



June 1, 2017

Dear IAEE Midwestern Chapter Colleague,

The Board Development Committee of IAEE Midwestern Chapter invites nominations for the Board of Directors with terms beginning January 1, 2018. Please take a few minutes to review the attached document which describes Board member selection criteria and responsibilities and give thought to nominating an outstanding individual for Board service. Directors are elected to three year terms and may serve a lifetime maximum of two terms.

We encourage you to evaluate your personal competencies and interests and nominate yourself if you are so interested. Before nominating someone other than yourself, we ask that you seek that person's agreement to be nominated and ask him/her to provide a comprehensive written summary of her/his prior service to IAEE and/or the IAEE Midwestern Chapter.

The Board Development Committee will review all nominations in accordance with the criteria that have been established for Board service (see attached), and a slate of nominees will be presented to Chapter members on August 30, 2017. An election will take place 60 days following, at the Annual Meeting luncheon where the nominating committee will ask those present, for approval of the slate.

Strong leadership is a hallmark of the IAEE Midwestern Chapter. We seek highly qualified and highly committed members for service on the Board of Directors. We appreciate your participation in identifying outstanding professionals for this rewarding volunteer experience. If you have any questions, please feel free to contact either of us.

**Send complete nomination materials to the IAEE Midwestern Chapter office as soon as possible or no later than August 1, 2017.**

Sincerely,

A handwritten signature in black ink that reads 'Lisa Malikow'.

Lisa Goecke Malikow  
2017 Board Development Chair

## Call for Nominations IAEE Midwestern Chapter Board of Directors

**I nominate the following candidate for the IAEE Midwestern Chapter Board.** *(If you are nominating someone other than yourself, we ask you to contact that individual prior to submitting this form to secure that person's agreement to be nominated.) A professional resume must be submitted with this form.*

**Nominee's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Company:** \_\_\_\_\_

**Address/City/State/Zip:** \_\_\_\_\_

**Phone & Email:** \_\_\_\_\_

**What best describes your current position (check all that apply):**

- |   |   |  |                                   |
|---|---|--|-----------------------------------|
| <input type="checkbox"/> Planner                | <input type="checkbox"/> Show Organizer | <input type="checkbox"/> Third Party Planner | <input type="checkbox"/> Supplier |
| <input type="checkbox"/> CVB                    | <input type="checkbox"/> Venue          | <input type="checkbox"/> Consultant          | <input type="checkbox"/> Retired  |
| <input type="checkbox"/> Not Currently Employed | <input type="checkbox"/> Other          |  |                                   |

**Approximate number of employee's your organization employees:** \_\_\_\_\_

**Years in the events and exhibitions industry:** \_\_\_\_\_

**How many years has nominee been an IAEE member?** \_\_\_\_\_

**Has the nominee achieved CEM certification?** Yes ☐ No ☐

**Is the nominee an IAEE Robert L. Krakoff Leadership Institute graduate?** Yes ☐ No ☐

**Has the nominee attended IAEE Expo Expo before?** Yes ☐ No ☐

**Other relevant certifications (CMP, CMM, etc.)? Please List :** \_\_\_\_\_

**List service to IAEE Midwestern Chicago/IAEE, including dates of service:**

**What skills, knowledge and/or experience will the nominee bring to the Midwestern Chapter Board?**

**How well and in what capacity have you known this nominee? Please skip if self-nominating.**

**Nominated by:** \_\_\_\_\_

**Phone & Email:** \_\_\_\_\_

***Please attach a resume.***

Contact Board Development Chair, Lisa Goecke Malikow at 312.853.5765

or lmalikow@restaurant.org with questions.

*Please complete and **return this form no later than August 1, 2017** to Gail A. Brooks, CMP*

Phone: 630-599-7101 Fax: 630-689-9034 or [gbrooks@wmrhq.com](mailto:gbrooks@wmrhq.com)

Website [www.iaeemwc.com](http://www.iaeemwc.com)

## **RESPONSIBILITIES AND CRITERIA FOR IAEE MIDWESTERN CHAPTER BOARD MEMBERS**

Members of the Board of Directors of the IAEE Midwestern Chapter make the policies for the Chapter and monitor the execution of those policies. The Board determines its present and future direction including: general and specific policies, long-range planning, management and augmentation of finances, personnel policy, and working relationship with the staff.

In addition, individual board members are asked:

- Regularly attend board meetings and social events.
- Be prepared for board meetings and to lead/participate in discussions thoughtfully and responsibly.
- Makes serious commitment to participate actively in committee work.
- Volunteers for and willingly accepts assignments and completes them thoroughly and on time.
- Stays informed about committee matters, prepares themselves well for meetings, and reviews and comments on minutes and reports.
- Serve as a committee chair and/or Executive Committee member.
- Recruit committee members and builds a working relationship with them.
- Participate in recruiting next generation of committee and board members.
- To support the majority decision on issues decided by the Board of Directors.
- To sign the *Conflict of Interest Statement* and uphold its beliefs and values.
- To know and promote understanding of the chapter mission and goals
- To maintain the Chapter on a sound financial basis and to exercise a strong sense of fiduciary responsibility on behalf of the Chapter.
- To ensure that all activities are in adherence with the Chapter's bylaws.
- To maintain active IAEE membership.