



**ACMP** PACIFIC  
NORTHWEST

**2023 ELECTIONS**  
**BOARD OF DIRECTOR ROLE DETAILS**  
**TIMELINE**

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# Join the Board of Directors!

It's a pleasure to serve on the ACMP Pacific Northwest Chapter Board.

Not only do you get to work side-by-side with a great group of individuals who apply the discipline of Change Management in their day-to-day jobs, but you also advance the profession and your career.

Board Members typically serve 2-year terms, except the Vice President, President, and Past President roles are an overall 3-year commitment. Each of these Officer roles are a 1-year term but served in succession.

The following information in this document is an overview of the Board, overall responsibilities, and specific role responsibilities. You can also learn more about the current Board Members [HERE](#) and all necessary governance and financial information [HERE](#).

We accept nominations during the month of April each year using this [nomination form](#)

Join us!

ACMP Pacific Northwest Board of Directors

# 2023 ELECTIONS TIMELINE

	ACMP PNW Chapter Board Directors and Election Timeline										
	April		May					June			
Activity	17-Apr	24-Apr	1-May	8-May	15-May	22-May	29-May	5-Jun	12-Jun	19-Jun	28-Jun
Email, LinkedIn, and Personal Outreach for New Directors											
Nomination Window											
Board Review & Interview of Nominees											
Notify Candidates (Slated & Non-Slated)											
Confirmation of Candidates by Membership via Email											
Annual Member Meeting (To Approve/ Confirm the Candidate Slate)*											
Installation of New Directors/ Transition of Outgoing Directors*											
*Timing is estimated. Actual timing depends on chapter meeting membership threshold to confirm Board Directors											





# ACMP Pacific Northwest Chapter

## Mission, Vision, and 2-Year Strategic Priorities

### Mission

The ACMP Pacific Northwest Chapter promotes and advances change management as a professional discipline within the Pacific Northwest.

The Chapter advances the professional discipline of change management through professional development and learning, community building, and thought leadership

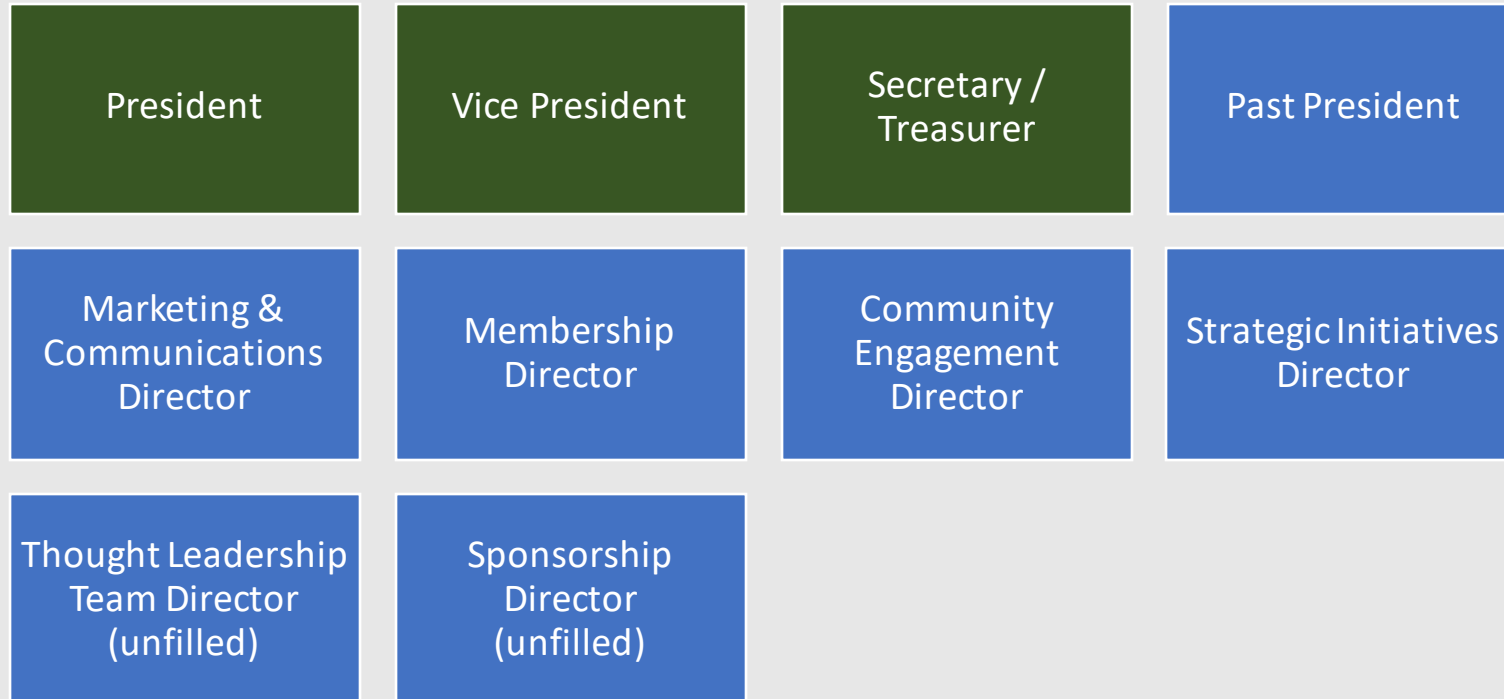
### Vision

Our locally-focused and globally-inspired network of change leaders successfully engage with the ever-increasing pace of change, strengthening the Pacific Northwest community.

