

CHAPTER

COMMITTEES

Maximize your SMPS membership, develop your leadership skills, and amplify your influence by volunteering on a committee.



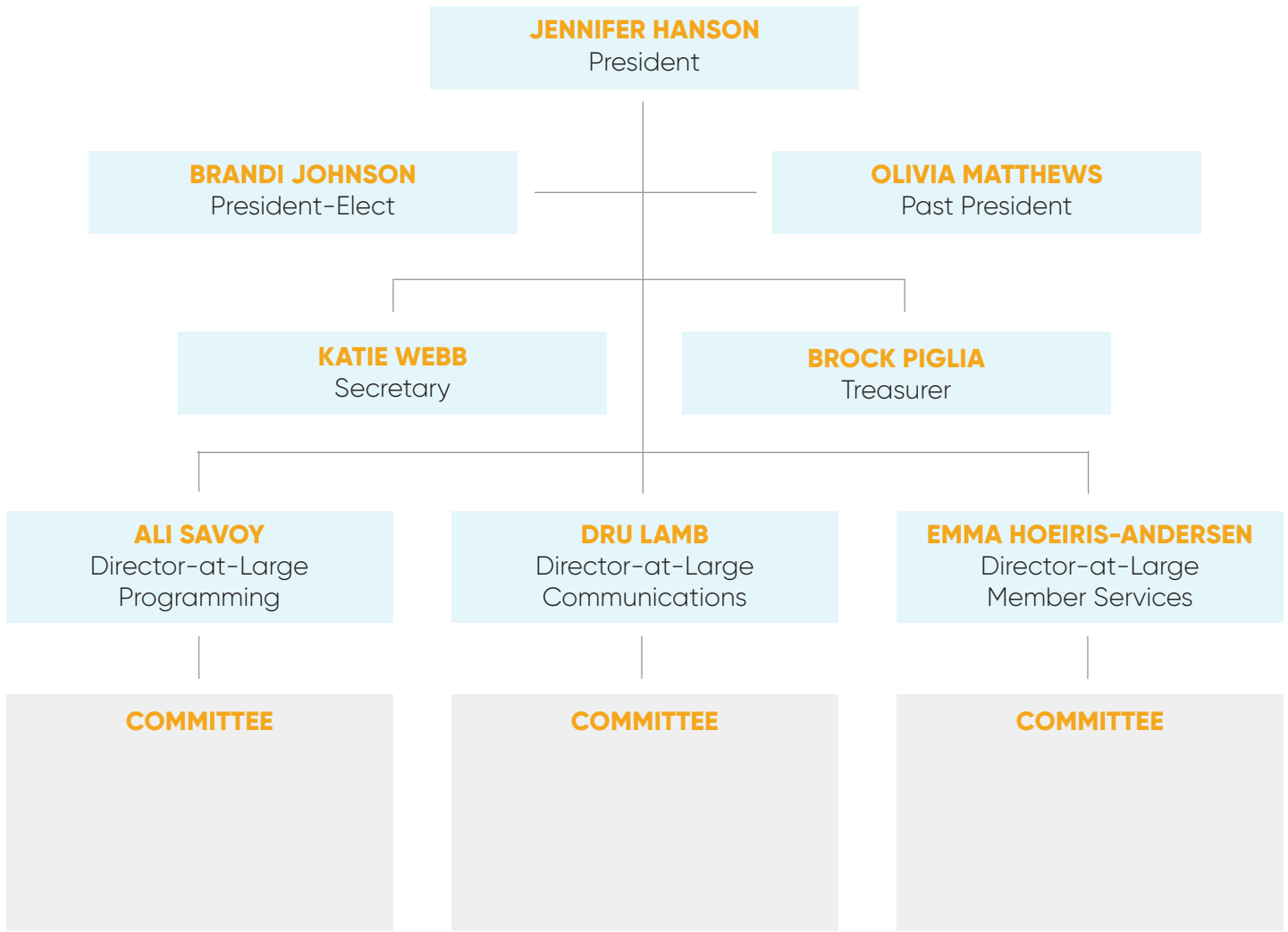
Maximize your SMPS membership, develop your leadership skills, and amplify your influence by volunteering on a committee.

Through volunteering, you'll build invaluable relationships with other members, promote your firm, and interface with industry thought leaders.

Volunteering on a committee is also the first step to a position on the board of directors. From there, your opportunities and professional network open up to a wealth of possibilities with regional conference planning committees and headquarters.

SMPS offers a host of volunteer opportunities to fit into your busy schedule. Our different committees are outlined below and on the following pages. If you are interested in learning more or are ready to get started, please contact one of our board members!

2024-25 TERM



The Member Services Committee (Membership + Sponsorship) recruits and retains members + sponsors while providing support to the entire membership base. They develop a recruitment and retention strategy for both members and sponsors, establish leads and areas for enhancing membership and sponsorship benefits and value, and track membership and sponsorship metrics. They promote member and sponsor-specific networking and appreciation events, and manage all outreach to new members and sponsors.

Committee Tasks Include:

- Sponsorship outreach
- Sponsorship perks tracking + maintenance
- Help facilitate + plan membership happy hours
- Assist Director with membership roster stats
- Serve as ambassador to new members
- Assist with new member + renewing member outreach

2024-25 Board Director:

- Emma Hoeiris-Andersen, Leaaf Environmental
-

COMMUNICATIONS

The Communications Committee oversees the chapter's brand identity, social media and website presence, and communication efforts through various platforms. They produce email and social media announcements and ensure that the chapter website and calendar are accurately publicized and marketed. The Committee works closely with Programming to ensure alignment of all chapter events, and Membership to determine who should receive notifications.

Committee Tasks Include:

- Social media graphic design
- Social media posting
- Newsletter content creation
- Star chapter / web updates

2024-25 Board Director:

- Dru Lamb, Mathes Brierre Architects

The Programming Committee implements valuable educational and networking activities that enrich and appeal to the chapter base. They identify diverse thought leaders to educate our chapter on the components of the Six of Domains of Practice and plan upcoming events with a 6-month lead time. The Committee works closely with Membership + Sponsorship to generate fresh ideas to enhance membership value and Communications to make sure that the event is effectively marketed and publicized.

Committee Tasks Include:

- Print event nametags
- Manage event sign-in table
- Assist with general event planning + logistics
- Assist with speaker outreach
- Assist with event ideas
- Manage programming calendar

2024-25 Board Director:

- Ali Savoy
-

MAKING BIG MOVES

Making Big Moves is our annual workshop with AEC marketers, business developers, technical professionals, and principals that gather together to learn new skills and the latest trends in marketing and the AEC industry. We celebrate and honor exemplary achievements in communications, marketing, and professional development in the build environment at our awards luncheon.

Committee Tasks + Roles Include:

Communications + Printing

- Graphic design for all signage + collateral
- Update + manage website, calendar, email + social
- Coordinate all signage + collateral printing

Keynote + Roundtables

- Research + secure speakers
- Communicate + serve as POC for speakers
- Procure speaker gifts

Awards + Judges

- Secure award judges
- Update + manage award categories
- Create slideshow + scripts for awards

Sponsorship + Raffles

- Update + manage sponsorship package
- Secure sponsors + raffles

Run of Show + Logistics

- Secure location
- Coordinate details with venue
- Create timeline for setup, program + breakdown
- Create + print script
- Create program slideshow (with Comms)

MC

- Lead speaker for program