

SECTOR DIRECTOR ROLES AND RESPONSIBILITIES POLICIES AND NOMINATION GUIDELINES

GENERAL

1. The Sector Director Guidelines as adopted or amended to govern the business and/or conduct of Sector Directors, shall not conflict with the Bylaws of the International Association of Venue Managers (IAVM). In the event of a conflict between these guidelines and the IAVM Bylaws, the Bylaws of IAVM shall govern. Bylaws and Policies addressed in IAVM Bylaws, but not addressed herein shall be deemed to be included.

Sectors include: Allieds, Arenas, Convention Centers, Performing Arts, Stadiums, and Universities.

2. The objectives of the Sector shall be to:
 - Work closely with the IAVM HQ office while retaining the autonomy of the Sector as provided in the IAVM Bylaws and Governing Policies;
 - Facilitate the growth of the industry through the education of members and the development and distribution of “best practice” knowledge.
3. Recognize that diversity is an inherent characteristic to a strong and vital community. Sector Directors must commit to working intentionally to create an organization whose members, volunteers, educators and leadership includes people of all races, genders, ages, sexual identity and disability status.

SECTION I - SECTOR DIRECTOR RESPONSIBILITIES

1. The Sector Director shall serve on the **IAVM Board of Directors** as a conduit for communication (in accordance with Governance Policy GP-6.3) between the IAVM Board of Directors and the Sector Members in general, communicating the needs and concerns of Sector Members to the Board of Directors and carrying the message of the Board of Directors to the Sector members. Unless invited to attend by the Sector Committee Chair and/or the President/CEO, the Sector Director shall only attend Sector Committee meetings following meetings of the Board of Directors to report on its activities. Such meetings of the Board of Directors are held quarterly.
2. **Sector Directors Code of Conduct**
The Sector Director must adhere to GP-6 of the IAVM Policy Manual respecting the Directors Code of Conduct and the IAVM Code of Ethics.

In particular, the Sector Director will serve the interests of the entire organization. Directors recognize this responsibility to the whole to be greater than:

- Any loyalty a director may have as a member;
- Loyalty based on membership on other boards or staffs;
- Identification with any specific member sector or geographical area.

The foregoing provision of policy notwithstanding, members may advance concerns on behalf of their respective sector or geographical identities, but it is understood that each member will consider the interests of IAVM to be paramount.

3. The Sector Director also serves on the **Industry Affairs Committee**. Their term will run concurrently with their term on the Board (so a two-year term) and the committee meets monthly by call/Zoom. This committee seat allows each sector to represent and to bring advocacy issues to the committee and assist in IAVM's efforts to advocate for our members.

SECTION II - NOMINATION OF SECTOR DIRECTOR

1. The nomination process will be member-initiated. That is, members will be directed to the Association's online self-assessment tool to help determine their individual eligibility as a candidate for Sector Director, and to ultimately submit an application form should they wish to be considered as a candidate. The self-assessment tool and application form will be made available to the membership within a reasonable time prior to the start of the application submission period.
2. Applications shall be submitted to IAVM HQ staff who shall review for eligibility before submitting to the Sector Director Nominating Committee. The period for submitting completed application forms to the IAVM HQ shall be between end of January and mid-March annually.
3. The process for creating the Sector Nominating Committee applies to all sectors which is prescribed by IAVM Bylaws, Article IV, Section 9. At the annual meeting marking the start of the final term in office, the Sector Director shall appoint a Sector Nominating Committee. The purpose of the Sector Nominating Committee shall be to actively recruit and to ultimately deliver one candidate for review and affirmation by the IAVM Leadership Development Committee for nomination to the slate of officers and election to the position of Sector Director. Further, the Sector Director shall also personally engage in the recruitment of a diverse field of potential sector director candidates, using a mix of in-person and digital strategies to reach the sector membership.

4. The Sector Nominating Committee **ideally** shall consist of either three or five Sector members in good standing, who reflect the diverse nature of the association's membership, and shall include:
 - A maximum of one past Sector Director; and
 - At least one or a maximum of two Sector members in good standing.
 - At least one or a maximum of two members of the following non-sector specific management committees; Diversity and Inclusive Leadership, Membership, Mentoring, and Young Professionals.

In the event that a minimum of one past Sector Director is not available to serve, the current Sector Director may recruit a past Sector Director from another Sector(s) to complete the Nominating Committee.