### Strategic Priorities

1. An engaged membership with a clear member focused strategy including optimizing the geo-connect community.
2. Member-focused events that also advance the discipline, including opportunities which align with members wants and needs around CCMP and the discipline of change management.
3. An engaged sponsorship community with by expanding the offerings for our corporate partners.
4. Growing a diverse and inclusive community with a focus on equity and inclusion within our operational community

# All Board of Directors roles



Key:

Officers and Board Members

Board Members



# Overall Board Member responsibilities

Board Members attend 2 monthly Board meetings and at least one annual retreat, as well as have these responsibilities:

- Own the organization's mission and vision
- Have a fiduciary and governance duty to the organization
- Serve as a voting member of the Board of Directors, and participate as a vital part of the board leadership
- Focus on the strategy and oversight matters
- Understand and align with the global association (ACMP Global)
- Maintain knowledge of the Chapter and personal commitment to its mission and vision
- Understand the responsibilities of their role and the roles of other board members
- Obey the organization's articles of incorporation, bylaws, and board policies
- Lead committees and volunteers, where appropriate to their role

Time Commitment – Each Board Member spends ~15-20 hours per month on chapter work

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# President

**Purpose** – Supervises and is in charge of the organization with the direction and oversight of the Board of Directors. This role is the Principal Executive Officer of the Corporation.

## Duties

- Leads the strategic planning process and final development and execution of the Strategic Plan
- Reviews and understand the organization's articles of incorporation, bylaws, board policies and procedures, financial and legal situation
- Acts as a spokesperson to the larger community and overall Chapter
- Speaks on behalf of the organization and advocates for the cause by “owning” the board mission and vision along with fellow board members
- Models the appropriate leadership behaviors, by setting high standards for board conduct and intervenes if conflicts of interest or confidentiality issues arise
- Is willing and able to lead the board in handling difficult issues
- Has the ability to communicate, listen, and seek input from others when making key decisions
- Feels comfortable delegating and holding others accountable for deliverables
- Possesses strong group dynamic skills which are essential to keep meetings running smoothly and to deal with any conflicts that may arise
- Contributes to the development of the annual Board operating budget

**Length of service:** 1-year term and serves another year as Past President





# Vice President (President-Elect)

**Purpose** – Leads governance and elections and is the President Elect. This is an Officer of the Corporation.

## **Duties**

- Participates in the development, establishment and maintenance of policies
- Suggests policy-related agenda items for meetings
- Accountable for the ACMP PNW Board election process, including strategy, planning, and execution including election-related communications
- Works with the President and the rest of the Board to prospect for, recruit, elect, appoint, and onboard new Board members
- Helps with the periodic review and modification of governance documents for the corporation (articles of amendment, bylaws, board policies, board procedures) as needed
- Participates closely with the President to develop and implement board member transition plans
- Performs other responsibilities as assigned by the Board
- Contributes to annual Board operating budget development
- Completes quarterly reporting to Global ACMP
- In the absence of the President or in the event of their inability or refusal to perform the duties of the President, has and may exercise all the powers of the President.

**Length of service:** 1-year term, and will serve two more years as President and Past President





# Secretary / Treasurer

**Purpose** – Leads oversight, management and controls for all Chapter processes. Has charge and custody of all funds and securities for the Chapter. This is an Officer of the Corporation.

## **Duties**

- Maintains the Chapter's books in accordance with generally accepted accounting practices
- Prepares financial statements for use by the Chapter's accounting firm
- Responsible for timely business filings with the State of Washington
- Monitors and makes recommendations on the health of the Chapter's finances
- Prepares monthly financial reports for the Board
- Maintains the Chapter's insurance and coordinates issuance of certificates of insurance as needed for events or other activities
- Maintains all presentations and meeting documentation
- Manage annual Board operating budget development process
- Leads the Finance and Audit Committee

**Length of Service:** 2-year term

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# Past President

**Purpose** – Ensures continuity of the transition of the Vice President as they move into their presidency. The role also continues as a Chapter advisor for the year and is the liaison to Global.

