



International Association  
of Exhibitions and Events  
*Rocky Mountain Chapter*

## 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.*

*We are delighted to learn of your interest in serving on the Board of Directors of the Rocky Mountain Chapter of the International Association of Exhibitions and Events (IAEE RMC). 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 RMC 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 Nora Johnson at 303.825.8333 x20.*

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

Qualifications and Commitments

Timelines for Nominating Process

Guidelines for Letter of Intent

Key Components of a Biography

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 RMC directors.

### RESPONSIBILITIES

A director, with other Board members, establishes IAEE RMC policies and priorities based upon the chapter and 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:

- Why do I want to serve as an elected leader of IAEE RMC?

- Am I willing to sacrifice time, money, and other goals?
- Will my health and spirit withstand the barrage and demands?
- Do I have adequate support and understanding from my own organization and family?
- Am I emotionally fit to withstand the jealousy, fears, criticism, etc. of others, including my peers?
- Can I take disappointment without blaming others?
- Can I communicate effectively? Can I deliver the message to others?
- Can I subordinate my personal biases to respond to the needs of the entire membership and organization?
- Can I identify with, and work with, the staff as a team member?
- Can I relinquish authority and control when my term of service has ended?

## TRAVEL COMMITMENT

- Eleven IAEE RMC Board Meetings, unless a conference call line is designated, each year.
- Participation in chapter activities in your own region.

## TIME COMMITMENT

- Directors are usually elected to one-year terms, with the potential to be re-elected to the board for continued service the following year.
- May require 1 to 4 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 RMC Committees and Task Forces and are expected to maintain communications in this regard.
- Responses to correspondence
- Review Board meeting agenda and supporting material prior to each Board meeting.
- 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. IAEE RMC does provide limited expense reimbursement to directors if it is a direct operational expense for the chapter, as approved by the Secretary/Treasurer.

## TIMELINES FOR NOMINATING PROCESS

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 RMC between June and August of each year. To be considered among the next group of candidates, your completed materials must be received by IAEE RMC by **30 August**.

- The Nominating Committee evaluates candidate submissions in September and submits the slate of nominees to the Board at its next board meeting.
- Nominees will be notified following consideration by the Board.
- IAEE RMC 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 September/October.
- Directors-elect are invited to attend the November Board meeting.
- Installation of officers and directors for the ensuing year takes place at the IAEE Annual Meeting or the first official chapter program the ensuing year.

## 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 two professional references, their addresses and phone numbers. One of the two 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 RMC permission to contact your references, and state your reason(s) for wishing to be considered for election as a director of IAEE RMC.

## 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.

- Name
- Formal education
- 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.
- 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.
- Articles published; presentations made: List all articles that you have authored and presentations that you have made. Attach copies of articles if possible.
- Awards and Honors
- 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 RMC 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.

## 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?

\_\_\_\_\_

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 \_\_\_\_\_

List IAEE based activities such as committee and chapter involvement.

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

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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 30 AUGUST 2010. SEND TO:**



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of Exhibitions and Events**  
*Rocky Mountain Chapter*

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