



**Position: PRESIDENT**  
**Status: EXECUTIVE COMMITTEE**  
**Term of Service: Two (2) Years**

### Scope of the Role

The President exercises general charge and supervision of the affairs of the Society and shall do and perform such other duties as are customary to the office and as may be assigned to that office by the Board of Directors. The President sets the agenda for all meetings, notifies the Board in a timely manner. The President is responsible for notifying the membership of issues or items relevant to that body. The President has signature authority for checks and contracts.

The President represents the Society to the greater SIETAR family and the outside world by participating in meetings, conferences, and the like. The President is SUSAs point of contact within SIETAR Global Connect, a confederation of the presidents of all national and regional SIETARs.

### Main Responsibilities & Objectives

- Maintains policies of the Society as specified in the By Laws and Standing Rules.
- Respects and protects the financial stability of the Society.
- Clearly articulates and directs the organization of Presidential initiatives such as Town Hall meetings, changing information platforms like Wild Apricot, or establishing a task force to study a particular issue such as revising the Code of Ethical Behavior.
- Provides support for Portfolio Directors and Committees. The President is a member of all Committees and Chairs the Finance Committee.
- Chairs all Board meetings or ensures that the meeting will be chaired by an officer.
- Schedules and presides over Executive Committee Meetings when needed.
- Reports at the monthly Board meetings and uses the platforms in current use for discussions and information.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As all members of the society, they are encouraged to support and sign the Living Code of Ethics.

### Time Commitment

- **Term of service:** 2 years as President; 1 year as President Elect and 1 year as Immediate Past President
- **Average time needed to complete work:** 15-20 hours per month
- **Peak periods of work will occur in:** Months leading up to the annual conference, the Board Retreat, and the Board meeting at the conference.



**Position: SECRETARY**  
**Status: EXECUTIVE COMMITTEE**  
**Term of Service: Three Years**

### Scope of the Role

The Secretary is an important voice on the Board of Directors. As the individual in charge of the records, the Secretary ensures that the Standing Rules reflect Board decisions and policy changes. As the person most familiar with the By Laws and Standing Rules, the Secretary is in a position to ensure continuity over time and that information from previous decisions are made available as they pertain to the Board discussions. The Secretary with the assistance of the Administrative Officer ensures that notices as directed by either the President or the Secretary of the Society are sent out in a timely way.

The official duties are described in Article V Section 9 of the By-Laws: The Secretary shall keep the minutes of all meetings of the Board of Directors in books or files (electronic) provided for that purpose. The Secretary shall attend to the giving and serving of all notices of the Society; the Secretary shall have charge of the minute books/files and such other books and records as the Board of Directors may direct, may attest to the accuracy of such books and records and shall perform such other duties as are customary to that office and as may from time to time be directed by the President or the Board of Directors. Staff may assist the Secretary in performance of these duties.

### Main Responsibilities & Objectives

- Maintains policies of the Society as specified in the By Laws and Standing Rules.
- Maintains the letters of intent that are required by each new Officer and Portfolio Director (see SR section *Elections and Appointments*) as well as the annual Conflict of Interest statements and Code of Ethics (see SR section *Conflict of Interest and Duality Guidelines*) signed by each Officer and Portfolio Director.
- Monitors a record of attendance at meetings. According to the By-Laws Article IV, section 8: “attendance at six Board meetings in a program year may constitute participation. Meetings consist of face-to-face meetings and virtual synchronous meetings. The Secretary shall monitor attendance and file a motion to the Board in case of non-compliance.”
- Works with the Administrative Officer to ensure that the meeting minutes are accurate, approved by the Board of Directors, and protected.
- Maintains the accuracy of the position descriptions of the Executive Officers and Portfolio Directors by initiating updates on a regular basis. The Secretary initials and dates each position description to maintain the record of when it was last reviewed and modified as needed.
- Supervises and maintains the documentation retention/destruction policy that protected information is kept for only 7 years and then destroyed.
- Works with the Leadership Development Director to ensure that on-boarding of new Board members takes place in a timely way and that new Board members have access to the documents that they need to conduct their work on the Board.



