



iaap
Leading
Administrative Professionals

NOMINATIONS GUIDE

FOR ELECTION TO THE 2019-2020 IAAP BOARD OF DIRECTORS

Candidate applications to serve on the 2019-2020 IAAP Board of Directors may be submitted for consideration **March 1 – March 31, 2019.**

BOARD POSITIONS OPEN FOR ELECTION

Position descriptions for the available elected board positions are located at the end of this document.

- Chair-Elect - *serving a one-year term*
- Vice Chair – *serving a one-year term*
- Two Directors-at-Large - *serving a two-year term*

ELECTION PROCESS

IAAP Board candidate applications must be submitted via email using the online form no later than 5:00 pm CT, March 31, 2019. Applications will be reviewed and vetted by the Governance and Leadership Committee based on the established criteria listed below. All IAAP members will be eligible to cast their vote in the online election, June 12 – July 3, 2019.

CANDIDATE CRITERIA

1. Must be an IAAP member for at least the previous consecutive three (3) years
2. Candidates for Board of Director positions must be currently employed in an office support or administrative role.
3. Candidates for IAAP Chair-Elect must have served the three prior consecutive years on the IAAP Board of Directors.
4. Candidates for IAAP Vice Chair must have served at least two consecutive years on the IAAP Board of Directors.
5. Proven leadership experience.
6. Positive leadership attribute, including emotional intelligence, collaboration, strategic thinking and planning skills.
7. Visionary and innovative, with the ability to recognize future needs of IAAP members and all office and administrative professionals.
8. Ability to engage in appropriate debate and discussion as needed.
9. An appreciation for diversity of knowledge, abilities, and perspectives.
10. The capability to be a spokesperson and advocate for the association and the profession.
11. Ability to meet the time and other commitments required for board service.
12. All board member candidates must have and maintain a Certified Administrative Professional (CAP) designation for the duration of their term.

THOSE NOT ELIGIBLE FOR CANDIDACY

1. Any current member of the Certification Administration Committee
2. Any current member of the IAAP Foundation Board of Directors
3. Any member of the Governance and Leadership Committee*

*Members of the GLC are ineligible to be on the IAAP Board of Directors until a full governance year after their term on the GLC.

COMMITMENT FROM BOARD MEMBERS

If you agree to be considered as a candidate for a position on the IAAP Board of Directors, you should be aware of the following commitments and responsibilities:

Commitments

- Term of service: chair-elect - one year; vice chair – one year; director-at-large – two years
- The 2019-20 term of office for all elected positions begins July 20, 2019 and continues until the end of the governance year in July 2020
- Attend board orientation and three in-person board meetings (listed below), as well as participate in monthly conference calls
 - New Board Member Orientation – July, National Harbor, MD
 - Fall Meeting – TBD
 - Spring Meeting – TBD
 - Pre-Summit Meeting – July 2020 Lake Buena Vista, FL TBD
- Prepare for all meetings by reviewing the agenda and supporting documents in advance
- Serve on board subcommittees, working groups, and other responsibilities as appointed by the chair, which may require monthly / semi-monthly conference calls

Responsibilities

- Develop, understand, and support the strategic plan in its core purpose of IAAP
- Be knowledgeable and stay current on issues and trends affecting the association and the profession
- Ensure effective organizational planning
- Develop policies to govern the association
- Protect assets and provide proper financial oversight
- Ensure long-term viability of the board through succession planning
- Participate in informal and formal mentorship programs
- Duty of care: be informed and ask questions, use good judgment at all times, and perform due diligence in decision making
- Duty of loyalty: act in the best interest of the association and membership, avoid conflicts of interest, comply with policies regarding code of conduct and ethical behavior
- Duty of obedience: remain faithful to the core purpose, vision, and goals, abide by the governing documents, manage funds to fulfill the strategic plan
- Uphold IAAP's public image, both internal and external

- Contribute to the performance evaluation of the CEO
- Attend the board orientation and in-person board meetings annually, as well as participate in monthly board meetings
- Prepare for all meetings by reviewing the agenda and supporting documents in advance
- Serve on board subcommittees, working groups, and other responsibilities as appointed by the chair, which may require monthly/semi-monthly calls

QUESTIONS

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