

Chapter Leader Elections – Call for Nominations

Instructions to Submit Nomination

1. Login to the [website](#) by clicking “login” at the top of the screen. If you see “Welcome: your name” you are already logged in.
2. Select your chapter from the dropdown menu on the [Chapter Elections webpage](#) and review the descriptions of the open leadership positions.
3. Click on the “Submit Nomination” button at the bottom of the screen.
4. Review the requirements and click “Nominate” at the bottom of the screen.
5. Select whether you are submitting a self-nomination or are nominating someone else.
6. Enter in the nominee’s email address. Please use the same email that is associated with their SHM membership. Please contact [SHM staff](#) for email verification if needed.
7. Complete the nomination form:
 - a. Which position are you submitting a nomination for?
 - b. Explain why you/your nominee would be a good candidate to fulfill this role.
 - c. If you are nominating someone else, please verify if you have/have not informed the person you are nominating them.
 - d. Attach nominee CV (required) and letter of recommendation (optional).
8. Click “Save as Draft” (if you need to revisit it at a later time) or “Submit Final.”

Instructions to Edit/Review Nominations

1. Login to the website by clicking “Login” at the top of the screen. If you see “Welcome: your name” you are already logged in.
2. Click on your name and then select “My Account.”
3. Under “Membership & Participation”, select “Committee/Award Applications.”
4. Select to edit/view your nomination.