- Ensures that all policy decisions and approved procedures are entered into the Standing Rules and regularly reviews the Standing Rules making changes with approval of the Board to ensure accuracy.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As with all members of the society, they are encouraged to support and sign the Living Code of Ethics.

#### Time Commitment

- **Term of service:** 3 years renewable twice for a total of 9 years.
- **Average time needed to complete work:** 10-15 hours per month
- **Peak periods of work will occur in:** Months leading up to the Board Retreat, and the Board meeting at the conference.



**Position: TREASURER**  
**Status: EXECUTIVE COMMITTEE**  
**Term of Service: Three (3) Years**

### Scope of the Role

The role of the Treasurer is to provide oversight of the Society's fiscal integrity and assist the board in meeting its mandate to govern. Areas of fiscal control of the Treasurer include full knowledge of all the Society's holdings and assets, review of monthly account records and monitoring of income and expenditures, including reviewing and/or preparing financial reports to the Board. The Treasurer is one of two officers authorized to sign checks and access bank and credit accounts. The official duties are described in Article V Section 10 of the By-Laws.

In essence the Treasurer is responsible for good faith maintenance of the financial records of the Society and monitoring the financial health of the Society. The Treasurer informs the Board of Directors regarding the budget, bank accounts, and investments to assist any decisions with fiscal implications by the Board.

### Main Responsibilities & Objectives

- Maintains the policies of the Society as specified in the Bylaws and Standing Rules.
- Main tasks include:
  - Oversight of banking and investment of funds;
  - Approving expenses and payments and signing checks for expenditures;
  - Monitoring coding to ensure correct entries by bookkeeper or Administrative Officer;
  - Preparation of the annual budget including such schedules of income, staff salaries, independent contractors, supplies, contracts and other major expenditures as may be desired by the Board of Directors;
  - Preparation of the conference budget in conjunction with the Conference Oversight Director and/or conference chair(s) and monitoring expenditures throughout the conference planning process and during the conference itself; and
  - Reporting as required for Board meetings or membership.
- The Treasurer is instrumental in providing research and general knowledge to influence fiduciary decisions regarding how SUSA will use its funds. Alerts the Executive Committee to any financial issues that require resolution. The Treasurer shall provide information for all Board decisions with financial implications. Board officers and directors rely on financial reports to guide decisions in all areas of governance.
- Attends all in-person and virtual meetings and actively seeks to maintain current knowledge of the Society, its programs, Bylaws, Standing Rules and articles of incorporation.
- Prepares financial statements on a schedule determined by the Board and a complete financial report to the members for the Annual Business Meeting.

- Seeks assistance from the Administrative Officer in performance of financial duties. Works closely with the Administrative Officer to ensure that accounts are up to date and correct.
- Works closely with the Conference Chairs to produce the conference budget, and for monitoring expenditures to ensure that the conference remains within budget, and to the extent possible, results in a profit for the Society..
- Proposes projects to increase the treasury of the Society. For example, the Treasurer should monitor the dues structure and make recommendations for changes as needed.
- Monitors the Society Reserves on a continuing basis.
- Establishes, Chairs and meets regularly with a Finance Committee with the mission to review and make recommendations regarding the Society's fiscal policies and procedures. Once established, a Finance Committee can advise the Treasurer on investments or other means to increase the society's treasury.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As all members of the society, they are encouraged to support and sign the Living Code of Ethics.

#### Time Commitment

- **Term of service:** 3 years renewable twice for a total of 9 years.
- **Average time needed to complete work:** 12-16 hours per month
- **Peak periods of work will occur in:** Months leading up to the conference, the Board Retreat, and the Board meeting and annual members meeting at the conference.



