



GUIDE FOR NOMINEES FOR ELECTION TO THE BOARD OF DIRECTORS

IAEE promotes the unique value of exhibitions and events and is the principal resource for those who plan, produce and service the industry.

Congratulations!

We are delighted to learn of your interest in serving on the Board of Directors of the International Association of Exhibitions and Events (IAEE). Your desire to do so illustrates your commitment and dedication to our industry and to IAEE.

The information contained in this booklet is designed to provide you with an accurate appraisal of the role that IAEE Board members play. It is also intended to give you a clear understanding of the candidate selection process. If you have questions about the process or the materials to be submitted, please don't hesitate to call Steven Hacker at 972.687.9204, or Cathy Breden at 972.687.9201.

Included in this booklet you will find:

- **Qualifications and Commitments**
- **Timelines for Nominating Process**
- **Guidelines for Letter of Intent**
- **Key Components of a Resume**
- **Guidelines and Form for Nominee Statement**

QUALIFICATIONS AND COMMITMENTS

Review the Qualifications and Commitments listed below to evaluate your ability to fulfill the responsibilities required of IAEE directors.

Responsibilities

A director, with other Board members, establishes IAEE policies and priorities based upon the association's mission, values and vision; represents member needs; ensures the financial stability and growth of the association; and promotes the exhibition industry generally.

Qualifications

- Knowledge, experience and demonstrated commitment to IAEE through service to IAEE chapters and/or committees
- Current exhibition industry experience; strong awareness of issues and relationships; and new emerging trends affecting the business
- Secure in own abilities, able to contribute beyond personal development
- Skilled in multi-dimensional thinking and analysis
- Interpersonal relations skills; approachable, savvy, an ambassador who personally values and respects other people
- Visionary- open to new ideas, able to prioritize and consider future directions; has a clear view of the future
- Objective- evaluates the ideas of others
- Mentor- willing to invest in others, inspires confidence and enthusiasm
- Knowledge of fiduciary role of a governing body; able to learn the role
- Integrity- establishes and maintains a personal code of conduct that serves as a model for others
- Support from employers/colleagues for the time and financial commitment required

Self Appraisal

To help you achieve a better understanding of your own motivations consider the following questions:

1. Why do I want to serve as an elected leader of IAEE?
2. Am I willing to sacrifice time, money, and other goals?
3. Will my health and spirit withstand the barrage and demands?
4. Do I have adequate support and understanding from my own organization and family?

5. Am I emotionally fit to withstand the jealousy, fears, criticism, etc. of others, including my peers?
6. Can I take disappointment without blaming others?
7. Can I communicate effectively? Can I deliver the message to others?
8. Can I subordinate my personal biases to respond to the needs of the entire membership and organization?
9. Can I identify with, and work with, the staff as a team member?
10. Can I relinquish authority and control when my term of service has ended?

Travel Commitment

- Three to four one day Board meetings each year. Usually one meeting in May/June, September, and at the IAEE Annual Meeting in December. A conference call is usually convened sometime between January and April, depending upon the need for one.
- Participation in chapter activities in your own region.
- Miscellaneous assignments of one or two days in duration as the need may arise.

Time Commitment

- Directors are usually elected to three year terms; sometimes it is necessary to fill an unexpired director's term of one or two years.
- May require 2 to 6 hours a week depending upon need and current circumstances, and in some cases more time might be required.
- Phone calls, conference calls, letters, reading, etc.
- Letter and report writing:
- Directors serve as liaisons to all IAEE Committees and Task Forces and are expected to maintain communications in this regard.
- Responses to correspondence:
- Directors receive weekly mailings and periodic e-mails and faxes from IAEE Headquarters containing briefings, memos, and correspondence, some of which may require responses.
- Review Board meeting agenda and supporting material prior to each Board meeting.
- Review minutes of board and committee meetings.

Social Time in Conjunction with Meetings

Additional activities or meetings are often called during Board and committee meetings. Please consider this when making personal plans during the time around meetings. It is often difficult to predict the need to convene a quick meeting.

Expense Reimbursement

Directors serve at their own expense and are expected to assume the cost of travel and lodging. IAEE does provide limited expense reimbursement to directors with demonstrated cases of need, for Board meetings other than those conducted at the IAEE Annual Meeting, as approved by the Secretary/Treasurer.

