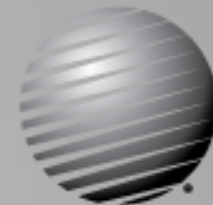


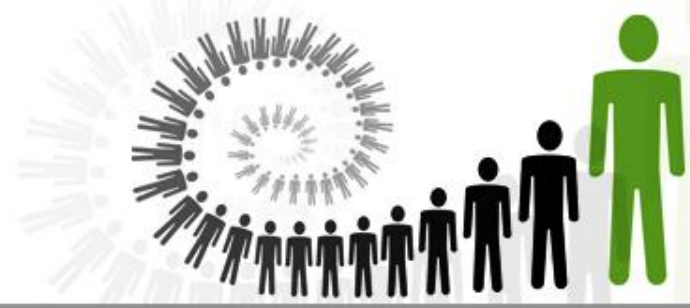
You're an IAEE Committee or
Task Force Member

Now What?



IAEE
International Association
of Exhibitions and Events™
www.iaee.com

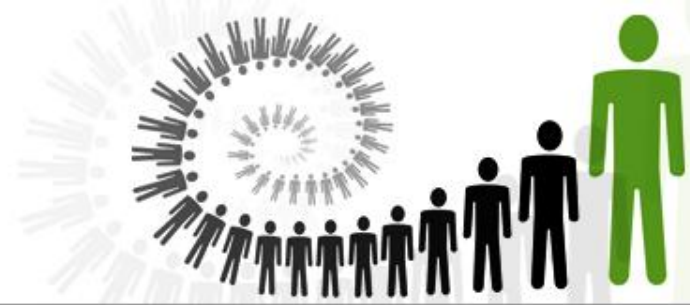
Welcome!



- IAEE is honored to have you as a member of our volunteer leadership team.
- The pages that follow will provide an introduction to the role of IAEE volunteer.

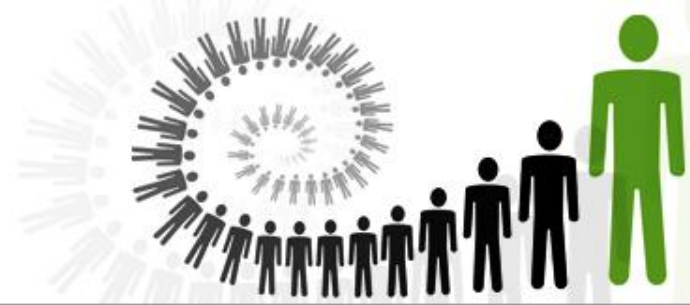


IAEE's Mission & Vision



- Mission -- To provide stakeholders of the global exhibitions and events industry with information and resources that will advance the industry's success.
This includes serving the critical needs of members and providing information to constituencies that demonstrate the value of exhibitions and events.
- Vision -- To promote and lead the exhibitions and events industry through innovation, thought leadership and education by generating awareness of the value of exhibitions and events.

IAEE's Core Principles

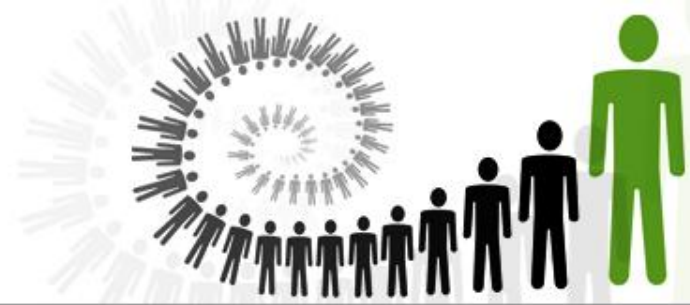


What it Means to be on the IAEE Team

Creating a remarkable customer experience for our members requires assembling a remarkable team. We believe remarkable teams include a wide range of unique individuals with a variety of experiences, expertise, personalities and points of view. Embracing and harnessing this diversity creates an environment where remarkable results are achieved.