**Position: PRESIDENT ELECT / IMMEDIATE PAST PRESIDENT**

**Status: EXECUTIVE COMMITTEE**

**Term of Service: One year prior to & immediately following serving a Presidential term of 2 years**

### Scope of the Role

The duties of the President Elect and Immediate Past President are very similar.

According to the By Laws of the Society, the President-elect shall succeed the President. If, for any reason, the President cannot serve out a term, the President-elect shall fulfill the unexpired term and continue through his/her own term. Further, the Standing Rules specify that the President-Elect presides when the President is absent. The President-Elect is a member of the Executive Committee and has a vote on the Board. According to the presidential sequence adopted by SIETAR USA, there shall not be a President Elect and Immediate Past President in the same year. In the years when there is no Immediate Past President, the President-Elect shall chair (or Co-Chair) the Nominations and Elections Committee and shall carry out such projects as required by the President and the Board. In years when there is an Immediate Past President, that person shall Chair (or Co-Chair) the Nominations and Elections Committee and shall carry out such projects as required by the President and the Board.

In preparation for their term of office as president, it is important for the President Elect to attend all Board meetings, review the minutes from said meetings, become familiar with the By Laws and Standing Rules, and learn the scope and roles of the 7 Portfolios. It is incumbent on the President Elect to become knowledgeable regarding the financial status of the Society and be prepared as President to work with the Treasurer to maintain sound fiscal health.

The President Elect needs to establish a working relationship with the Administrative Officer to enable them to work as a team right from the beginning. That working relationship should continue through the term of Immediate Past President.

### Main Responsibilities & Objectives

- Maintains policies of the Society as specified in the By Laws and Standing Rules.
- Actively supports Presidential initiatives as requested.
- Carries out tasks and projects as needed and as assigned by the President and Board.
- Provides support for Portfolio Directors and Committees when asked and with approval of the President.
- Chairs (or Co-Chairs) the Nominations and Elections Committee in coordination with the Leadership Development Director, which includes:
  - Coordinates the annual Call for Nominations and Election process. Serves as co-chair or chair of the Nominations and Elections Committee.
  - Edits the annual Call for Nominations announcement as needed and coordinates with the Communications Portfolio Director to disseminate information to the membership via the monthly newsletter, website, and social media platforms.

- Provides assistance for the Leadership Development Director to ensure that all Position Descriptions are updated and ready for the Call for Nominations.
- Reports at the monthly Board meetings and uses the platforms in current use for discussions and information throughout the month.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As with all members of the society, they are encouraged to support and sign the Living Code of Ethics.

### Time Commitment

- **Term of service:** 1 year
- **Average time needed to complete work:** 10-15 hours per month
- **Peak periods of work will occur in:** Months leading up to the annual Board of Directors nomination and election process.



<b>Portfolio:</b>	<b>Communications</b>
<b>Position:</b>	<b>Director</b>
<b>Term of Service:</b>	<b>Three (3) Years</b>

### Scope of the Role

The Communications Portfolio Director delivers information to the membership of SIETAR USA to help keep members apprised of association news items, events, and activities, ensuring that information regarding conferences, workshops, webinars, and other innovative seminars and programs is regularly made available to both the membership and the people on the mailing list.

The Communications Portfolio Director is responsible for ensuring that the SIETAR USA presence on social media is kept both current and interesting. The Communications Director reviews and revises the editorial policy statement with the concurrence of the Board of Directors. The Communications Director serves as the Production Manager for any newsletter or other communications that may be required for the membership.

The Communications Portfolio performs the Public Relations functions for the association and includes all forms of media: printed material, social media, website, videos, podcasts and any other means for disseminating information to the membership.

Portfolio Directors are not expected to do all the work alone and are strongly encouraged and supported to put together working committees to help them with the tasks under their responsibility.

