

National Sales Network Atlanta Election - Official Notification

2014 has been an extraordinary year for National Sales Network Atlanta! We would like to thank you for your active participation in making the Atlanta Chapter one of the strongest, influential and largest Chapters in the nation. We have achieved great accomplishments this year, National Chapter of the Year, record breaking membership base, and sold out professional educational programming and social networking events.

We would like to invite you to be a servant leader during 2015-2016 within the National Sales Network Atlanta Chapter!

- The purpose of chapter elections is to ensure each officer position is filled with an individual who is committed to the NSN mission statement and that he/she is fully accountable and responsible for the officer role he/she holds. NSN Mission Statement: To become the organization of choice that supports a **diversity** of sales professionals in meeting their training and developmental needs.

Elections will take place on November 8, 2014. Location to be TBD. All candidates for election must submit in writing their intentions to run for a specific officer position to the nominating committee by October 30, 2014.

Please submit the following to president@nsnatl.org by October 30, 2014

1. Statement of interest – 2-3 paragraphs
2. Resume or Bio
3. Current Headshot

Positions to be elected/re-elected for 2 year terms:

President, Vice President of Events, Vice President of Membership, Vice President of Business Development, Director of Events, Director of Membership, Director Finance, Director of Marketing, Director of Administration

Positions to be appointed by the Executive Committee:

Philanthropy Chair, Mentoring Chair

Nomination Eligibility:

- NSN members in good standing are eligible to run for officer roles
- Can not be the same person who held the same position for 4 years total

Election Day Meeting:

- Members MUST BE PRESENT TO VOTE. No other means of voting are authorized.
- Candidates shall have 2 minutes to present why they should be elected
- Only current members are eligible to be nominated.

For a list of all Chapter Officers and Board Members responsibilities and duties please click **HERE**. (Insert excel spreadsheet)

Deadline for applications is 5:00 p.m. on October 30, 2014.

Final candidates will be notified by November 3, 2014.

General Body Voting (Members Only) will take place on November 8, 2014

Location of the Meeting TBD.

Please direct your questions and inquires to Ms. Nicole Williams, President, NSN Atlanta Chapter: president@nsnatl.org

“It is what difference we have made to the lives of others that will determine the significance of the life we lead.” –Nelson Mandela

www.nsnatl.org

NSN Chapter Officer Roles / Responsibilities

New Role	Reports To	Term	Main Responsibilities / Measurements	Possible Future Roles / Succession
Chapter President	Chapter Board Chair	Two 2yr Terms	<ul style="list-style-type: none"> > Manages the day to day operation of Chapter > Conducts & Leads All Meetings (Including Qly Exc. Committee) > Represents Organization to Members, Sponsors & the Public > Works w/ Nat'l Operations Manager to achieve matrix measurements > Executes the responsibilities of any open VP position 	Chapter Board Chair / National Officer
VP of Events	Chapter President	Two 2yr Terms	<ul style="list-style-type: none"> > Works w/ Executive Team to Develop annual event plan by Oct > Confirms Event Site Selection 12 weeks Out From Date of Event > Develops Event Agenda & Event On Site Logistics > Develops Event Marketing Plan w/ Director of Marketing > Develops individual budget for each event / Provides Post recap 	President / VP of BD / VP of Membership
VP of Business Development (BD)	Chapter President	Two 2yr Terms	<ul style="list-style-type: none"> > Develops Chapter Sponsor Presentation w/ Chapter Demogrphics > Sells New Sponsors / Increases Revenues From Existing Sponsors > Develops Chapter Sponsor Yr on Yr Tracker / Budget > Maintains Chapter Sponsor Profile & Contact List > Accountable for chapter annual sponsor revenue goals 	President / VP Membership/ VP Events
Director of Finance	Chapter President	Two 2yr Terms	<ul style="list-style-type: none"> > Custodian of all financial records of the chapter > Develops and manages overall chapter annual budget > Provides Monthly Financial Statements (P&L / Balance Sheet) > Process all payables and receivables in a timely manner > Complete Annual IRS 990 Form By NSN deadline (5/1) 	VP BD/ VP Membership/ VP Events
Director Of Admin/Communications	Chapter President	Two 2yr Terms	<ul style="list-style-type: none"> > Take Meetings Minutes / Communicates To All w/in 1 WK > Contact for all incoming correspondence (US mail / Web Site E-mail) > Monthly chapter web site review/refresh (edits/updates) > Maintains Chapter Officer contact list (w/ home addresses) > Maintains chapter contact list MONTHLY (deletes / adds) 	Dir Membership/ Dir Events/ Dir Finance
VP Membership	Chapter President	Two 2yr Terms	<ul style="list-style-type: none"> > Develops Annual Membership Goals / Strategic Plan By NSN CFN > Works W/ VP of Events to Develop ONE "Members ONLY" Function > Maintains Current Membership List (proof for event discounts) > Responsible for and tracks monthly / annual membership goals > Responses To Individual Membership Request w/in 24 Hrs 	President / VP BD/VP Events
Director of Membership	VP of Membership	Two 2yr Terms	<ul style="list-style-type: none"> > Develops Annual Membership Goals / Strategic Plan By NSN CFN > Works W/ VP of Events to Develops ONE "Members ONLY" Function > Maintains Current Membership List (proof for event discounts) > Responsible for and tracks monthly / annual membership goals > Responses To Individual Membership Request w/in 24 Hrs 	VP Membership / VP BD / VP Events
Director of Events	VP of Events	Two 2yr Terms	<ul style="list-style-type: none"> > Works w/ Executive Team to Develop annual event plan by Oct > Confirms Event Site Selection 12 weeks Out From Date of Event > Develops Event Agenda & Event On Site Logistics > Develops Event Marketing Plan w/ Director of Marketing > Develops individual budget for each event / Provides Post recap 	VP Events/ VP BD / VP Membership
Director of Marketing	VP of Events	Two 2yr Terms	<ul style="list-style-type: none"> > Finalizes Marketing Plan 8 wks Before Event w/ VP of Events > Starts Marketing Event at least 6 Weeks Before Event > Desgins/Edits all chapter e-flyers / Chapter Collateral materials > Develops and manages marketing budget for each event > Write/distributes press releases/Develops social media plan 	