

**Board
Candidate**



**NOMINATION
PACKET**

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 sma@stairways.org

Board of Director Elections

Thank you for your interest in being a director on the Stairbuilders and Manufacturers Association (SMA) board. We know that “time” is one of your biggest assets and we appreciate your willingness to share it with us. Your desire to share your talents, to further the goals and successes of the SMA, is appreciated.

Director Responsibilities

The board of directors holds complete responsibility for managing the business affairs of the SMA in accordance with the association’s bylaws as a non-profit organization. The directors are responsible to the members of the association who elect them with confidence in their ability and earnest efforts to work toward organizational growth and fulfillment of the SMA mission.

**MISSION: BUILDING THE GREATEST RESOURCE OF KNOWLEDGE AND TOOLS
CONTRIBUTING TO THE SUCCESS OF OUR MEMBERS AND THE STAIR INDUSTRY**

Each director is elected to a three-year term. Because the success of the SMA relies on the integrity of its directors, they are expected to lead by example, placing SMA interests above personal gain or admonishment in all decisions of the board. Full participation in board leadership and administration thru meetings, task groups, workshops and conferences is necessary for the success of the SMA and its board of directors.

Directors should become familiar with and act in accordance with the bylaws, mission statement, and goals of the SMA. These are reviewed on an annual basis and adjusted or refined as appropriate. The formal goals and a budget are prepared and documented on an annual basis.

Projected Time Commitments

Currently, the board of directors meets monthly by teleconference and holds a face-to-face meeting at the annual business meeting of the association held at the annual conference. Additionally, active involvement and participation on committees, task groups, or projects is necessary for the success of the association. Elected directors receive no compensation, travel stipend, or allowance.

1. Participate in board meetings (the first meeting will be March 16, 2023)
 - a. Monthly Teleconferences (12 meetings per year, 1.5 - 2 hours per meeting)
 - b. Face-to-Face Meeting by mutual agreement of the Directors (approximately 1 per year)
 - c. Strategic Planning Session
 - d. Special/Emergency meetings as called by mutual agreement of the Directors
2. Review and respond in a timely manner to issues of SMA business that arise
 - a. By email and online
 - b. By telephone
3. Participate in the formal process of welcoming new members as well as welcoming first-time attendees to the Annual Conference
4. Write a minimum of one article, per year, for publication in the Stairways quarterly newsletter
5. At the end of your term, assist the new replacement director as they transition into their position by attending 1-2 board meeting(s), as needed, following the expiration of your elected term

Election of Directors and Officers

As a candidate, accepting nomination, please complete the [Candidate Entry Form](#) which includes a brief biography with photo, headshot preferred, and an explanation of why you have chosen to accept the nomination to become a candidate, no later than December 15, 2022. This information will be published for the consideration of the voting members of the Association.

Policies and Procedures

The governance committee began seeking potential candidates for directors in October of 2022. The committee will prepare and publish a ballot of candidates no later than January 13, 2023 and the ballot will be distributed to the membership, collected, and counted by the Executive Director.

2022-2023 Timeline:

- DECEMBER 15: Candidate Biography, Justification, and Photos Due
- JANUARY 13: Election Begins - Ballot Distributed to Membership
- JANUARY 23: Election Ends
- JANUARY 24: Election Results Tabulated & Distributed to Governance Committee
- JANUARY 25-26: Governance Committee Notifies Candidates
- JANUARY 27: Membership Announcement
- MARCH 16: First Board Meeting Teleconference (projected)
- APRIL 27-29: Annual Conference - Business Meeting - Induction of Directors & Officers, Pittsburgh, Pennsylvania

Projected Time Commitments

The term of a director is three years and will begin with the annual business meeting following the election and terminate in accordance with the bylaws. The annual business meeting takes place at the annual conference, which will be held in Pittsburgh, Pennsylvania at the Sheraton, April 27-29, 2023. The term of office for officers is one year.

Schedule for Election of Directors

The board of directors are divided into three classes, with each class term lasting three-years. Each year a new class is elected, with the elected class size being the same as the retiring class size. There are three directors in the class of 2023. This assures continuity by always providing a majority of experienced directors, regardless of the size of the new class. There are currently 9 directors, and the number of directors is determined by the board.

| 2022 Board of Directors | Position | Class (Term Expires) |
|----------------------------|----------------|-------------------------|
| Dale Reutter | President | 2023 |
| Terrie Stokes | Vice President | 2024 |
| Bob King | Secretary | 2023 |
| Chris Adams | Director | 2023 |
| John Wonderly | Director | 2024 |
| Renda Barr | Director | 2024 |
| Catie Hope | Director | 2025 |
| Boyd Winkler | Director | 2025 |
| Keith Fleming | Director | 2025 |