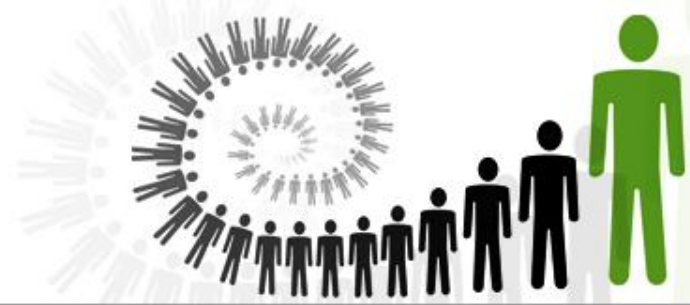


Overview

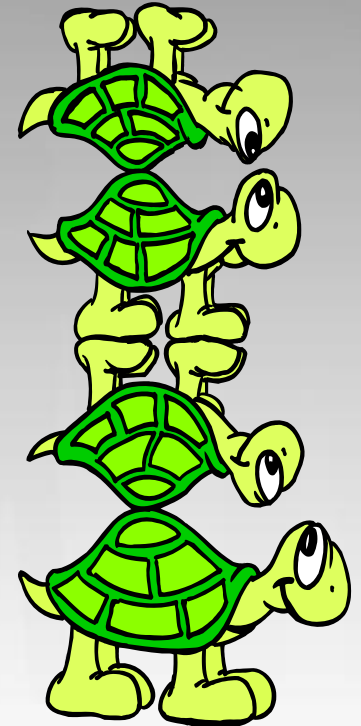


- The recruitment of quality volunteer leaders is essential for IAEE.
- Every effort is made to place the volunteer on the committee/task force best suited to their skill set and interests.
- Term limits are set to ensure wide industry engagement and fresh perspective.

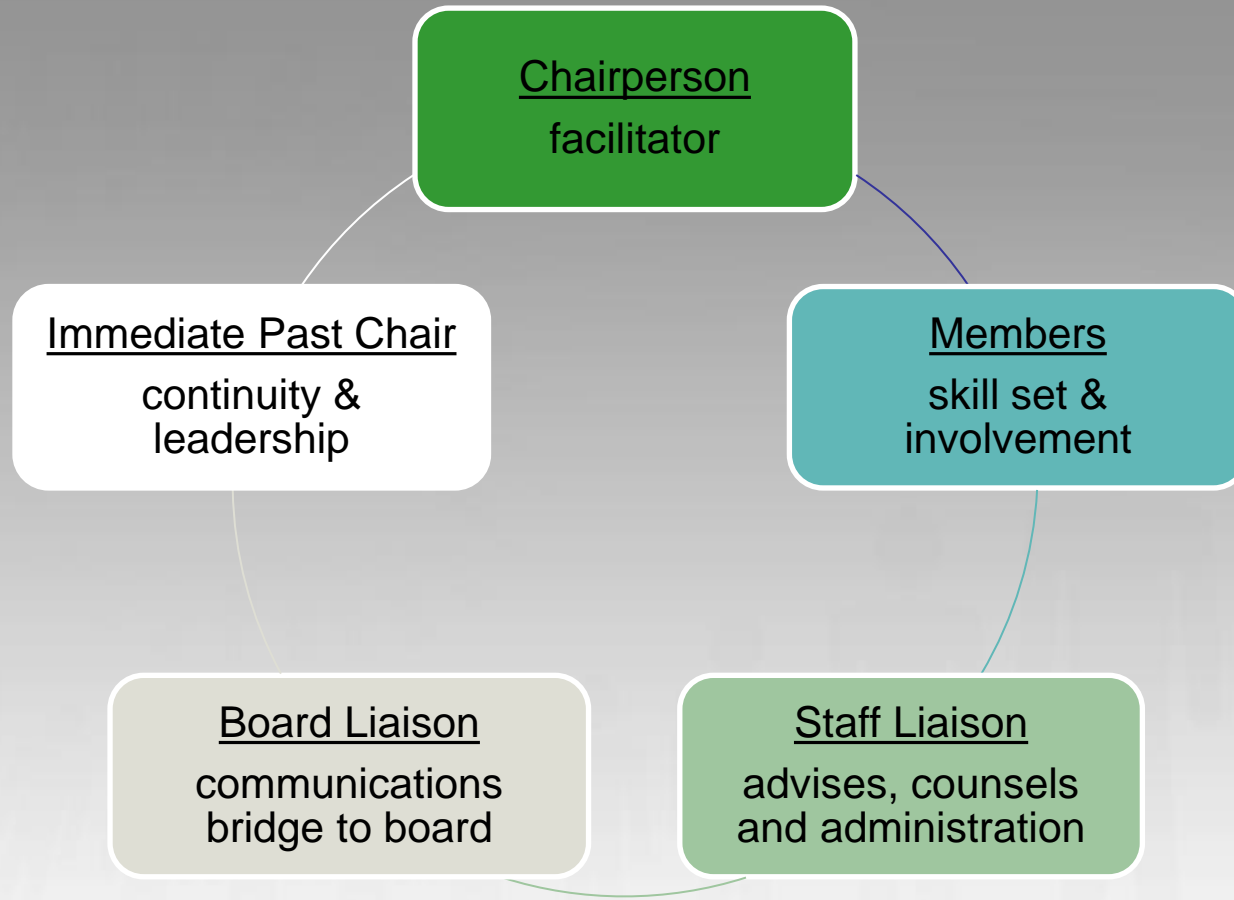
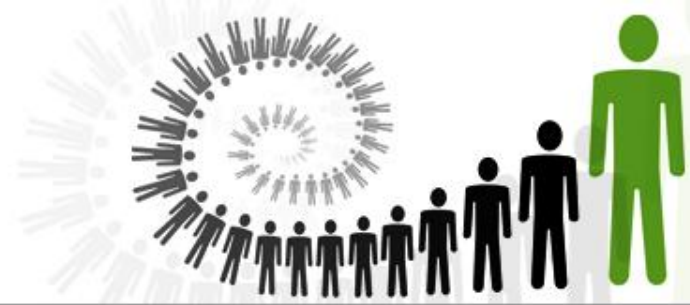
Overview, Cont'd.