5. No member of the Sector Nominating Committee may seek or be nominated for the office being considered.
6. The Sector Nominating Committee shall conduct a recruitment process using a mix of in-person and digital strategies, including but not limited to:
 - using time during the *VenueConnect* Sector Meeting and during IAVM management committee meetings to discuss the process for Sector Director nomination with attendees;
 - publicizing the process throughout *VenueConnect*;
 - using other IAVM assets and programs, such as IAVM News, *VenueNet*, email blasts and webinars or podcasts;
 - Encourage candidates from within the sector membership to apply for the nomination, using the online application form available at www.iavm.org.
7. In considering Sector members for nomination, the Sector Nominating Committee shall:
 - Seek candidates who have demonstrated a commitment to IAVM through participation at the Association, Region, Sector or Chapter level which may include participation in educational sessions as a lecturer, panelist or instructor; participation as a committee member or committee chair or other volunteer opportunities beneficial to IAVM;
 - Consider the candidate's general professional reputation in the industry and within the Sector including the reputation of the candidate's business acumen, leadership and organizational abilities;
 - Consider the potential candidate's expressed commitment to devote the time and energy necessary to fulfill the duties of the office for which they are being considered, including travel as may be required.
8. The deadline for submitting the Sector Nominating Committee's shortlist of candidates to the IAVM Leadership Development Committee shall be March 20.

9. All candidates shall be advised of their status, and candidates chosen as a Nominee for Sector Director notified by May 10.

SECTION III - QUALIFICATIONS

1. The Sector Nominating Committee may use evaluation methods such as interviews or questionnaires. Such interviews should be either in person or by electronic means, provided that the full committee is present for all interviews and reviews all questionnaires. The nominating committee shall use the same evaluation methods for all candidates.
2. In considering nominees for office, the Sector Nominating Committee shall evaluate prospective candidates using the following suggested criteria.
 - a. Level of certification achieved;
 - b. Provide documentation of equivalent attributes and experience to be considered in lieu of certification;
 - c. Participation in the IAVM or VMA Venue Management School (VMS), Relevant equivalent certifications, completed programs and experience will be considered;
 - d. Prior service on the appropriate management Sector Committee;
 - e. Demonstrated commitment to IAVM through participation at the Association, Region, Sector or Chapter level which may include participation in educational sessions as a lecturer, panelist or instructor; participation as a committee member or committee chair or other volunteer opportunities beneficial to IAVM;
 - f. Be willing and able to serve the entire 2-year term;
 - g. Demonstrate knowledge and understanding of IAVM governance structure, goal, philosophy and mission;
 - h. Provide evidence of job stability (self-declaration is acceptable);
 - i. Make a commitment to act ethically and in the best interests of the Association and its members;
3. It is preferred that the sitting Sector Committee Chair not be considered eligible to be candidates for nomination as the Sector Director. However, if in the decided opinion of the Sector Nominating Committee the Sector Committee Chair is the most qualified candidate, the Sector Nominating Committee may nominate the sitting Chair for consideration by the IAVM Leadership Development Committee.

SECTION IV - VACANCIES IN OFFICE

1. Should for any reason the position of Sector Director become vacant during a term of office, the IAVM Board Chair shall fill that vacancy in accordance with Article IV, Paragraph 10 of the IAVM Bylaws. A member so appointed may stand for election to the position of Sector Director for a full term at the next election cycle.
2. A Sector Director who is no longer employed at a venue in that sector, shall have up to one hundred and eighty (180) days to be re-employed at another venue within that sector, subject to ongoing review and conditions set by the Executive Committee of the IAVM Board of Directors. Non-compliance will result in the Executive Committee deeming that Sector Board position to be vacant, and the vacancy shall be filled in accordance with Article IV, Paragraph 10 of the IAVM Bylaws. For the purposes of this article, a Sector Director who moves to a complex that includes the original venue type, shall be deemed to have not vacated that Sector Board position, provided the Sector Director continues to identify with that sector.

SECTION V - SECTOR DIRECTOR TERM OF OFFICE

1. The Sector Director shall be elected by the members of the Sector for a two-year term at the time of the general election of the IAVM Board of Directors.
2. In accordance with Article IV. Paragraph 8 of the IAVM Bylaws, the sitting Sector Director “may not serve a successive term in the same office unless the officer has served only a partial-year term in that office”. After an absence of two years from office a member may again be nominated as Sector Director.
3. The term of office shall begin and end at the conclusion of *VenueConnect*, the Annual Conference & Trade Show, or August 1 if there is no *VenueConnect*.