



Election Guidelines - October 2011

The U.S. Green Building Council – Missouri Gateway Chapter Board of Directors will be comprised of four officers – Chair, Chair-Elect, Secretary, Treasurer – plus the Past Chair, three At-Large members, three Advisors, an Executive Director, a Leadership Circle representative and a Ozarks Branch representative. See below for the highlights of the responsibilities of each position. Note that full job descriptions are available on the Chapter Web site: www.usgbc-MoGateway.org.

- Four general Board Members will be elected by the Chapter membership.
- The Board will identify from these newly elected members and the existing members the specific officer assignments through **Dynamic Elections**. Open positions include; Chair-Elect (1 year term, becomes Chair in 2012 and Past Chair in 2013), Secretary (2 years), At-Large (2 years).
- All terms begin in 2012.
- Chapter Board members must be members in good standing with the Chapter.
- The Board may only select employees of a USGBC national member firm for the posts of Chair and Chair-Elect.
- Chapter Board members must currently serve or have previously served on a USGBC-Missouri Gateway committee.
- All Chapter Board members are expected to participate in monthly Chapter Board meetings as well as attend one or two planning retreats during the year. Board meetings and retreats are currently held in the St. Louis area. In person attendance is preferred when possible.
- All board members are expected to make a personal donation to the organization beyond their membership fees in an amount that is meaningful to the individual board member.

Summary of Open Board of Director Job Descriptions

Chair-Elect:

The Chair-Elect assists the Chair in representing the Chapter at the national and local level. In the absence of the Chair, the Chair-Elect shall perform the duties of the Chair as well as such other duties that may be assigned to him or her by the Chair. Chair-Elect also serves as Chair the following year and Past Chair the next year, for a 3 year service term.

Secretary:

The Secretary maintains records of the Board and ensures effective management of organizations records, including managing board meeting minutes.

At-Large:

These are general Board of Directors positions.

Nomination & Election Timeline

- Nominations Open – Tuesday, October 18, 2010
- Nominations Due – Tuesday, November 1, 2011
- Online Voting – November 8 – November 15, 2011 – *Please note: All Chapter members good standing on Friday, October 29, 2010 are eligible to vote*
- New Board Member Orientation – November 29, 2011 (proposed date)
- Joint Board and Leadership Circle Meeting – December 1, 2011
- Board Elects officers and appoints advisors - December 2011 (proposed date)
- State of the Chapter Program – January 10, 2012
- Leadership Orientation / Retreat – January 21, 2011 (proposed date)