### Main Responsibilities & Objectives

- Maintains and establishes policies regarding the communication responsibilities of the Society as needed.
- Monitors the SIETAR USA website to maintain accurate, current information.
- Advises and supports the Editor of *The Interculturalist: A Periodical of SIETAR USA*. Makes recommendations regarding such topics as format, content, range of coverage, common editorial problems, and problems of style and the like.
- The Communications Director may from time to time initiate occasional publications to disseminate materials necessary to inform the intercultural professional community or the public about ethical standards, research or professional advances, education and training opportunities, and other such information that (a) is consistent with the objectives of SIETAR USA and furthers its purposes, (b) has excellence of content, and (c) is generated within S-USA, its committees, the Board of Directors or is submitted, commissioned or selected for publication and dissemination, and when relevant, is approved by the Board of Directors.
- Develops a communications committee and maintains a good flow of communication within the team and within the organization.





- Reports at the monthly Board meetings and uses Slack for discussions and information throughout the month.
- Works closely with the President and Administrative Officer to ensure that Public Relations materials advertising the conferences and other events are professionally creative and deployed in a pattern and sequence to obtain the largest involvement of the members and others as possible.
- Provides communication advice and service to other portfolio directors as requested.
- Coordinates with and supports the person responsible for AV for the annual conference.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As with all members of the society, they are encouraged to support and sign the Living Code of Ethics.

#### Time Commitment

- **Term of service:** 3 years (unless noted otherwise; 3-year terms can be renewed twice)
- **Average time needed to complete work:** 10-12 hours per month
- **Peak periods of work will occur in:** months leading up to the conference



## **Portfolio: Leadership Development**

**Position: Director**

**Term of Service: Three (3) years**

### **Scope of the Role**

The Leadership Development Portfolio Director is responsible for developing and maintaining a path to leadership within the association. This entails identifying potential candidates for leadership roles on the Board of Directors or committees, task forces and other association activities requiring good management and direction.

Leadership development requires knowing the responsibilities of all the Portfolios and Officers of the association, which will enable finding and recruiting potential candidates for specific positions. It also involves developing and sustaining relationships with members, assessing their skills and level of interest in serving on the Board of Directors.

The Leadership Development Portfolio Director is responsible for ensuring that the SIETAR USA job requirements and upcoming vacancies are easily accessible on the SIETAR USA website. Advertising positions on social media needs to be kept both current and interesting. The Leadership Development Director reviews and revises the nominations and elections policy and process and proposes changes with the concurrence of the Board of Directors.

Portfolio Directors are not expected to do all the work alone and are strongly encouraged and supported to put together working committees to help them with the tasks under their responsibility.

### **Main Responsibilities & Objectives**

- Maintains and establishes policies regarding the leadership development responsibilities of the Society as needed.
- Actively recruits SIETAR USA members for leadership positions on the Board of Directors and Executive Committee. A primary source for observing potential Society leaders is the annual conference and the volunteers who work on the conference planning committee or at the conference itself.
- Develops and delivers orientation and training for new Board of Directors and committee members.
- Works with the SIETAR USA Secretary to develop and maintain onboarding materials for new Board of Directors and committee members.
- Ensures that the position descriptions for each of the Board of Director portfolios are up-to-date and accurately reflect the responsibilities and objectives specific to each role.
- Coordinates the annual Call for Nominations and Election process. Serves as co-chair or chair of the Nominations and Elections Committee.
- Edits the annual Call for Nominations announcement as needed and coordinates with the Communications Portfolio Director to disseminate information to the membership via the monthly newsletter, website, and social media platforms.