## **Duties**

- Provides Chapter history and continuity as the Board continues to grow and evolve
- Connects Board Officers to previous processes, documentation, Global contacts, etc. as needed to support them in their roles and responsibilities
- Serves as a sounding board/coach/mentor/reviewer to all Board Directors and Officers
- Takes on special projects at the will of the Board and based on personal availability
- Formally represents the ACMP PNW Chapter on ACMP Global Task Forces and Committees, as well as sister organizations where appropriate, for the duration of the term

**Length of Service:** 1-year term



# Marketing & Communications Director

**Purpose** – Leads chapter brand awareness and engagement through marketing and communication strategies.

## **Duties**

- Develops marketing communications strategy with the Board
- Works with the Board and chapter administration to execute a monthly communication cadence
- Prepares and sends all communications to members / non-members, including newsletters, learning events, etc.
- Maintains the Chapter website with the chapter administrator and Board
- Gathers information from Board members to include in the communication
- Fosters a strong social media presence by posting ACMP articles and insights on social media channels (LinkedIn, Chapter website, etc.) and encouraging other Board Members to contribute as well
- Amplifies Global LinkedIn posts on chapter LinkedIn
- Responds to fellow Board Member requests and questions related to Marketing and Communication efforts and support needs
- Develops and manages the marketing and communications portion of the annual Board operating budget
- Leads a weekly marketing and communications call for the Board, and executes the plan on a weekly basis

**Length of term:** 2 years





# Membership Director

**Purpose** – Leads recruiting, retaining, and engaging members and volunteers.

## **Duties**

- Develops the annual membership plan that includes recruitment, retention and engagement activities.
- Responds to inquiries about the Chapter and its activities
- Welcomes new members
- Tracks and reports on Chapter membership data
- Conducts the annual member survey
- Organizes and sends out calls for volunteers, as well as manages volunteer process
- Plans and implements the annual member meeting
- Membership recruitment and retention reporting
- Leverage Global ACMP member engagement resources, contacts, materials, policies, lessons, etc. to enhance efficiency and effectiveness of the PNW Chapter member engagement processes and activities
- Develops and manages the membership portion of the annual Board operating budget

**Length of term:** 2-year term

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# Community Engagement Director

**Purpose** – Leads strategy, planning and execution of all chapter programming across Seattle metro, Portland metro, or virtual PNW region including webinars, networking events, and professional learning events.

## **Duties**

- Research and organizes chapter events
- Coordinates events (e.g., monthly Coffee Chats)- securing speakers, topic, venue, etc.
- Determines ways to increase attendance and engagement at events
- Helps mobilize volunteers to support Chapter programming and events
- Provides content for the marketing of the events
- Offer content for newsletter regarding events
- Develops and manage the applicable portions of the annual Board operating budget

**Length of term:** 2-year term



# Strategic Initiatives Director

**Purpose** – Leads Strategic Initiatives and events for the chapter, as decided by the board. This includes certification trainings or special events.

## **Duties**

- Plans approved events from start to finish according to requirements, target audience and objectives
- Develop suggestions to enhance event success
- Develop and manage special event budgets
- Source and negotiate with vendors and suppliers
- Lead promotional activities for the event
- Supervise all staff (event coordinators, caterers etc.)
- Approve all aspects before the day of the event
- Ensure event is completed smoothly and step up to resolve any problems that might occur
- Analyze and report on event success
- Develop and manage the Strategic Initiatives portion of the annual Board operating budget

**Length of term:** 2-year term



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# Sponsorship Director

**Purpose** – Leads the creation, implementation, and sustainment of a comprehensive sponsorship strategy for the Chapter.

## **Duties**

- Develops and maintain a sponsorship strategy for the Chapter and events
- Builds supporting collateral that evangelizes the work of the Chapter to appeal to sponsors
- Solicits sponsors at the Chapter and event level
- Defines Board member involvement for sponsorship solicitations
- Develop and maintain the Sponsorship portion of the annual Board operating budget
- Establishes and direct annual and special events sponsorship program including any communications content
- Ensures sponsors are obtained through personal, committee, and board member outreach

**Length of term:** 2-year term



# Thought Leadership Team Director

**Purpose** – Leads the community of experienced Practitioners who share and innovate via deep dives on specific change management topics, disciplines, and best practices.

## **Duties**

- Prepares and leads the TLT plan, point-of-view, and events
- Leads recruitment, qualification, retention and renewal of TLT members
- Helps TLT advance *pro bono* consulting with non-profits looking for business success through change management expertise
- Provides two-way channel for TLT and Board member communication
- Shares TLT point-of-view with broader membership, making expertise accessible to all
- Leverage other contacts and organizations in the network as indicated to support the ongoing development and growth of the ACMP PNW Chapter
- Leverage Global ACMP resources, contacts, materials, policies

**Length of term:** 2-year term

# ACMP PNW Chapter – Yearly Board Role Elections

ACMP Pacific Northwest Chapter - Yearly Board Role Elections							
Board Member Role	2022	2023	2024	2025	2026	2027	2028
Past President	X	X	X	X	X	X	X
President	X	X	X	X	X	X	X
Vice President	X	X	X	X	X	X	X
Secretary / Treasurer	X		X		X		X
Community Engagement Director - Seattle	X		X		X		X
Community Engagement Director - Portland		X		X		X	
Membership Engagement Director	X		X		X		X
Marketing and Communications Director		X		X		X	
Thought Leadership Team Director		X		X		X	
Sponsorship Director	X		X		X		X
Strategic Initiatives Director		X		X		X	