



TO: TMA Chicago/Midwest Chapter Members

FROM: John Kemp, President  
Nick Miller, President-Elect

RE: **Election and Nomination Process for 2018 Chapter Leadership Team**

DATE: August 14, 2017

In accordance with our By-Laws, a nominating committee of five people (including the President and the President-Elect) was appointed and circulated to the executive committee before the end of June 2017. The five people making up this year's Nominating Committee are:

- John Kemp, Wolverine Partners
- Nick Miller, Neal Gerber & Eisenberg LLP
- Alex Boerema, High Ridge Partners
- Harold Israel, Goldstein & McClintock LLLP
- Candice Kline, Carpenter Lipps & Leland LLP

The Chicago/Midwest Chapter of the TMA (the "Chapter") is led by three key groups of individuals, who together constitute the chapter's **Steering Committee**:

**Executive Committee** – Consisting of the officers of the Chapter: President, President-Elect, three Vice Presidents, Secretary and Treasurer, and the Immediate Past President.

**Board of Directors** – Consisting of nine voting directors, each serving for three-year terms, with one-third of the terms expiring each year.

**Committee Co-Chairs** – There are 15 committees plus the Scholarship Foundation Board that organize the activities of the Chapter. Every committee has leadership consisting of co-chairs (typically two or three co-chairs) who are responsible for their respective committee's activities, including coordinating committee meetings, developing events, adhering to budgets and coordinating with other committees. Each committee is accountable to a member of the Executive Committee.

Through the close of business on **Friday, September 1**, the Nominating Committee will be accepting nomination forms (included with this email correspondence) that include the following:

1. Your self-nomination which reflects your individual leadership/participation interests for 2018 to be an Officer, Director, Committee Co-Chair and/or committee member (please list your interests in order of preference); and/or
2. Your nomination of other TMA members to serve in a particular leadership role for 2018 as an Officer, Director and/or Committee Co-Chair (please be sure that the person you nominate is aware that you are doing so and supportive of your action).

**Self-nominations are strongly encouraged and welcome.**

Our expectation is that all nominees will have demonstrated their commitment to the TMA through past activity and that they will be able to participate at the bi-monthly Steering Committee meetings (typically held at 8:00 a.m. on the second Friday in February, April, June, August, October and December). Further, it is expected that all committees will have in-person meetings at least quarterly (in addition to the six Steering Committee meetings). The committees should also be focused on involving less experienced members in the organization as this is an essential aspect of our succession planning and building a leadership team for the Chapter.

If you are currently a member of the Steering Committee, we need to receive your self-nomination to confirm if you are interested in continuing in your current position or serving in another committee/leadership role (subject to By-Law restrictions and Board leadership guidelines).

After the nomination deadline, the Nominating Committee will review all nominations and recommend a slate of Officers and Directors as well as Committee Co-Chairs for approval by the Board of Directors at the October 20<sup>th</sup> Board Meeting. After the Board has ratified the slate, an electronic ballot will be emailed to all Chapter members to vote on the nominated Officers and Directors (no vote is necessary for nominated Committee Co-Chairs).

While the term of office officially begins January 1, 2018, the new 2018 Steering Committee members are expected to participate in the strategic planning and budget processes that will begin in mid-October and continue through November (including attendance at the October 30<sup>th</sup> Annual Planning meetings) as well as attend the December 8<sup>th</sup> Board Meeting. The purpose of overlapping the two groups (current officers, directors and chairs with the newly nominated leadership) is to ensure a smooth transition from one leadership team to the next.

Attached for your reference is a nomination form as well as a description of each committee.

Please submit your nomination form to [Chris Glatz](#), Chapter Administrator, **by Friday, September 1st.**

Thank you for your participation in the TMA Chicago/Midwest Chapter.

John W. Kemp, President  
Nick Miller, President-Elect



## TMA Chicago/Midwest Chapter Committee Descriptions

**Awards Committee** – The Awards Committee selects the annual chapter award winners and presents the awards at a TMA chapter event. Responsibilities include marketing the awards program to the membership and soliciting nominations, identifying criteria for the awards, selecting the award recipients and recommending to the Board any improvements to the awards process. Typically, the incoming and outgoing committee members cooperate on selecting the award recipients. Additionally, it is preferred that committee members serve two years so as to provide continuity in the awards process.

**Breakfast Forum** – The Breakfast Forum Committee is responsible for identifying the breakfast forum topics and securing quality speakers and content for each of the events (four to five per year). The programs should be developed 6-8 weeks in advance with marketing flyers prepared and distributed at least four weeks in advance. *This committee begins its service in November to begin planning for the January Breakfast Forum. The outgoing committee members will help facilitate the planning process with the new co-chairs.*

**Certification** – The purpose of the Certification Committee is to promote professional growth of the members through the Certified Turnaround Professional exam process as well as provide additional opportunities for education and networking for CTPs within the Chicago/Midwest Chapter via bi-monthly lunch programs. The committee also serves as a liaison to TMA Global in support of their initiative to promote certification.

