2019 SIETAR USA LEADERSHIP CALL FOR NOMINATIONS
*Revised Oct 9, 2019*

October 9, 2019

Dear SIETAR USA members and colleagues,

The future of SIETAR USA depends on its members to support its mission and to provide the leadership to guide the organization. To that end, we are issuing the 2019 Call for Nominations for the Board of Directors of SIETAR USA. We invite you to become involved by nominating yourself or another candidate. You and anyone you nominate must meet the following criteria in addition to role-specific requirements listed in each position description.

1. Member in good standing with SIETAR USA (or willing to become a member)
2. Member (or willing to become a member) who has attended SIETAR USA conferences in the past five (5) years

DEADLINE: All names must be submitted along with a statement of interest in the position and bio in writing by e-mail by Tuesday, November 5, 2019. Please email to both: info@sietarusa.org and hemert@sietarusa.org.

In this document you will find the following:
- List and description of open positions
- Explanation of the process
- Timeline

The Call for Nominations is also posted on http://sietarusa.org/.

List of Positions
There are seven Officer and Director positions open for nomination in 2019:
- President Elect (Officer)
- Secretary (Officer)
- Treasurer (Officer)
- Conference Oversight (Director)
- Local Groups (Director)
- Professional Development (Director)
- Sponsorship Partnership Development (Director)
Process
The Nominations Committee identifies candidates through a nomination process for each position based on the required skill and knowledge sets needed for each position. Members may add names to the list of candidates by sending a petition to the Chair of the Nominations Committee by **November 5, 2019**. The petition must be signed by at least five current SIETAR USA members who support the addition of this candidate; signature by email is accepted. This slate is then announced to the members of SIETAR USA. If there is more than one candidate for a position, an election will be held.

New Board members will serve their terms starting January 1, 2020 through December 31, 2022 unless noted otherwise. They will serve a three-year term (unless noted otherwise) and carry responsibilities for the portfolio (position responsibilities) for which they were elected. Upon completion of his/her term, every board member can choose to self-nominate for three more years of the same or a different board position and go through the nomination process as any new candidate would during that same nomination cycle. According to the SIETAR USA By-laws, Board membership generally cannot exceed nine (9) consecutive years.

Timeline
- **Tuesday, October 2, 2019** - Communication out to membership and general public, listing nominations committee members and nominations process
- **Wednesday, October 9, 2019** – Revised call sent to membership and general public
- **Tuesday, October 16, 2019** – Reminder communication out to membership and general public.
- **Tuesday, November 5, 2019** - Deadline for receipt of nominations with all required documentation sent to [hemert@sietarusa.org](mailto:hemert@sietarusa.org) and cc: [Info@sietarusa.org](mailto:Info@sietarusa.org)
- **Friday, November 9, 2019** - Selection of nominees by Nominations Committee.
- **Monday, November 12, 2019** - Slate of candidates for office is sent to the membership.
- **Tuesday, November 27, 2019** – Slate of nominees is sent to membership for electronic ratification. Deadline for membership to ratify: **Monday, December 10, 2019**
- **Tuesday, December 11, 2019** - Results of the election are submitted to the board. Those selected are notified.
- **Tuesday December 11, 2019** - Results of the election are announced to membership.
- **Monday, January 1, 2020** - New Directors assume their positions on the Board.
General Duties of Members of the Board of Directors
Members of the SIETAR USA leadership and the Board of Directors 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. Board members are expected to attend the Annual Conference and the Annual Retreat, a three-day business meeting held each year. Travel and lodging expenses are covered for the retreat; however, Board members cover their own costs for the conference. In addition, the Board meets by teleconference monthly, and Directors are expected to participate in most of those meetings. Some discussions and decisions are held via email. Director may have own committee calls as needed.

