



## **GUIDE FOR NOMINEES**

# **APPLICATION FOR THE IAEE BOARD OF DIRECTORS**

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

We are delighted to learn of your interest in serving on the International Association of Exhibitions and Events™ (IAEE) Board of Directors. 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 do not hesitate to call David DuBois at 972.687.9204, or Cathy Breden at 972.687.9201.

#### **Included in this booklet you will find:**

- **Responsibilities**
- **Ideal Qualifications**
- **Travel/Time Commitment**
- **Expense Reimbursement**
- **Timeline**
- **Nominee Summary Sheet**

## 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 exhibitions and events industry generally.

## IDEAL QUALIFICATIONS

- Knowledge, experience and demonstrated commitment to IAEE through service to IAEE chapters and/or committees
- Current exhibitions and events 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
- Willing and able to enthusiastically support IAEE major initiatives including contributions to essential fund-raising campaigns

As a global organization, balanced group dynamics, diversity and inclusion are also important considerations for IAEE's volunteer leaders, to include but not be limited to cultural and ethnic background, current position/functional title, gender, industry segment, longevity in the industry, regional representation and size of organization/exhibition or event.

## TRAVEL COMMITMENT

- Three to four board meetings each year. Usually a two-day meeting in the April/May timeframe, two days in August, and a full day at the IAEE annual meeting in December. The December meeting requires arriving on Saturday for a full day meeting on Sunday and staying through the Thursday luncheon/business meeting. Conference calls will be scheduled as needed. Every effort is made to conduct email votes for items needing action without discussion.
- 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 mailings and periodic emails from IAEE headquarters containing briefings, memos, and correspondence, some of which may require prompt responses.
- Thoroughly review board meeting agenda and supporting material prior to each board meeting.
- Review minutes of board and committee/task force meetings.

### 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 upon application to and approval of the secretary/treasurer.

### TIMELINE

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 28 February each year or by the deadline set through individual contact with the Nominating Committee or staff.**

- 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.
- The board of directors notifies IAEE members of the proposed slate of nominees for election following the adoption of the committee's report.
- The election takes place by electronic ballot NLT 90 days prior to the annual meeting.
- Directors-elect are invited to attend the August board meeting as an important part of their training and orientation.
- 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

Please fill in the Nominee Summary Sheet (included on the next page) as the cover sheet for the materials you submit. State your name, as you would want it to appear in all official references. Include three professional references including email addresses and phone numbers. One of the three should be an IAEE chapter leader or committee/task force chairperson with whom you have served in the past five years.

## NOMINEE SUMMARY SHEET

Type in area provided.

Name

Title

Organization

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?

Of which IAEE chapter are you a member?

Additional Demographic Information:

What industry segment does your organization represent?

- Association organizer
- Corporate/Independent organizer
- Vendor/Supplier
- Official service contractor
- Specialty Service contractor
- Venue
- DMO
- CVB/CVA
- Other, please specify

If an organizer, what is the size, in net square feet of exhibit space, of...

Your largest event

Your smallest event

Does your organization produce, participate in or provide contracted services to exhibitions outside your home country?

- Yes
- No

If so, where:

Professional References: (Please list at least one IAEE chapter leader, not necessarily chapter chairman or past chairman).

1. Name:

Title:

Company:

Telephone:

Email Address:

2. Name:

Title:

Company:

Telephone:

Email Address:

3. Name:

Title:

Company:

Telephone:

Email Address:

List IAEE-related activities such as committee and chapter involvement.

Please list any protocols or processes your current or a past organization has been successful with in support of diversity, equity and inclusion (DE&I).

[Click or tap here to enter text.](#)

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

**Honor Statement:**

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

**Signed**

## OTHER ITEMS TO INCLUDE WITH YOUR INFORMATION

1. **Letter of Intent**
2. **Current Resume**
3. **Issue Statement** - Submit a written statement about a major issue facing the exhibitions and events 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 your:
  - Current awareness of vital industry issues
  - Leadership ability related to your approach or suggestions for addressing the issue
  - Understanding of the scope of IAEE's standing in the industry

**Deadline for receipt by IAEE is 28 February or by the deadline set through individual contact with the Nominating Committee or staff. Send to:**



**Beverly Benbow, M. Sc.**  
**International Association of Exhibitions and Events™ (IAEE)**  
12700 Park Central Drive, Suite 308  
Dallas Texas USA 75251  
E-mail: [bbenbow@iaee.com](mailto:bbenbow@iaee.com)