job posting list on the website for accuracy.
- Include updated job posting lists in appropriate e-blasts.
- Support board rollover, including email logins for Directors and StarChapter support for new board members.
- Update SOPs for administrative and coordinator responsibilities.

Expanded Marketing, Events, Membership, and Continuity Support

- Maintain a chapter communications calendar in coordination with the Director of Communications.

- Support event logistics, registration lists, name badges, check-in materials, venue coordination, and post-event follow-up.
- Support program promotion, sponsor recognition, and pathway labeling in communications.
- Assist with new member touchpoints, onboarding reminders, and engagement tracking.
- Support volunteer and committee coordination by maintaining lists, assignments, and follow-up reminders.
- Assist with sponsor deliverable tracking, logo collection, recognition, and follow-up.
- Support virtual programs, recordings, on-demand content organization, and reusable learning assets.
- Maintain organized files, templates, SOPs, checklists, and transition materials.
- Prepare a brief monthly activity summary of completed work, upcoming priorities, open questions, and items needing board action.

Services Not Included Unless Separately Approved

- Setting chapter strategy or making board-level decisions.
- Approving budgets, expenses, contracts, or sponsor commitments.
- Owning sponsor relationships without board direction.
- Leading committees or serving as a voting board member unless separately approved.
- Developing education strategy or selecting programs without Director involvement.
- Providing legal, accounting, HR, tax, or employment advice.
- Performing work outside approved hours, priorities, or scope without advance approval.

Relationship to the Board

Primary coordination is with the President and President-Elect, with regular working coordination with the Officers and Directors, and relevant chairs.

Tools and Systems

- StarChapter
- Asana or board-approved task management system
- Gmail or chapter-approved email accounts
- Shared file storage
- Event registration tools
- Website/CMS tools
- Social media platforms
- Virtual meeting or recording platforms

Recurring Deliverables

- Weekly or biweekly task status updates as directed.
- Monthly summary of completed work, upcoming priorities, and open decisions.
- Updated communications calendar.
- Updated event, website, job posting, and membership lists as applicable.
- Sponsor fulfillment tracking support.
- Updated SOPs, templates, and transition notes.

Measures of Success

- Volunteer leaders experience reduced administrative burden.
- Events, communications, website updates, and membership touchpoints are more consistent.

- Member onboarding and engagement are more timely and organized.
- Sponsor recognition and fulfillment are tracked and completed.
- Chapter files, SOPs, and transition materials improve continuity.
- Board leaders receive proactive communication and timely follow-through.

Contractor Status / No Benefits

This role is intended as an independent contractor arrangement and does not include employee benefits. The contractor is responsible for the contractor's own equipment, work methods, taxes, insurance, and business obligations unless otherwise stated in a final agreement. The chapter should use appropriate legal or accounting review before finalizing contract language.

Review and Renewal

- Review after the first 60-90 days.
- Review at mid-year.
- Review annually before renewal or scope modification.
- Adjust scope, hours, tools, payment terms, or priorities by mutual agreement and written approval.