- Monitors and updates the SIETAR USA website to ensure accurate, current information. The Leadership Development Director is responsible for drafting content for the *Join the Board of Directors* and *Leadership* webpages, and making changes as needed to ensure that the content remains up-to-date.
- Works with the Professional Development Portfolio Director and Membership Diversity and Outreach Director to identify potential committee members, to support professional development projects and activities.
- Maintains involvement with the SIETAR USA Mentoring Program to encourage mentees to consider serving on committees as a path to leadership.
- Provides support to other portfolio directors and the Conference Chair to recruit volunteers for their committees as requested.
- Acts as a liaison with the leaders of special projects and initiatives, such as the Leadership Academy and Training of Trainers Certification Program and coordinates as needed with other portfolio directors on these projects.
- Reports at the monthly Board meetings and uses Slack for discussions and information throughout the month.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As with all members of the society, they are encouraged to support and sign the Living Code of Ethics.

### Time Commitment

- **Term of service:** 3 years (unless noted otherwise; 3-year terms can be renewed twice)
- **Average time needed to complete work:** 10-15 hours per month
- **Peak periods of work will occur in:** Months leading up to the annual Board of Directors nomination and election process as well as the national in-person and virtual conferences.



<b>Portfolio:</b>	<b>LOCAL GROUPS COORDINATION</b>
<b>Position:</b>	<b>DIRECTOR</b>
<b>Term of Service:</b>	<b>Three (3) years</b>

### Scope of the Role

The Local Groups Coordination Director is the point of contact between the SIETAR USA Board of Directors and the Local Groups. SIETAR USA has a history of many local groups in a variety of US locations. These Local Groups provide an opportunity for people to connect and build a professional community throughout the year.

The Local Groups Director has two primary goals: 1. To provide support and encouragement to existing Local Groups who remain independent but strong proponents of SIETAR USA. And 2. the Director will also seek out and support leaders who want to establish a Local Group in their area and assist them in forming such a group in order to grow the number of Local Groups.

### Main Responsibilities & Objectives

- Maintains and establishes SIETAR USA Local Groups policies as needed.
- Develops relationships with Local Groups Coordinators.
- Maintains communication and information flow among the various Local Groups and between the Local Groups and the Board.
- Develops and maintains files of documents pertinent to organizing a SIETAR USA Local Group e.g. Guidelines for forming a SIETAR USA Local Group and the Agreements between SIETAR USA and each Local Group.
- Develops and adapts mutually beneficial guidelines for the relationships between Local Groups and SIETAR USA.
- Recruits and supports people who express interest in forming a Local Group.
- Serves as Liaison between Local Groups and SIETAR USA for all issues and challenges that accrue during the lifetime of a Local Group.
- Assists new groups in their startup phase and strengthens their relationship with SIETAR USA.
- Encourages the growth and development of all current and forming Local Groups in part by establishing benefits such as discounts for Local Group members.
- Monitors and updates the SIETAR USA website to ensure accurate, current Local Groups information is posted on the website pages.
- Coordinates with the Professional Development Director to support projects and events such as webinars that can be available to all Local Groups members.
- Ensures that there is a time at the national conference for Local Groups representatives to meet and discuss common issues and challenges.
- Provides articles for Communications on Local Group activities which can be published on the website and via social media channels.
- Reports as needed at the Board of Directors' meetings and uses Slack for discussions and information.



- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As with all members of the society, they are encouraged to support and sign the Living Code of Ethics.

#### Time Commitment

- **Term of service:** 3 years (unless noted otherwise; 3-year terms can be renewed twice)
- **Average time needed to complete work:** 10-15 hours per month
- **Peak periods of work will occur:** When a new group is forming and prior to the conference when preparing for the Local Groups gathering.



**Portfolio:** MEMBERSHIP OUTREACH & DIVERSITY  
**Position:** DIRECTOR  
**Term of Service:** Three (3) years

### Scope of the Role

The Membership Outreach and Diversity Portfolio Director is responsible for maintaining and growing the membership of the society. That responsibility includes establishing and maintaining initiatives that seek new members who represent diverse national, cultural, racial, ethnic, and other self-identifiable groups such as LGBTQI+. SIETAR USA is committed to building a diverse membership, so outreach to a variety of groups is an essential activity for this Portfolio Director.

