

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 CVE designation and maintain the designation throughout the term of office;
- Must be a dues-paying (either Individual or Group Membership) , Professional Member of IAVM and remain as such throughout the term of office;
- 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,
 - the Board of Regents,
 - the Board of Governors, or
 - the IAVM Foundation Board of Trustees;
- Must have served on at least 3 of the following in any combination (each Committee service counts as one):
 - IAVM Committees,
 - Board of Regents,
 - Board of Governors, or
 - Board of Trustees;
- Must have been employed in one of the 2 top positions in a venue for at least 10 years;
- Must have completed at least 1 of the following IAVM school programs:
 - Venue Management School
 - Graduate Institute
 - Senior Executive Symposium
 - Academy for Venue Safety & Security
- Must have attended VenueConnect at least 3 times, and any combination of at least 3 other programs (from the list below) in the previous 6 years:
 - Additional years at VenueConnect;
 - Other IAVM educational programs; (GuestX, Operations Summit)
 - Sector Conferences (AMC, ICC, PAMC, ISMC, UVMC)
 - 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 the months of September and November each year (the timeframes will be announced annually). 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 Leadership Committee will submit Nominee to Executive Committee for approval by majority vote.
- 4.6 After approval by the Executive Committee, the Leadership Committee will submit Nominee to the Board for approval by majority vote.
- 4.7 After approval by the Board, the Nominee is included in the slate of officers to be voted on by the membership of the Association.