



Exhibitions and Events Mean Business

www.iaee.com

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

TRAVEL COMMITMENT

- Three to four board meetings each year. Usually a two-day meeting in March/April, one or two days in August, and a half day at the IAEE annual meeting in December. Several conference calls may be held depending on the need. Every effort is made to have 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 Thursday, 31 March each year.**

- 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 July/August.
- 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 the Nominee Summary Sheet out 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, their 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

Name _____

Address _____

City _____ State/Province _____

Country _____ Zip/Mail Code _____

Telephone: Work () _____ Home () _____

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? _____

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 (____) _____ Email _____

2. Name _____

Address _____

City _____ State/Province _____

Country _____ Zip/Mail Code _____

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

Fax (____) _____ Email _____

3. Name _____

Address _____

City _____ State/Province _____

Country _____ Zip/Mail Code _____

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

Fax (____) _____ Email _____

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 _____

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 Thursday, 31 March 2016. Send to:



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