In addition to promoting membership in SIETAR USA, the Membership Outreach and Diversity Director reviews and establishes membership policies and benefits that serve to support members, oversees membership recruitment to expand the diversity of the SIETAR USA membership, and reaches out to new audiences for inclusion in the Society.

Portfolio Directors are not expected to do all the work alone and are strongly encouraged and supported to put together working committees to help them with the tasks under their responsibility. A Membership Committee is especially important to enable reaching out to an array of groups and individuals, informing them about SIETAR USA, and encouraging them to become involved.

### Main Responsibilities & Objectives

- Maintains and establishes SIETAR USA membership policies and benefits as needed.
- Develops a Membership Outreach & Diversity committee and maintains a good flow of communication within the team and within the organization.
- Oversees membership recruitment initiatives with an aim to expand the diversity of the SIETAR USA community.
- Develops and implements outreach initiatives targeting new audiences for inclusion in the Society.
- Develops and delivers orientation and welcome programs for new SIETAR USA members.
- Develops and implements programs and events for members to strengthen the sense of community within the Society
- Monitors and updates the SIETAR USA website to ensure accurate, current information is posted under the *Getting Involved* section, which includes the *Membership Levels*, *Membership Benefits*, and *Membership Application* webpages.
- Works with the Professional Development Portfolio Director and Leadership Development Director to identify potential committee members, to support professional development projects and activities.
- Maintains involvement with the SIETAR USA Mentoring Program to encourage new and existing members to actively participate in this program and build knowledge communities.
- Serves on the Nominations Committee to support the annual S-USA leadership nominations and election process.



- Reports at the monthly Board meetings and uses Slack for discussions and information throughout the month.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As with all members of the society, they are encouraged to support and sign the Living Code of Ethics.

#### Time Commitment

- **Term of service:** 3 years (unless noted otherwise; 3-year terms can be renewed twice)
- **Average time needed to complete work:** 10-15 hours per month
- **Peak periods of work will occur in:** Months leading up to the national in-person and virtual conferences.



**Portfolio: Professional Development**

**Status: Director**

**Term of Service: Three (3) years**

### **Scope of the Role**

The Professional Development Portfolio focuses on the many ways SIETAR USA can help members expand their skills and knowledge, ensuring that conferences, workshops, webinars, and other innovative seminars and programs are made available from time to time.

The Professional Development Portfolio Director is responsible for developing and monitoring programs of information and opportunities that sustain the professional development of the membership. The Director will explore how the professional needs of the membership can be met through activities sponsored and/or supported by SIETAR USA.

The Professional Development portfolio encompasses conference-related responsibilities, such as reviewing proposals for the SIETAR USA National Conference and other virtual events. The Director also sources speakers and coordinates logistics for the SIETAR USA webinar series.

Portfolio Directors are not expected to do all the work alone and are strongly encouraged and supported to put together working committees to help them with the tasks under their responsibility.

### **Main Responsibilities & Objectives**

- Maintains and establishes policies regarding the professional development activities of the Society as needed.
- Assists conference leadership and the Conference Oversight Director in completing the roster of Conference Committee Members and provides input into the development of the SIETAR USA conference professional program.
- Ensures that, for the purpose of professional development specifically relating to membership in the Society, the SIETAR USA conference includes opportunity (e.g. breakout sessions) for information and dialog around: 1. Local group development and 2. The SIETAR USA living Code of Ethical Behavior.
- Coordinates with the Local Groups Director to source speakers, manage introductions and basic logistics of SIETAR USA monthly webinars. Webinars are an important benefit for local groups as well as the entire membership.
- Ensures that learning events and activities are structured to build professional relationships through networking and professional contacts.
- Works with the Leadership Development Portfolio Director to identify potential committee members, to support professional development projects and activities.
- Acts as a liaison with the leaders of special projects and initiatives, such as the Leadership Academy and Training of Trainers Certification Program and coordinates as needed with other portfolio directors on these projects.





- Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As all members of the society, they are encouraged to support and sign the Living Code of Ethics.

#### Time Commitment

- **Term of service:** 3 years (unless noted otherwise; 3-year terms can be renewed twice)
- **Average time needed to complete work:** 10-15 hours a month
- **Peak periods of work will occur in:** Months leading up to the national in-person and virtual conferences.



<b>Portfolio:</b>	<b>SPONSOR PARTNER DEVELOPMENT</b>
<b>Status:</b>	<b>DIRECTOR</b>
<b>Term of Service:</b>	<b>Three (3) years</b>

### Scope of the Role

The purpose of this portfolio is to bridge individuals, companies, and institutions with SIETAR USA to provide supporting funds for the annual conference and other activities throughout the year. The Sponsor Partner Development Portfolio Director is responsible for initiating, directing, and supporting the relationships with sponsors and association partners, highlighting their support, and providing them with good value for their investment in SIETAR USA. Sponsors, Exhibitors, and Advertisers (SEA) play a major role in keeping the costs down for conference attendees, ensuring potential revenues that can offset the cost of putting on a conference, and lend their presence to the conference.

Portfolio Directors are not expected to do all the work alone and are strongly encouraged to put together working committees to help them with the tasks for which they are responsible. The Sponsor Partner Development Director needs to create and maintain two committees: 1. An SEA Committee that will seek and confirm sponsors, exhibitors, and advertisers for the national conference. And 2. A Fundraising and Development Committee to identify potential organizational sponsors and create sustainable relationships with these supporters to provide a financial foundation for other association activities.

### Main Responsibilities & Objectives

- Maintains and establishes SIETAR USA sponsor/partner policies and agreements as needed.
- Reviews the sponsorship packages in collaboration with the Treasurer to make sure that they are attractive to potential sponsors and to ensure that the costs to support the SEA partners does not exceed the income.
- Provides Sponsors with maximum recognition based on their close relationship with SIETAR USA, the intercultural and/or DEI fields.
- Ensures that Exhibitors who features services, items for sale or demonstrations at the conference are supported prior to and throughout the conference.
- Works with the SEA Committee chair(s) to maintain contact with Advertisers who purchase ads in the conference program which provides essential support for the conference.
- Ensures a uniform approach (letter, follow up, commit, close) to recruiting SEA funders.
- Works with the Conference chairs, SEA Committee chairs, and local teams to help identify local Sponsors, Exhibitors and Advertisers.
- Works with the Conference Oversight, Communications, and Treasurer to optimize Sponsor funds and exposures.



- Provides leadership for the Fundraising and Development Committee for recruiting, nurturing, and managing sponsors all year long versus just for the few months leading up to the conference.
- Directs the Fundraising and Development Committee to identify potential organizations sponsors, recommend fundraising activities to the Board, find potential funders for areas critical to the growth of the organization, and identify opportunities that will raise funds for identified projects and/or growth sectors.
- Establishes a system for keeping and updating records of Sponsors, Exhibitors, Advertisers as well as fund raising contacts and works with the Administrative Officer to ensure that they are kept up to date.
- Develops long-term funding goals and a strategic plan of action for reaching the goals.
- Informs the Board about the realities of organizational fundraising, that most organizational funding comes from programming (especially new programming) because few sponsors will fund organizational functions like record keeping and retreat meetings.
- Reports at the monthly Board meetings, participates in discussions, and provides information throughout the month as needed.
- All Board members must sign and abide by the Board Code of Ethics and Conflict of Interest documents. As with all members of the society, they are encouraged to support and sign the Living Code of Ethics.

#### Time Commitment

- **Term of service:** 3 years (unless noted otherwise; 3-year terms can be renewed twice)
- **Average time needed to complete work:** 15-20 hours per month
- **Peak periods of work will occur in:** Months leading up to the national in-person and virtual conferences.