



GUIDE FOR NOMINEES ELECTION TO THE

IAEE Services, Inc.
Board of Directors

*The Mission of IAEE Services is to profitably support
IAEE by identifying and recommending products and
services for the exhibition and event industry.*

Congratulations!

We are delighted to learn of your interest in serving on the Board of Directors of *IAEE Services, Inc.* Your desire to do so illustrates your commitment and dedication to IAEE.

IAEE Services, Inc. is a wholly-owned for-profit subsidiary of the International Association of Exhibitions and Events. The corporation's business affairs are managed by a board of directors. IAEE, a not-for-profit association, is the sole shareholder of the corporation.

The information contained in this booklet is designed to provide you with an accurate appraisal of the challenges that *IAEE Services* Board members face. 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 Cathy Breden, CAE, CMP, Executive Director, *IAEE Services, Inc.* at IAEE, +1 972.687.9201.

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

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

Duties

- The Board of Directors manages the business affairs of IAEE Services, Inc.
- The Board of Directors identifies and creates new products and services by consulting with, and receiving input from the professional staff, and by engaging in appropriate discussion and debate.
- The Board of Directors works with the Executive Director who is responsible for the execution of programs approved by the Board of Directors.
- The Board of Directors monitors the progress of IAEE Services and plans for the future.
- The Board is responsible for the accurate accounting and reporting of the financial state of IAEE Services, Inc.
- The Board of Directors looks for and grooms future board members of IAEE Services, Inc.
- The Board values and promotes consensus, cooperation, and participation among all members at every level. Each director is accountable to the IAEE Board of Directors and not any particular segment or interest group of the membership.

Qualifications

- Creative and entrepreneurial spirit with the ability to identify new products and services
- Secure in own abilities, able to contribute beyond personal development and personal business interest
- 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 Services, Inc.*?
2. Am I willing to sacrifice time, money, and other goals?
3. Do I have adequate support and understanding from my own organization and family?
4. Am I emotionally fit to withstand the jealousy, fears, criticism, etc. of others, including my peers?
5. Can I take disappointment without passing the buck?
6. Can I communicate effectively? Can I deliver the message to others?
7. Can I subordinate my personal biases to respond to the needs of the entire membership and organization?
8. Can I identify with, and work with, the staff as a team member?
9. Can I relinquish authority and control when my term of service has ended?
10. Can I put aside my own personal and professional self-interests for the good of the company?

Travel Commitment

Two to three half-day Board meetings each year. Every attempt is made to hold board meetings in conjunction with IAEE events. One of the meetings will be held at the IAEE Annual Meeting. Additionally, teleconferences of the board may be scheduled.

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 4 to 12 hours a month depending upon need and current circumstances.
- Phone calls, letters, reading, etc.
- Responses to mailings from IAEE Services, Inc. headquarters.
- Review minutes of board and committee meetings.

Expense Reimbursement

Directors serve at their own expense and are expected to assume the cost of travel and lodging.

Timelines for Nominating Process

The task of leadership development is a year round activity at *IAEE Services, Inc.* If you wish to be considered for election to the Board of Directors for terms beginning in 2009, you may express your interest at any time, but no later than 30 April 2008. You will receive a copy of this booklet in response.

The Nominating Committee identifies candidates for nomination for the ensuing fiscal year of IAEE in April/May. A slate of nominees is put before the IAEE Services Board of Directors for approval. The *IAEE Board* accepts the slate at its next board meeting. Directors'-elect are invited to attend board meetings in September/October to observe.

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. IAEE staff may not be used as references.

Guidelines for Letter of Intent

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

Key Components of a Resume

Please enclose a current resume. If you are selected as a candidate for election, information will be summarized from your resume and presented to the IAEE Board of Directors 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.
5. Awards and Honors

Name _____

Address _____

City _____

State/Province _____ Zip/Mail Code _____

Country _____

Telephone: Work _____ Home () _____

Mobile _____ Fax () _____

E-Mail _____

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

Professional References

1. Name _____

Address _____

City _____

State/Province _____ Zip/Mail Code _____

Country _____

Telephone: Work _____ Home _____

Fax _____ E-Mail _____

2. Name _____

Address _____

City _____

State/Province _____ Zip/Mail Code _____

Country _____

Telephone: Work _____ Home _____

Fax _____ E-Mail _____

3. Name _____

Address _____

City _____

State/Province _____ Zip/Mail Code _____

Country _____

Telephone: Work _____ Home _____

Fax _____ E-Mail _____

What should *IAEE Services, Inc.* be doing, not doing, or doing differently to enhance services and products 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 _____

- Summary Sheet
- Letter of Intent
- Resume
- Issue Statement

DEADLINE FOR TERMS BEGINNING IN 2009 IS 30 APRIL.

Send to:

Peggy Johnston

IAEE Services, Inc.

8111 LBJ Freeway, Suite 750

Dallas Texas USA 75251

Tel: +1(972)687.9202

Fax: +1(972)458.8119

E-mail: pjohnston@iaee.com

Internet: www.IAEE.com

www.tradeshowstore.com