

## IAEE Committee and Task Force Member Handbook - 2021

### General Committee and Task Force Policies and Procedures

The following committee policies have been adopted by IAEE to establish continuity in the committee operations.

1. While most of the committees/task forces will only meet via teleconference, some may have one face-to-face meeting, normally at Expo! Expo! IAEE's Annual Meeting & Exhibition.
2. Certain committees/task forces require more frequent meetings or may choose to meet at a different time of year based on their charge and any special requirement or projects.
3. All committees/task forces will have detailed time commitment information in their specific charge.
4. **Committee members** may serve three consecutive one-year terms before rotating off the committee for at least one year. The officers shall hold a term for one year or until a replacement has been appointed.
5. For the purposes of continuity (in some cases), the Chairperson of a committee will participate on the committee as Immediate Past Chairperson the year following his/her year as Chairperson.
6. **Task force member** terms are for one year or until the work of the task force has been completed. Task Forces are appointed by the Chairperson of the Board for specific purposes and may consist of several members from other existing standing committees.
7. Committee/task force members are recruited from the membership-at-large. Each member appointed should be prepared to contribute their time and skills to fulfill the charge of the committee.
8. From time to time, a committee or task force may require participation from a representative with a specialized area of expertise who is a non-member. An exception will be made for those special cases.
9. Committee/task force members should be ready and willing to participate, including accepting individual assignments requested by the Chairperson.
10. It is not the intent that committee officers will *automatically* succeed upward each year.
11. The Chairperson of the Board shall appoint all standing committees, subcommittees and/or task forces, as necessary, which are not in conflict with other provisions as stated in the Bylaws. The general process is detailed below:
  - IAEE members can express interest at any time during the year by visiting the IAEE website: <http://www.iaee.com/about/governance/committee-interest-form/>
  - The incoming chairperson, board members, chapter leaders, staff liaisons and other IAEE members can recommend a member for a committee or task force.
  - The incoming chairperson, along with the Executive Vice President & COO will review the recommendations for each committee/task force determining the needs to fulfill the charges.
  - Invitations are extended in the fall with all committees/task forces being finalized by December

when confirmations are sent.

- Whenever possible and as long as the annual work of the group is not too far long, IAEE attempts to place all persons expressing interest to participate. In most instances, if the person has not been engaged staff will introduce them to the chapter for engagement.

12. Recurring non-attendance at scheduled meetings, unless approved in advance by the Committee/Task Force Chairperson, may result in removal from the committee/task force. It is understood that there may be special circumstances that may arise.

13. Every attempt will be made by the Chairperson of the Board to avoid appointing individuals to more than one standing committee, or to a committee which requires more active participation than the individual can give.

14. A Board of Directors Liaison will be appointed annually by the Chairperson of the Board to each committee and task force. Since there are more committees/task forces than liaisons available, the liaisons may be appointed to more than one committee. The President and CEO, in consultation with the Chairperson of the Board, will appoint Staff Liaisons to committees/task forces.

Before you begin your work on an IAEE committee or task force, there are three very important issues that are often forgotten.

- The committee Chairperson is responsible for the overall effectiveness and communication of the committee; not the only person expected to do the work.
- When work assignments are given and accepted, the success of the committee depends on the individual's follow-through and completion of the task.
- The more effective a committee is the more important and recognized it becomes. More individuals will want to serve, and the job becomes easier for each participant.

Understanding these issues, you are now ready to assume the role as a key player on a committee or task force.

## Guidelines for Committee and Task Force Members

The role of a committee/task force member is an important one. The success of each depends on the contributions made by every one of its members.

Consider the following suggestions as you approach your role in committee participation.

- Study the agenda carefully before you come to the meeting. Ask for clarification if any items are unclear.
- Determine what the exact purpose of the meeting is and decide in advance how and what you will contribute to it.
- Stick to the agenda during the meeting. Bring up new business only at the appropriate time.
- Keep your replies short and to the point.
- When on teleconferences, state your name before speaking to aid in minute-taking.
- Speak in a voice everyone can hear. Wait until you have the attention of all the committee members before you begin your remarks.
- Repeat your remarks if you think they were not heard and if your remarks are lengthy or involved, sum them up at the end of your discussion.
- Do not hesitate to comment, criticize constructively or disagree. Know your subject and ask for support from members who believe as you do.
- If you disagree with the speaker, make your comments at the proper time.
- If you have a comment, ask for the floor rather than joining in aimless group discussion. If what you

have to say is a genuine contribution and really does make a difference, do not let it get lost in confused conversation.

- There may be dissenters on some subjects. Ask them to summarize their convictions in a direct statement. This permits a more thorough examination of an idea that could be highly constructive when completely understood.
- Hurriedly passed motions usually do not receive the consideration they deserve. Better to table them until the next meeting, when they can be discussed in detail, than to pass a motion you might regret after.

## Staff Liaison

### Responsibilities:

A. Send out meeting notices to committee members, the Chairperson, and Chairperson-elect of IAEE a minimum of **one month in advance** of scheduled meetings when possible. The preferred method is using an Outlook Meeting Request for ease in tracking response.

B. Work with the committee chair to develop the meeting agenda. Send the agenda out in advance of meeting; preferably with meeting notice.

C. Assemble all materials for meeting. Make photocopied sets for face-to-face meetings.

D. Assist with logistics as appropriate. If held at committee member's office, provide guarantees for number of members attending. If the meeting is by teleconference, make the arrangements for the teleconference. If the meeting is held at a hotel, the staff liaison is responsible for all meeting planning activities, in coordination with the IAEE exhibitions and events department, including:

- Securing a block of sleeping rooms, if required.
- Making arrangements for a meeting room including negotiating cost, planning breaks, and selecting luncheon or dinner menus.
- Providing appropriate advance information to committee members, other staff and guests regarding meeting and housing arrangements.
- Supervising proper servicing of the meeting with respect to break and luncheon/dinner serving time, room environment, etc.