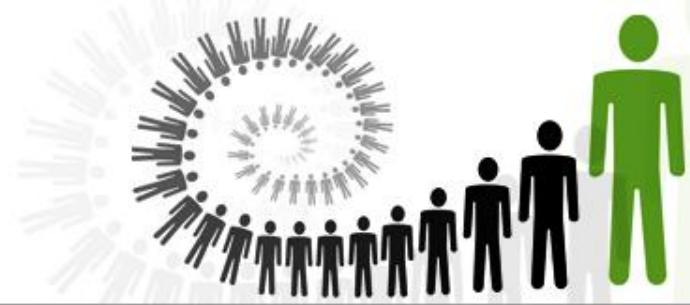
- As a global organization, balanced group dynamics and diversity are considerations for IAEE.
 - Cultural and ethnic background
 - Regional representation
 - Longevity in the industry
 - Gender
 - Current position/function title
 - Size of organization/exhibition or event
 - Industry segment



Committee/Task Force Structure



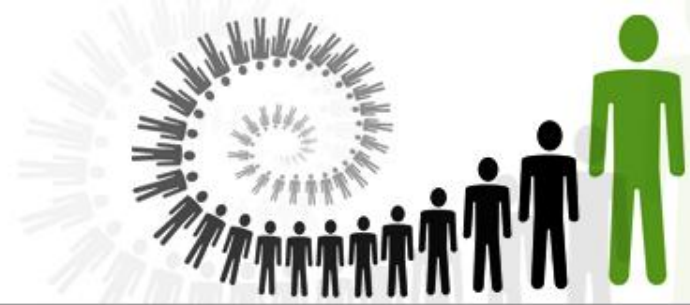
Expectations



The “**Four C’s**” for Committee/Task Force members:

- **C**ome to meetings/calls prepared
- **C**ontribute
- **C**ommunicate
- **C**omplete assignments

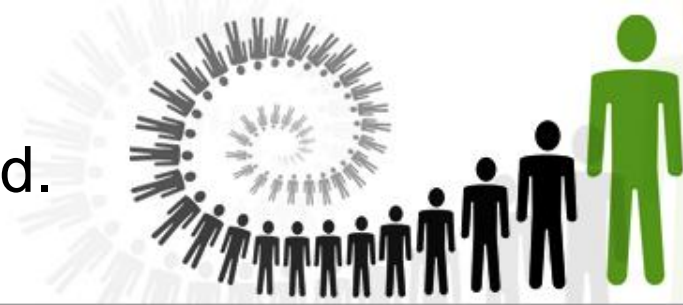
Policies & Procedures



- A charge detailing the purpose, charge and time commitment will be provided with committee/task force member welcome documentation.
- IAEE has antitrust, conflict of interest and code of ethics policies that must be strictly adhered to. A statement of expectations/conflict of interest form must be signed by all committee/task force members before participating.

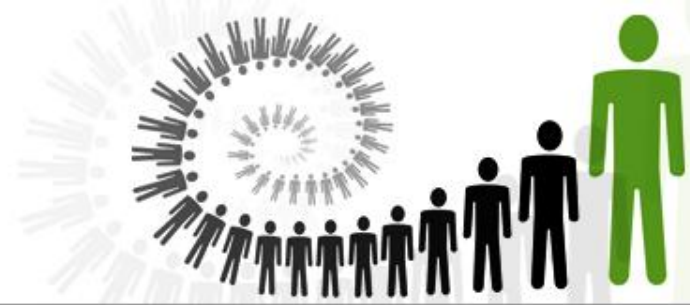


Policies & Procedures, Cont'd.



- Committee members can serve three consecutive, one-year terms before rotating off for at least one year. Officers may hold a term for one year or until a replacement is appointed.
- Task force member terms are one year or until the work of the task force is completed.
- Committee/task force members must be members in good standing. *(Exceptions will be made in special cases where a specialized area of expertise is needed.)*

Governance Resources



IAEE Website

www.iaee.com

ABOUT tab/Governance – documents and information of interest to those serving as volunteer leaders for IAEE.