**Communications Committee** – The Communications Committee oversees the news and communications for the chapter including the solicitation of articles for the quarterly newsletter (*The Newsletter of Corporate Renewal*) as well as create and implement social media posts (Facebook, Twitter and LinkedIn). The committee works closely with the Chapter's administrative support staff to identify available technology systems to improve communications (website, phone apps, etc.).

**Continuing Education Committee** – The Continuing Education Committee is responsible for planning one to three workshops or seminars throughout the year that provide education beyond the breakfast forums. These events, which are typically longer than the breakfast forums, require a true team effort to develop programs of relevance along with quality speakers and information (e.g., case studies and group projects).

**Entertainment Committee** – The Entertainment Committee plans a variety of networking events throughout the year and is also responsible for the Chapter's annual charity golf outing. Such events have included the annual martini networking reception, the annual charity golf outing and an annual holiday party.

**Finance Committee** – This committee is led by the Treasurer (serving as chair), and committee members have dual responsibilities of assisting the Treasurer during the annual budgeting process and assisting, as necessary, the sponsorship committee, which is also overseen by the Treasurer.

**Membership Committee** – The Membership Committee's primary task is to assist the chapter in meeting its membership goals for the year including retention of existing members which is a year-round process. In addition, committee members serve as greeters at chapter programs (especially large events like the Breakfast Forum), provides support in the way of personal phone calls and emails to non-renewed members, and welcomes new members as they join throughout the year. This committee also hosts information sessions after each breakfast forum.

**Milwaukee Program Committee** – The Milwaukee Program Committee hosts educational sessions and networking events not only to meet the needs of members who live in Milwaukee area but also to expand networking opportunities for Chicago area members who do business in Wisconsin. Events include bi-monthly breakfast meetings, a renowned post-holiday dinner party, a private reception at SummerFest and numerous networking events at a variety of fun and interesting venues in the Milwaukee area that foster great networking. The Milwaukee Programming committee is also responsible for the annual Milwaukee sponsorship solicitation, which is done in conjunction with the Chapter's annual sponsorship drive.

**NextGen** – The NextGen Committee plans three to four programs and/or networking events tailored to those members who are in the initial stages of their career. Past events have included social events and networking receptions on rooftops or at local breweries, and half-day educational workshops that provide learning tools for the Next Generation of turnaround professionals such as the 13-week Cash Flow Workshop.

**Pro Bono Committee** – The Pro Bono Committee offers professional assistance to organizations who reach out to the TMA for turnaround guidance and advice. The committee is responsible for determining pro bono qualifications, identifying appropriate pro bono engagements, and connecting those engagements with members who are willing to contribute skills on a pro bono basis. The Committee is also charged with hosting an annual charity event such as volunteering at WTTW public television.

**Scholarship Foundation Board** – The Scholarship Foundation Board is responsible for raising funds and awarding scholarships to deserving students associated with or recommended by TMA members. The Scholarship Foundation was formed in order to honor and/or memorialize TMA members in a meaningful way by providing scholarships to students pursuing higher education. Depending on the year, two to three new directors will need to be appointed, with the directors expected to serve terms of up to three years, subject to the Scholarship Foundation's By-Laws.

**Special Programs Committee** – The Special Programs Committee serves a lead role planning the annual Executive Speaker Forum. The committee members will be responsible for speaker identification and marketing of tickets/tables for the Executive Forum working closely with the VP of Programs. This committee may also propose and execute on other special programming events.

**Sponsorship Committee** – The Sponsorship Committee is charged with securing sponsors for the Chapter's annual sponsorship program (the Platinum, Gold and Silver sponsors) in the fall of each year. They are also responsible for assisting with direction in regards to securing sponsors for the chapter's annual events such as the golf outing. This effort is completed through written letter, email and personal phone calls.

