

QUALIFICATIONS AND COMMITMENTS

Review the qualifications and commitments listed below to evaluate your ability to fulfill the responsibilities required of IAEE MATSO Council members.

Responsibilities – The MATSO Council serves as an advocate for Major American Trade Show Organizers owning or producing for-profit or not-for-profit shows of 200,000 NSF or more. The focus is on all operational aspects of large show production: marketing and sales, legislation, labor, technology, global challenges and operations. The Council provides a forum that supports in-depth problem solving in a competition-free environment based on a foundation of confidentiality and trust.

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 emerging trends affecting the MATSO community
- 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
- Willing and able to enthusiastically support IAEE major initiatives including contributions to essential fund-raising campaigns
- Flexibility- additional activities or meetings are occasionally identified during board, council and committee meetings

Travel Commitment – Two face-to-face meetings each year. One meeting during the hosted event (dates vary from year to year) and the other at the IAEE annual meeting in December. Conference calls may be convened at other times as needed.

Time Commitment – May require 2 to 3 hours a month depending upon need and current circumstances. Duties include:

- Responses to correspondence in a timely manner.
- Thoroughly review council meeting agenda and supporting material prior to each council meeting.
- Participate in council calls and meetings.
- Review minutes of board and committee meetings.
- Participation in chapter activities in your own region.

- Flexibility in schedule.

Expense Reimbursement – Council members serve at their own expense and are expected to assume the cost of travel and lodging.

Nomination Process/ Timeline – Starting 15 August of each year, the MATSO Council begins the work of identifying candidates for nomination for the following year.

- The Nominations process is open from 15 August to 30 September.
- The Nominations Committee evaluates candidate submissions by mid-October and submits the slate of nominees to the council for approval by the end of October.
- The approved slate is brought before the IAEE Board of Directors for approval at their December board meeting.
- Nominees will be notified following consideration by the council and subsequent approval by the board.
- Terms run from 1 January to 31 December each year.

To be considered among the next group of candidates, your completed interest form (below) must be received by IAEE by 30 September.

MATSO COUNCIL INTEREST FORM

Name	Title	Company
Address		
City	State/Province	
Country	Zip/Mail Code	
Telephone: Work	Mobile	
Fax	Email	

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

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

Return interest form to:

Terri Phillips, CEM
 Executive Director, IAEE MATSO Council
 IAEE, 12700 Park Central Dr, Ste. 308, Dallas, TX 75251
tphillips@iaee.com
 972-687-9213