E. Attend committee meetings and take and process minutes.

F. Send out meeting minutes within **two weeks** of the meeting, after approval of the committee Chairperson, to all committee members, board liaison, IAEE staff, and IAEE Board of Directors.

G. Delegate assignments from the minutes as determined by the committee (to IAEE Management Staff, etc.).

H. Keep committee chair informed of IAEE activities that affect their particular committee.

## Board Liaison

In order to ensure effective communications between the board of directors and IAEE's network of committees, members of the board will be asked by the Chairperson of the board to serve in the role as board liaison to a designated committee(s) or task force(s).

**The role of the board liaison is to:**

- A. Assist the committee Chairperson by providing a communications bridge to and from the board of directors.
- B. Be the resource on IAEE board policy. *(Includes Antitrust and Conflict of Interest purposes)*
- C. Coach and mentor both the Chairperson and members of the IAEE committees. One of the responsibilities of the IAEE directors is to identify the future leadership of the association and to provide encouragement and training to them. The board liaison is well positioned to accomplish this important objective.
- D. Convey new IAEE Board policies and information to the Chairperson and committee and to ensure that these policies are followed.
- E. Act as a “sounding board” for the committee Chairperson and committee members. Recommendations that may ultimately come before the IAEE Board of Directors can be discussed first with the board liaison, who may furnish important guidance and advice.
- F. Identify additional information resources for the Chairperson and the committee within the IAEE organization.
- G. Help facilitate the work of the committee in cooperation with the Chairperson.

The role of the board liaison can be a key ingredient to organizational success. The delineation of roles between the committee Chairperson and the board liaison must, at all times, remain clear. It is not the intention of the IAEE Board to be a co-Chairperson of committees, but to make board resources available to the committee Chairperson and members. Should questions arise, the board liaison is encouraged to contact the Chairperson of the Board or the IAEE President.

## Antitrust, Conflict of Interest, Code of Ethics and Data Protection-GDPR

### **Antitrust Statement**

It is essential that you observe certain ground rules as you participate in committee meetings. As you know, the antitrust laws prohibit or make highly imprudent the discussion of a number of matters at meetings. There can be no discussions among you at committee meetings or in any other place concerning: the price paid or charged by the organizations you represent; other terms or conditions established by your organization, such as credit terms, markups, commissions, or profits; the geographic area in which your organization is seeking or may seek to do business; the persons or organizations with whom your organization will or will not do business; or production costs and plans.

Any departure from these ground rules could result in severe civil and criminal penalties to you as an individual, to your organization, and even to IAEE. Indeed, Federal sentencing guidelines mandate jail sentences for antitrust violations and call for criminal fines.

### **Conflict of Interest Guidelines for IAEE Members in Leadership Positions**

The support for high standards of honesty, integrity, impartiality, and conduct of members of the IAEE committee and task force members is essential to assure the proper performance of IAEE’s responsibilities to the entire membership and the exhibition industry.

IAEE committee and task force members shall avoid any action which might result in, or create the appearance of, using an IAEE position for private gain; giving preferential treatment to any person or business; losing independence or impartiality; or, affecting adversely the confidence of the membership or the industry in the integrity of IAEE.

No IAEE committee or task force member shall knowingly use his/her official position to participate in an official IAEE act, when such act would further, directly or indirectly, the member's beneficial interest without a full disclosure of that fact prior to any official action.

The "beneficial interest" of an IAEE committee or task force member includes direct or indirect benefit to the member, family, partners, company and/or employer, or others with whom the member has financial or business ties.

An IAEE committee or task force member shall not solicit, accept, or receive any compensation including any gift, gratuity, favor, entertainment, loan, or any other thing of monetary value nor shall he/she permit any such compensation to accrue to his/her beneficial interest from any source, the receipt or accrual of which would occur by virtue of influence improperly exerted from his/her leadership position.

An IAEE committee or task force member shall not use any information obtained as the result of participation personally and substantially in an official IAEE act, for his/her beneficial interest, directly or indirectly. An IAEE committee or task force member shall not engage in, directly or indirectly, and financial or business transaction as a result of, or primarily relying on, information obtained through his/her official IAEE position.

An "official IAEE act" means any deliberation, decision, or action on any question, matter, proceeding, or controversy in which the IAEE is a party or has a direct and substantial interest brought before an IAEE committee or task force member at a duly convened meeting.

#### **DISCLOSURE OF POTENTIAL CONFLICT OF INTEREST**

An IAEE committee or task force member is under a continuing obligation to disclose any potential conflict of interest as soon as it is known or reasonably should be known.

An IAEE committee or task force member shall disclose the existence of such a potential conflict of interest in writing, providing all material facts relevant to the resolution of the potential conflict of interest.

Disclosure statements will be submitted as follows. For committee or task force members, the disclosure shall be provided to the chair of the committee. The chair's disclosure shall be provided to the Chairperson of the IAEE Board of Directors or its equivalent. Copies also shall be provided to the president of IAEE.

### **Code of Ethics Statement**

*IAEE members pledge to conduct themselves professionally with honesty and integrity in their business practices.*

We will carefully monitor conduct by asking:

- Is this legal?
- Is there sufficient disclosure of essential facts so that the parties can make informed choices?
- How will it make me feel about myself, my organization, and my industry?

In the conduct of our business, we will aim to treat others as we would expect others to treat us.

### **Data Protection-GDPR**

From time to time, committee members may have access to certain member data. Committee members need to understand the requirement to treat all personal data you may have access to, based on your volunteer position, with respect and confidentiality in line with IAEE's Privacy/GDPR Policy.