Timelines for Nominating Process

The task of leadership development is a year round activity at IAEE. If you wish to be considered for election to the Board of Directors you may express your interest at any time. You will receive a copy of this booklet in response.

The Nominating Committee begins the work of identifying candidates for nomination for the ensuing fiscal year of IAEE in January of each year. To be considered among the next group of candidates, your completed materials must be received by IAEE by **20 February**.

- The Nominating Committee evaluates candidate submissions in March and submits the slate of nominees to the Board at its next board meeting.
- Nominees will be notified following consideration by the Board.
- IAEE members are notified of the proposed slate of nominees for election following the adoption of the committee's report by the Board of Directors.
- The election takes place by electronic ballot July/August.
- Directors-elect are invited to attend the September Board meeting.
- Installation of officers and directors for the ensuing year takes place at the IAEE Annual Meeting and newly elected directors attend the Board Meeting during that same Annual Meeting.

Nominee Summary Sheet

This form, found on the last two pages, is a cover sheet for the materials you submit. Please fill it out completely. State your name as you would want it to appear in all official references. Include on this form three professional references, their addresses and phone numbers. One of the three should be a chapter leader or committee chairman to which you have contributed in the past five years.

Guidelines for Letter of Intent

In the letter of intent, include your acceptance of consideration for nomination, give IAEE permission to contact your references, and state your reason(s) for wishing to be considered for election as a director of IAEE.

Key Biography Components

Please enclose a current biography. If your biography does not include the following key components, please attach an addendum to include the missing items. All key components must be addressed in your biography or the addendum.

If you are selected as a candidate for election, information will be summarized from your biography and presented to the membership with the announcement of your candidacy.

1. Name
2. Formal education
3. Work Experience: list employer name, city/province, state, your role/title, and dates of employment. Include current and past positions. Include up to five leadership roles in your workplace that you've held in the last two years.
4. Professional associations, community service: List all membership and leadership roles in national and local associations and organizations, as well as dates of membership. This includes all leadership roles held in IAEE Chapters.
5. Articles published; presentations made: List all articles that you have authored and presentations that you have made. Attach copies of articles if possible.
6. Awards and Honors
7. A high resolution professional photograph of yourself in .tif, .eps, or jpg

Nominee Issue Statement

Submit a written statement about a major issue facing the Exhibition Industry today, including your approach or suggestions for addressing the issue, including what role, if any, you might see for IAEE to play. This statement, limited to 200-250 words, will be used by the Nominating Committee to evaluate you:

- Current awareness of vital industry issues
- Leadership ability related to your approach or suggestions for addressing the issue.

NOMINEE SUMMARY SHEET

Name _____

Address _____

City _____ State/Province _____

Country _____ Zip/Mail Code _____

Telephone: Work (____) _____ Home (____) _____

Fax (____) _____ E-Mail _____

If it is necessary to contact you by telephone, when is the best time to reach you and at which number?

Of which IAEE Chapter are you a member: _____

Professional References: (Please list at least one IAEE Chapter Leader, not necessarily Chapter Chairman or past Chairman). _____

1. Name _____

Address _____

City _____ State/Province _____

Country _____ Zip/Mail Code _____

Telephone: Work (____) _____ Home (____) _____

Fax (____) _____ E-Mail _____

2. Name _____

Address _____

City _____ State/Province _____

Country _____ Zip/Mail Code _____

Telephone: Work (____) _____ Home (____) _____

Fax (____) _____ E-Mail _____

3. Name _____
Address _____
City _____ State/Province _____
Country _____ Zip/Mail Code _____
Telephone: Work (____) _____ Home (____) _____
Fax (____) _____ E-Mail _____

List IAEE based activities such as committee and chapter involvement.

What should IAEE be doing, not doing, or doing differently to enhance services and programs for IAEE?

Honor Statement:

I attest that all of the information I have provided to be used in the candidate selection process is true and verifiable.

Signed _____

Checklist of what to return:

Summary Sheet Letter of Intent Resume Issue Statement

Deadline for receipt by IAEE is 20 February 2009. Send to:



Peggy Johnston
International Association of Exhibitions and Events
12700 Park Central Drive, Suite 308
Dallas Texas USA 75251
Tel: 972.687.9202 Fax: 972.458.8119
E-mail: pjohnston@iaee.com
Internet: www.iaee.com