



Association President & Vice President Guidelines

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I. Terms in Office

The term for both the Vice President and President is one year each, resulting in a total term of two years unless otherwise adjusted by the PCMA Executive Team. The Vice President transitions into their role as President following their first term as Vice President. If the President must step down from the position mid-term, the Vice-President will become President, and the Vice-President runner-up will assume the Vice-President role, pending PCMA Executive Team approval. If the position of President is fulfilled for six (6) months or more of any term, the usual transitioning process will begin in October; if any term is fulfilled for less than six (6) months, the current President may extend their role for an additional calendar year.

II. Timeline & Transition

The current PCMA Vice President will begin the transition into the role of President in the month of November, upon approval from the PCMA Executive Team. Should the sitting Vice-President be unable to transition to the President position due to non-compliance with officer qualifications, responsibilities, or personal/professional reasons, the President position will be open for nominations for an election to be held, or PCMA Leadership Team will appoint a new President, if required

Nominations and elections for the Vice President position will open each year. Nominations and elections for the President position will only open if the sitting Vice President is unable to transition to President.

The newly elected Vice President and President are expected to begin the transition in the month of November and take full ownership of the roles on January 1st of the new year. Vice President roles and responsibilities are outlined in section VI. President roles and responsibilities are outlined in section VII.

III. Vice President Nominations

Nominations for the Vice President position will be solicited from active PCMA members from July 21st – August 22nd of the calendar year. All members will be notified via email that nominations are open on the 21st day of July. Nominations may be submitted through the PCMA website, PCMA mobile app, or by emailing info@askpcma.org. All nominations must meet the nomination criteria outlined in section IV. All nominations must include the following:

- First and Last Name of Nominee
- Club Name of Nominee
- Reason for Nomination
- Approval from Nominee to be Nominated

The PCMA Executive Team will review and qualify all nominees based on set criteria, outlined in section IV. Qualified nominees will be considered for election and will receive an email confirming their nomination and outlining additional criteria (listed in section IV) and submission deadlines by October 30th.

IV. Nomination Criteria

All initial nominees for Association Vice President must meet the following criteria:

- Active Professional member of PCMA
- Hold Active Certification Status (CMP, CCP, CRP, MCMP) or be currently enrolled in a Certification Program with plans to sit for the exam in 2025.
- Approval from nominee for nomination

Upon nomination and qualification, all qualified nominees for Association Vice President must submit the following:

- Letter of commitment to the Association
- Letter of Support from the General Manager / Primary Supervisor
- Letter of Recommendation from local PCMA chapter

V. Vice President Elections

Elections for the Vice President position will open on September 15th. All members will be notified via email that elections are open on September 15th. Voting for the election will be hosted on the PCMA website and the PCMA Mobile App. All active PCMA Members will have the opportunity to vote between September 15th – October 3rd. Election results will be communicated to PCMA Members via email by October 8th.

VI. Vice President Roles and Responsibilities

Upon election of the Association Vice President, the appointed will take ownership of the following responsibilities:

- Serve one year term as Vice President
- Promote the Mission of PCMA
- Attend the annual PCMA Conference
- Attend the Chapter Leadership Workshop prior to the annual national Conference
- Participation with the Chapter Committee
- Participate and assist in leading quarterly Chapter President & Vice President Meetings
- Participate in quarterly debrief with the National President and Association Executive Team
- Assist the Association's Communications Director in authoring "A Letter from the Vice President" check-in letter to PCMA New Members
- Provide two quarterly "Officer Update" articles for PCMA Member Updates and Announcements newsletter
- Assist in educational programming for PCMA Members (annually and conference)

VII. President Roles and Responsibilities

Upon election of the Association Vice President, the appointed will take ownership of the following responsibilities:

- Serve a one-year term as president
- Chair the review committee for Vice President elections
- Promote the Mission of PCMA
- Attend the Chapter Leadership Workshop prior to the annual national conference
- Advise PCMA's executive team on current industry trends for educational programming
- Address attendees during opening ceremony of the Annual Membership & Marketing Conference
- Assist the Association's Communications Director in authoring "A Letter from the President" welcoming new PCMA Members
- Provide two quarterly "Officer Update" articles for PCMA Member Updates and Announcements newsletter
- Participate in monthly status calls with the National Vice President and national executive team.
- Contribute at least two articles to the PCMA Industry Newsletter