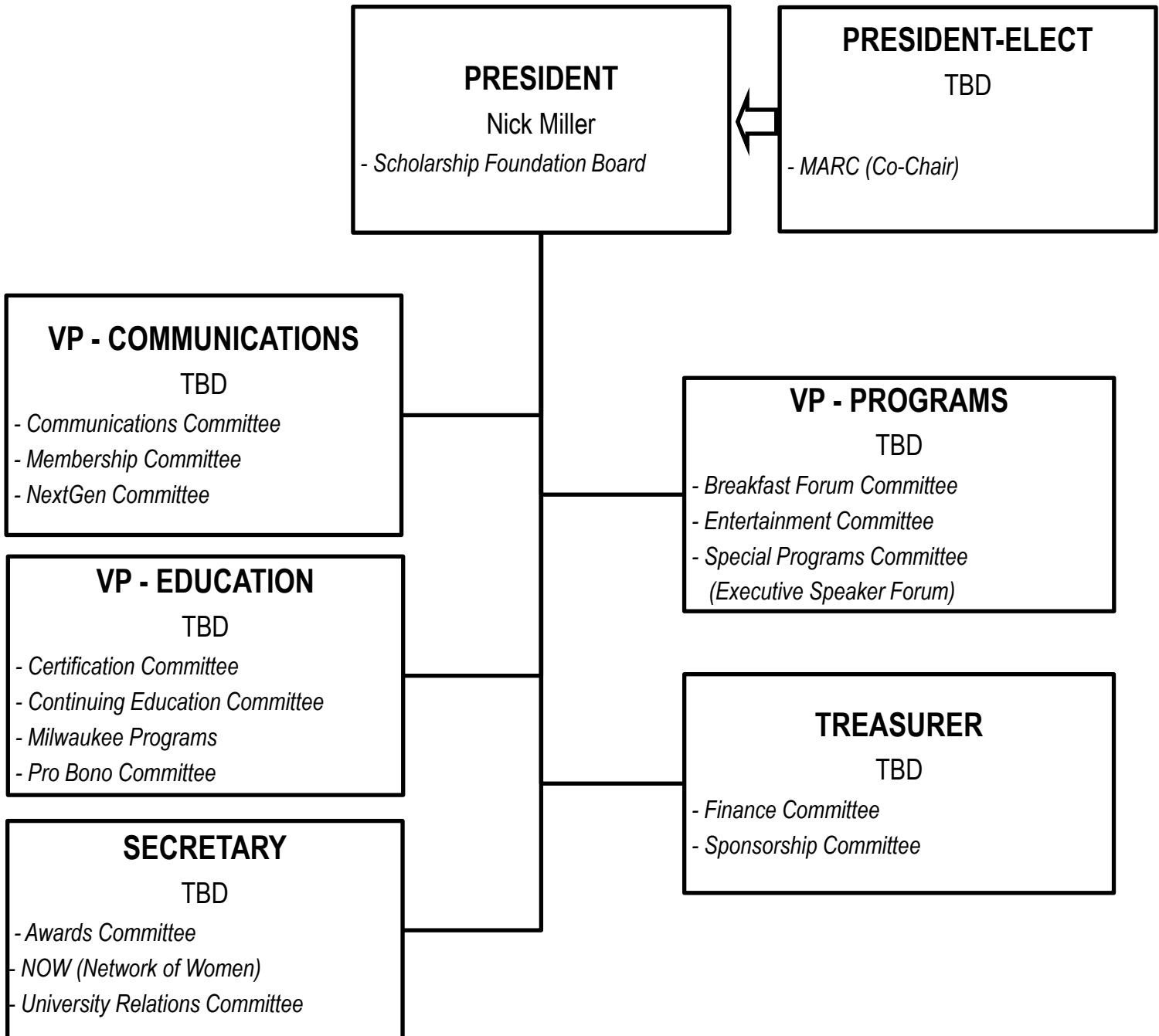
**TMA NOW (Network of Women)** – TMA NOW provides program and networking opportunities that are targeted to women in the turnaround industry. While mostly attended by women members and non-members, most of their programs and events are not exclusive, as all members are invited. The Women's Group has hosted luncheons, wine tastings and other special programming events.

**University Relations** – The purpose of the University Relations Committee is to develop and strengthen relationships with local universities in the Chicago area. The committee works closely with institutions like Northwestern University's Kellogg School of Management and the University of Chicago Booth School to identify programs to help develop future professionals in the corporate renewal industry. Committee members also serve as mentors to students who are recipients of the Chapter's annual research internship program.



# TMA Chicago/Midwest Chapter 2018 Organization Chart

*Note: pending formal ratification by the membership*



## TMA Chicago/Midwest Chapter 2018 Nomination Form

<b>Your Name:</b>			
Officer and Director Positions		Nominee(s) or Self-Nomination	
President-Elect			
Vice President – Communications			
Vice President – Programs			
Vice President – Education			
Secretary/Parliamentarian			
Treasurer			
Board of Directors (nominate up to three)		1.	
		2.	
		3.	
<b>Committee Nominations:</b> If you are nominating yourself, indicate your 1 <sup>st</sup> choice. If you are interested in more than one committee, indicate your 2 <sup>nd</sup> and 3 <sup>rd</sup> choices also.			
Executive Officer Oversight	Committee (see attached descriptions)	I am interested in serving or propose the below named person as a:	
		Co-Chair	Committee Member
<b>President</b>	Scholarship Foundation		<i>N/A (Directors Only)</i>
<b>President-Elect</b>	MARC		
<b>VP-Communications</b>	Communications		
	Membership		
	NextGen		
<b>VP-Programs</b>	Breakfast Forum		
	Entertainment		
	Special Programs (ESF)		
<b>VP-Education</b>	Certification		
	Continuing Education		
	Milwaukee Programs		
	Pro Bono		
<b>Treasurer</b>	Finance	<i>N/A (Treasurer is Chair)</i>	
	Sponsorship		
<b>Secretary</b>	Awards		
	NOW (Network of Women)		
	University Relations		
<b>Qualifications, experience, etc.</b> – Note any particular experience, qualifications, or accomplishments (either as a TMA member or with another organization) that make you a strong candidate for the above-noted position(s).			

**Please e-mail or fax back this form by Friday, September 1<sup>st</sup> to:**

Chris Glatz, Chapter Administrator [cglatz@managementservices.org](mailto:cglatz@managementservices.org) ▪ 815-469-1901 Fax

**Questions? Call 815-469-2935**