<table>
<thead>
<tr>
<th>Role</th>
<th>Purpose</th>
<th>Passion Alignment</th>
<th>Term Length</th>
<th>Estimated Time Required</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regional Director</td>
<td>Mentoring and assisting current Branch Directors within their Region and recruiting new Branch Directors within their Region in cities not currently represented by a Branch or under-represented by Branches based on population and size of each city.</td>
<td>If you love the IAAP community and want to help it grow by supporting and leading other leaders, then becoming a Regional Director would be a great fit for you.</td>
<td>Two-year term</td>
<td>5-7 hours per month</td>
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<tr>
<td>Branch Director</td>
<td>Connecting administrative professionals, both locally and virtually, to the IAAP community, certification, leadership, conferences, and more to help them reach their full potential and have greater impact on the profession overall.</td>
<td>If you love the IAAP community and want to help it grow, then becoming a Branch Director would be a great fit for you.</td>
<td>One-year term</td>
<td>3-5 hours per month</td>
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<tr>
<td>Awards and Recognition Committee (ARC)</td>
<td>Overseeing all IAAP awards and recognition programs in alignment with IAAP’s strategy, purpose, and core values.</td>
<td>If you have a passion for recognition and highlighting and showcasing leadership and advocacy in the profession, the Awards and Recognition Committee (ARC) is a great fit for you.</td>
<td>One-year term</td>
<td>1-4 hours per month</td>
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<tr>
<td>Certification Administration Committee (CAC)</td>
<td>Providing governance and oversight of the administration of the Certified Administrative Professional Program. The CAC is responsible for ensuring alignment of all program activities to current NCCA (National Commission of Certifying Agencies) Accreditation Standards and Guidelines.</td>
<td>If you are passionate about certification and the CAP (Certified Administrative Professional) and ensuring policies are relevant and inclusive; accreditation stays current; and the CAP program is governed fairly, then the Certification Administration Committee (CAC) is a great fit for you.</td>
<td>Two-year term</td>
<td>1-5 hours per month</td>
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<tr>
<td>Diversity, Equity, and Inclusion Committee (DEI)</td>
<td>Establishing a diverse and inclusive culture within IAAP and the administrative profession at large.</td>
<td>If you are ready to create change and ensure every single person experiences belonging within the IAAP community, the Diversity, Equity, and Inclusion (DEI) Committee is a great fit for you.</td>
<td>Two-year term</td>
<td>1-3 hours per month</td>
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<tr>
<td>Governance and Leadership Committee (GLC)</td>
<td>Assessing IAAP and IAAP Foundation volunteer leadership positions criteria and applicants to ensure all candidates are eligible for service and are in alignment with IAAP’s Leadership Profile/Matrix.</td>
<td>If you have a passion for leadership and the stewardship of IAAP’s leadership culture, along with the ability to assess competencies and make critical decisions, then becoming a part of the Governance and Leadership Committee (GLC) is a great fit for you.</td>
<td>Two-year term</td>
<td>1-4 hours per month</td>
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<td>Professional Development Forecasting Committee (PDFC)</td>
<td>Researching and reviewing business needs and trends relating to the administrative profession and recommending learning topics and areas to ensure administrative professionals are meeting not only today’s business needs but are also prepared for future needs.</td>
<td>If you enjoy research, professional development, and adult learning methods, the Professional Development Forecasting Committee (PDFC) is a great fit for you.</td>
<td>One-year term</td>
<td>1-4 hours per month</td>
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<tr>
<td>IAAP Board Director</td>
<td>Provide volunteer leadership, governance, and oversight to IAAP as a voting member of the board with full authority and responsibility to develop the strategic direction and policies of the association. Monitor the association’s financial health, participate in budget planning, and support the IAAP core purpose, vision, and core values.</td>
<td>If you have a passion for the administrative profession and the success of IAAP, along with exceptional leadership and strategic thinking skills, then becoming an IAAP board member would be a great fit for you. As a board member, you guide the future of IAAP and the administrative profession.</td>
<td>Two-year term</td>
<td>8-10 hours per month</td>
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<tr>
<td>IAAP Foundation Board Director</td>
<td>Provides volunteer leadership, governance, and oversight to IAAP Foundation as a voting member of the board with full authority and responsibility to develop strategic direction and policies of IAAP Foundation. Monitor the IAAP Foundation’s financial health and fundraising, participate in budget planning, and support IAAP Foundation’s mission and purpose.</td>
<td>If you have a passion for the administrative profession and fundraising to support it, then the IAAP Foundation Board of Directors would be a great fit for you. As a board member, you will help support the future of the administrative profession and IAAP by providing strategic leadership, governance, and oversight to the IAAP Foundation.</td>
<td>Two-year term</td>
<td>8-10 hours per month</td>
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<tr>
<td>Leading Through Service</td>
<td>This is a great way to let IAAP know you are interested in serving but aren’t sure where yet or prefer a special project or something else short-term.</td>
<td>Any passions fit here! We may connect you with a leader in your area, ask you to review content, host an interview with leadership candidates, or more.</td>
<td>No term length</td>
<td>May be anywhere from 1-6 hours per project</td>
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</tbody>
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*Governance term years run from one annual conference [Summit] to the next.*

If you are interested in applying or learning more, please visit https://www.iaap-hq.org/page/leadership