

IABC Heritage Region

Nomination Materials: 2008-2009 Board of Directors and Committee Chairs

Checklist of Nomination Documents

- _____ 1. **Attach:** [Nominee statement form](#). Be sure to sign Acknowledgment of Support.
- _____ 2. **Attach:** [Board Competencies Analysis Grid](#)
- _____ 3. **Attach:** Current resume or curriculum vitae, including IABC or other relevant volunteer service
- _____ 4. **Attach:** Your answer to the following question in a one-two paragraph essay:
Describe why you wish to serve on the Heritage Region Board, why you believe you are qualified, and your vision for the role you are seeking.

Compile information and **return electronically**

Send to: Barbara Puffer, Region Past-Director, pufferforiabc@snet.net

(All Materials are Strictly Confidential)

Nominee Statement
(All candidates are required to complete this form.)

Please check all positions for which you wish to be considered:

Officers

_____ Region Director-Elect (1-year term)

Portfolio Directors and Chapter Liaisons

_____ Chapter Relations Director (2-year term)

_____ Chapter Liaison (2-year term)

_____ Leadership Development Director (1-year term)

_____ Region Growth and Development Director (1-year term)

Committee Chairs *(Committee chairs are appointed and do not appear on the official slate of nominees. All Committees may have co-chairs. All chairs serve 1-year terms, except Conference Co-Chairs & Silver Quill Co-Chairs (18-month term)*

_____ Accreditation Chair

_____ Awards Co-Chairs

_____ Chapter Relations Chair

_____ Communications Chair

_____ 2010 Conference Co-Chairs

_____ Members-At-Large Chair

_____ Research Foundation Liaison

_____ Sponsorship Chair

_____ Student Relations Chair

_____ Training Chair

_____ Volunteer Recruitment & Retention Chair

Name: _____

Chapter: _____
(Indicate if Member-at-Large)

Title: _____

Organization: _____

Address: _____

Telephone: _____

E-mail: _____

Acknowledgment of Support:

If I am selected, my organization has agreed to support my participation as an IABC leader. I realize there may be no reimbursement for expenses and that attendance at Board meetings (either in person or via conference call) and other IABC business meetings is expected throughout the term of office.

Signature _____

Date _____

Board Competencies Analysis Grid IABC Heritage Region, 2008-2009

Please rate yourself on each of the competencies below, using the scale to the right of each criterion.. For criteria where you rated yourself “good” or “excellent” fill in a brief example of a work or volunteer situation that illustrates your capabilities.

Personal & Business Competencies				
Criteria	Possible Indicators	Fair	Good	Excellent
1. Advocate for IABC & the communication profession	<ul style="list-style-type: none"> • Demonstrates interest and support of the mission and goals of IABC • Can supply examples of how he/she advocates for IABC and the profession • Accreditation preferred 			
2. Problem solving & decision making	<ul style="list-style-type: none"> • Can cite examples of innovative problem solving in professional or volunteer experience 			
3. Leadership ability	<ul style="list-style-type: none"> • Previous experience as a leader in IABC or elsewhere • Previous board member in profit or not-for-profit 			
4. Ability to translate strategy into practical applications	<ul style="list-style-type: none"> • Can supply examples of translating strategy into action • Previous experience in business process improvement 			

Personal & Business Competencies				
Criteria	Possible Indicators	Fair	Good	Excellent
5. Member focus	<ul style="list-style-type: none"> • Previous chapter leadership experience in IABC or other member association • Can provide ideas for member retention and growth • Articulates a clear understanding of the environmental trends affecting association membership 			
6. Business / resource development	<ul style="list-style-type: none"> • Previous involvement in personnel/volunteer development 			
7. Organizational development & change management	<ul style="list-style-type: none"> • Can cite examples of involvement in OD or organizational change initiatives, either in job or in volunteer organization 			
8. Financial acumen	<ul style="list-style-type: none"> • Has planned & managed a budget (can be at project level) • Can examine financial statements and ask relevant questions 			
9. Professional demeanor	<ul style="list-style-type: none"> • Has demonstrated integrity and high standards for professional behavior as a leader in IABC or within his / her own organization 			

Personal & Business Competencies				
Criteria	Possible Indicators	Fair	Good	Excellent
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1. Able to devote adequate time and energy	<ul style="list-style-type: none"> • Previous leadership, committee, task force work in IABC or elsewhere 			
2. Willing to be involved in fundraising and / or other resource development	<ul style="list-style-type: none"> • Demonstrated experience in fundraising and/or obtaining sponsorships 			
Board Diversity				
1. Geographical origin or country of origin and where live/work today: .				
2. Ethno-cultural identification:				
3. Gender:				
4. Age:				
5. Primary communication discipline(s), list:				
6. Industry/work setting, describe:				
7. Other personal qualifications that will add diversity to Heritage Region leadership, specify:				