INTERNATIONAL ASSOCIATION of VENUE MANAGERS

SECTOR DIRECTOR NOMINATION GUIDELINES

Governance revision July 15, 2019
Approved July 20, 2019

GENERAL

The Sector Director Nomination 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). Bylaws and Policies addressed in IAVM Bylaws, but not addressed herein shall be deemed to be included.

SECTION I - SECTOR DIRECTOR RESPONSIBILITIES

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 Committee specifically, and the Sector Members in general, communicating the needs and concerns of members to the Board of Directors and carrying the message of the Board of Directors to the Sector members.

Further, the Sector Director shall actively support the recruitment of a diverse field of potential candidates, using a mix of in-person and digital strategies to reach the sector membership.

SECTION II – SECTOR OBJECTIVES

The objectives of the Sector shall be to:

1. Work closely with the IAVM HQ office while retaining the autonomy of the Sector as provided in the IAVM Bylaws and policy manual;

2. Facilitate the growth of the industry through the education of members and the development and distribution of “best practice” knowledge.

SECTION III – 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 By-laws, 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 the office shall begin at the start of VenueConnect - the Annual Conference and Trade Show or July 31 if there is no annual conference in that calendar year.

SECTION IV - NOMINATION OF SECTOR DIRECTOR

1. 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 assemble a list of at least two and preferably three candidates for consideration by the IAVM Leadership Development/Nominating Committee for nomination to the slate of officers and election to the position of Sector Director. The Sector Nominating Committee is strongly encouraged to avoid submitting the name of only a single candidate.

2. The Sector Nominating Committee ideally shall consist of either three or five Sector members in good standing and shall include:
   • At least one or a maximum of two past Sector Directors; and
   • At least one or a maximum of two Sector members in good standing.

   In the event that two past Sector Directors are not available to serve, the Sector Director may recruit past Sector Directors from another Sector(s) to complete the Nominating Committee.

3. No member of the Sector Nominating Committee may seek or be nominated for the office being considered.

4. 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 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 ;

5. 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;

6. 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.

7. The period for submitting completed application forms to the Sector Director Nominating Committee shall be between January 15 and February 15.

8. The deadline for submitting the Sector Nominating Committee’s shortlist of candidates to the IAVM Leadership Development/Nominating Committee shall be March 15.

9. All candidates shall be advised of their status, and candidates chosen as a Nominee for Sector Director notified by March 31.

SECTION V - 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.

2. In considering nominees for office, the Sector Nominating Committee shall evaluate prospective candidates using the following suggested criteria.

   a. Achieved a minimum of CVP designation, (CVE designation preferred; candidates for Allied Sector Director exempted);
   b. Provide documentation of equivalent attributes and experience to be considered in lieu of certification;
   c. Graduated from the IAVM or VMA Venue Management School (VMS);
   d. Prior service on the appropriate management Sector Committee;
   e. Demonstrate 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;
   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.
j. Preferably, also be a graduate of the IAVM Senior Executive Symposium (SES); (candidates for Allied Sector Director exempted).

3. It is strongly preferred that the sitting Sector Committee Chair and Vice 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 there are no other qualified candidates available, the Sector Nominating Committee may nominate either or both of the sitting Chair and/or Vice Chair for consideration by the IAVM Leadership Development/Nominating Committee.

SECTION VI - 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 VII – BYLAWS PREVAIL

In the event of a conflict between these guidelines and the IAVM Bylaws, the Bylaws of IAVM shall govern.