

Preamble:

The IAVM Nominating Committee is seeking candidates who are well-versed in all areas of venue management, invested in their own professional growth and the growth of others, are dedicated to the advancement of the venue industry as a whole and have the demonstrated ability to lead the Association.

Minimum Qualifications:

- Must have attained CFE designation and maintain the designation throughout the term of office;
- Must be a dues-paying (either Individual or Group Membership) , voting member of IAVM and remain as such throughout the term of office;
- Must have been a member of IAVM for at least ten years;
- Must have previously served at least one full term on the IAVM Board of Directors;
- Must have served at least one full year as:
 - Chair of an IAVM Committee, or
 - Chair of the Board of Regents, or
 - Chair of the Board of Governors, or
 - Chair of the IAVM Foundation Board of Trustees, or
 - Chair of a similar VMA Committee, or
 - Sector Director, or
 - Region Director.
- Must have served on any combination of at least three of the following:
 - IAVM Committees, and/or
 - Board of Regents, and/or
 - Board of Governors, and/or
 - Board of Trustees;

The intent is that the candidate will have served on any three IAVM Committees, or serve on any two committees and also on one of the Boards listed here, or any combination thereof.

- Must have been employed in one of the two top positions in a venue for at least ten years;

- Must have completed at least one of the following IAVM school programs:
 - IAVM Venue Management School
 - Graduate Institute
 - Senior Executive Symposium
 - Academy for Venue Safety & Security
 - VMA Venue Management School
- Must have attended VenueConnect at least three times, and any combination of at least three other programs (from the list below) in the previous six years:
 - Additional years at VenueConnect;
 - IAVM education programs:
 - Venue Management School
 - Graduate Institute
 - Senior Executive Symposium
 - Academy for Venue Safety & Security
 - Venue Management School (Venue Management Association);
 - Guest X
 - Trained Crowd Manager
 - Severe Weather Preparedness
 - Sector Conferences:
 - Arena Management Conference
 - International Convention Center Conference
 - Performing Arts Managers Conference;
 - Region Meetings;
 - Chapter Meetings

NOMINATION PROCESS

The nomination process will be Member-initiated. That is, interested Members will be directed to use the Association's online self-assessment tool to help determine their individual eligibility as a candidate for senior office, and to ultimately submit an application form should they wish to be considered as a candidate.

IAVM leadership will be permitted to help by encouraging potential candidates to engage using the self-assessment tool. WHQ will promote the nomination opportunity to eligible membership categories.

Stage 1: Develop a list of eligible and available candidates.

- 1.1 Candidates to complete the online application between October 1 and December 31 each year. The application must be co-signed by the applicant's direct supervisor.
- 1.2 Within the application, each candidate must complete a mandatory declaration confirming that they are not aware of any impediments that would keep them from fulfilling the requirements of the office, if nominated.
- 1.3 The application will also include a summary of the candidate's IAVM engagement, other industry-related activities and community involvement, complete with supporting documentation.

Stage 2: Verification and Evaluation

- 2.1 WHQ will verify all IAVM information submitted by each candidate.
- 2.2 Leadership Committee will complete an evaluation of each application using a standardized rating form.
- 2.3 From this review and evaluation, a short-list of candidates will be established.
- 2.4 All candidates will be advised of their status at this stage.

Stage 3: Submission of Essay and Employer's Letter

Each short-listed candidate will be required to submit the following:

- 3.1 A written essay of no more than one or two pages expounding on specific subjects relevant to the current or future needs of the Association as determined annually by the Leadership Committee. Subjects may include one or more of the following, or similar subjects:
 - 3.1.1 Candidate's view of the organization's focus and needs for the future;
 - 3.1.2 Candidate's view on the role of the Board and how the Board best works with the staff management team;
 - 3.1.3 Candidate's viewpoint on what candidate believes will be the strongest areas of value in the role of an IAVM Senior Leader;
 - 3.1.4 Candidate's leadership philosophy;
 - 3.1.5 Candidate's understanding of constitutes "good governance";
- 3.2 A letter from the candidate's employer confirming the candidate's availability to serve for the duration of the term, if nominated;
- 3.3 Leadership Committee will complete an evaluation of each essay and establish a list of candidates to complete Stage 4.

Stage 4: Interview and Selection of Nominee

- 4.1 The Leadership Committee, in whole or in part, will interview each remaining candidate via Skype, Facetime or similar platform.
- 4.2 Each candidate will be asked the same questions as determined by the Leadership Committee.
- 4.3 Following the interviews, Leadership Committee will review and discuss each candidate's interview, essay and application before voting to determine who will be the nominee for 2nd Vice Chair of IAVM.
- 4.4 All remaining candidates will be informed of their status.
- 4.5 The Leadership Committee will submit Nominee to the Board for approval by majority vote.
- 4.6 After approval by the Board, the Nominee is included in the slate of officers to be voted on by the membership of the Association.