

IAVM 2nd Vice Chair Selection Criteria

Preamble:

The IAVM Leadership Development 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:

- Minimum of ten years' experience as a venue manager in a senior position.
- Previously served a full term on the Board of Directors.
- Achieved CVP or CVE designation and agree to maintain throughout term.
- Currently holds a professional membership and will continue to hold for full term of service.
- Agree to the IAVM Code of Ethics.
- Acknowledge all information provided is true and valid.

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. IAVM HQ 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 (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 IAVM HQ will verify all IAVM information submitted by each candidate.

2.2 Leadership Development 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 collection of short, written essays on specific subjects relevant to the current or future needs of the Association as determined annually by the Leadership Development 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 view on current trends in the industry.

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 Development 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 Development Committee, in whole or in part, will conduct a virtual interview with each remaining candidate.
- 4.2 Each candidate will be asked the same questions as determined by the Leadership Development Committee.
- 4.3 Following the interviews, Leadership Development 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 Development Committee will submit Nominee to Executive Committee for approval by majority vote.
- 4.6 After approval by the Executive Committee, the Leadership Development 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.