SUPERVISOR SUPPORT FORM
2017-2019 NATIONAL BOARD OF DIRECTORS

Being elected to the SGMP National Board of Directors requires a commitment of your time and energy that will take you away from your professional and personal life during the two-year term. In order for you and your supervisor to have a better understanding of these commitments, please review the following outline of projected meetings and duties over each fiscal year that runs from July 1 through June 30.

- National Board meetings occur at least quarterly at various locations across the country.
- Board meetings require a Thursday travel day with overnight on Friday and Saturday. There is often the possibility of returning home late on Saturday.
- Board meetings are generally held in person (but subject to change) in July, Autumn, and Spring.
- Board conference calls are generally held monthly for 1-2 hours in all months not having an in-person meeting.
- The SGMP National Education Conference & Expo is generally held in either May or June and board members are expected to be in attendance.
- The Joint Leadership Session is held one day prior to the National Education Conference at the same location that the conference is held. National Board members are expected to be in attendance.
- The board conducts conference calls, as needed, during business hours that also would require attendance.
- Optional time and travel commitments may come from special events that involve SGMP or requests for a board member to visit a chapter.
- Each elected board member will work with a group of 2-4 chapters as a liaison that will require regular communication, including quarterly conference calls that are during work hours.
- The SGMP National Board operates as a policy and operational board, which requires significant time in reading and evaluating information and recommendations from SGMP headquarters. Most correspondence is sent by email during business hours. A response from a board member is sometimes (but not always) required within 24 hours, often needs a response during that week, but also may be provided as read-ahead material before a board meeting.
- Board members are also assigned duties acting as liaisons between various ad hoc committees.
- All approved SGMP official business expenses are covered by SGMP.

The nominee’s signature and supervisor’s signature are required below to acknowledge that the individual who wishes to be a candidate for a National Board position and their direct supervisor at their agency or organization fully understands the commitment required of an elected board member.

_________________________________  _________________________________
Nominee Signature                  Date

_________________________________  _________________________________
Printed Name of Supervisor          Date

_________________________________  _________________________________
Supervisor Signature                Supervisor Phone Number

RETURN VIA EMAIL BY JANUARY 27, 2017 AT 5:00PM EASTERN TIME:
SGMP NOMINATIONS & ELECTIONS COMMITTEE TO
garland.preddy@sgmp.org and robert.coffman@treasury.gov