(listed to the right)

- Bylaws
- Code of Ethics
- Committee List
- Committee Interest Form/Charges
- Leadership Handbooks
- FAQ's
- Preferred IAEE Partners
- Antitrust/Conflict of Interest Policies

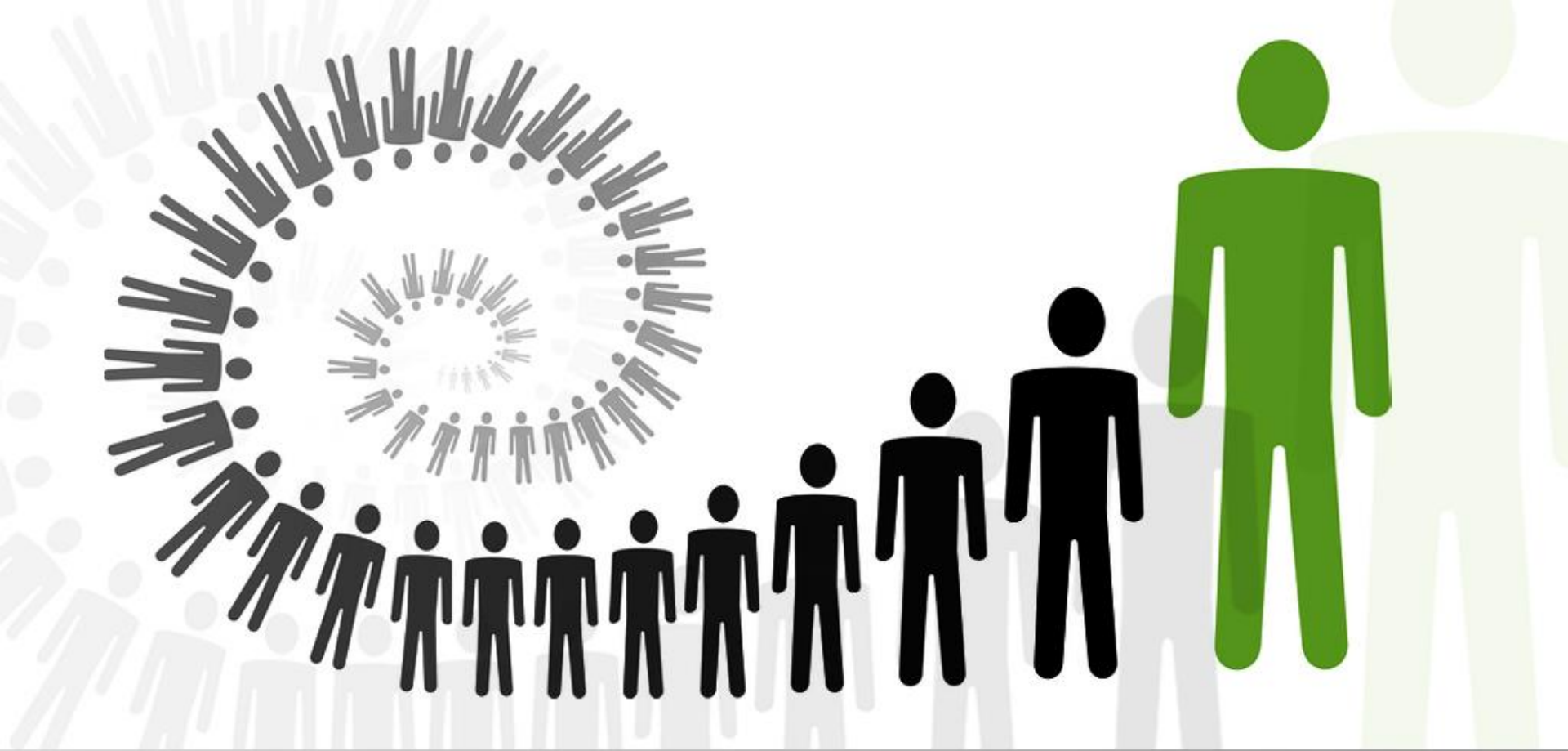


- MemberLink is IAEE's members-only community.
- Committee and Task Force members have their own communities with files, postings and discussions relevant to that particular Committee or Task Force assigned.
- Access your communities by following details to the right.

Home page, www.iaee.com

Member Log In (upper right corner)

- Click Log On
- Enter email address
- Enter password
- Click Log On
- Click on MemberLink
- Click on My Profile
- Click on My Communities
- Look for the specific Committee or Task Force you belong to



Questions?

Peggy Johnston, pjohnston@iaee.com, 972.687.9202

Terri Phillips, CEM, tphillips@iaee.com, 972.687.9213