OPEN POSITION DESCRIPTIONS

SIETAR USA OFFICER POSITIONS

PRESIDENT-ELECT (4 Year Term January 1, 2020 to December 31, 2023)
The President-elect shall serve as the presiding officer in the absence of the President and 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. The President-Elect becomes President on January 1, 2021 for a two year term where the President becomes Past President and supports the President.

President (Term starting January 1, 2021): 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.

SECRETARY (3 Year Term January 1, 2020 to December 31, 2022)
The Secretary shall keep the minutes of all meetings of the Board of Directors in books 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 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.
TREASURER (3 Year Term January 1, 2020 to December 31, 2022)
The Treasurer shall have the custody of all funds, property and securities of the Society, subject to such regulations as may be imposed by the Board of Directors. When necessary or proper, the Treasurer shall endorse on behalf of the Society for collection, checks, notes, and other obligations, and shall deposit the same to the credit of the Society at such bank or banks or depository as the Board of Directors may designate. The Treasurer shall, in general, perform all duties incident to the office of Treasurer, including a general supervision and control of the accounts of the Society, subject to the control of the Board of Directors. Staff may assist the Treasurer in performance of these duties.

SIETAR USA BOARD OF DIRECTOR POSITIONS

CONFERENCE OVERSIGHT (3 Year Term January 1, 2020 to December 31, 2022)
The Chair of the Conference Oversight Portfolio on the Board supports the entire conference process, develops relationships with the conference venue staff and other suppliers, maintains financial records, recruits a Conference Chair or Co-Chairs, provides advice for developing a volunteer committee and oversees its activities. In addition, the Conference Oversight Chair shall develop and maintain files of documents pertinent to organizing a SIETAR USA conference for the use of the Conference Chair(s). The Conference Oversight Chair assists in the selection of the conference hotel taking all factors (room price, contract stipulations, F&B minimum, number of staff rooms and the like) into consideration in advising the final decision to be taken by the Executive Committee.

The Conference Co-Chairs and Committee develop the overall conference program agenda and organization; select a theme; obtain plenary speakers or other plenary events; plan social events; issue a call for proposals and select those that will comprise the conference sessions; organize workshops offered prior to or after the conference; and engage in all other activities that produce an educational and successful conference. The committee also establishes a hospitable and inclusive tone for the conference.

An additional responsibility of the Conference Oversight Director is to develop and articulate a vision and 5-year strategic plan for SIETAR USA conferences, including the philosophy, operating standards, and criteria for selecting conference leadership, locations, themes and speakers. Establish sustainable, accessible systems for documenting and running SIETAR USA conferences.

Preferred Background: Ideal candidate will have chaired or co-chaired a SIETAR USA conference, have familiarity with SIETAR USA conferences (preferably having attended at least two of the last four conferences), and possess knowledge of the SIETAR USA conference planning process.
LOCAL GROUPS (3 Year Term January 1, 2020 to December 31, 2022)

The purpose of the Local Groups Director is to maintain communication and information flow between the various local SIETAR affiliates in the United States and the SIETAR USA Board. The Director assists new groups in their start-up phase, encourages the growth and development of all local groups and affiliates, and strengthens their relationship with SIETAR USA. The Director will help to develop and adopt mutually beneficial guidelines for the relationships between the local affiliates and the national SIETAR USA. The Local SIETAR Groups Director is responsible for providing copy to the SIETAR USA Newsletter about activities of those groups. The Director recruits talent from local groups to provide monthly webinars and other offerings for SIETAR USA.

PROFESSIONAL DEVELOPMENT (3 Year Term January 1, 2019 to December 31, 2021)

*This is the completion of an existing term ending 12/31/21* The Professional Development Portfolio Director is responsible for developing and monitoring a program of information and opportunities that assist members in obtaining needed professional development. The Society will not engage in activities that directly compete with services already available through its members but will collaborate with other organizations and explore how the needs of field and the membership can be met. The Portfolio Chair is responsible for establishing policies regarding the professional development activities of the Society as needed.

The Professional Development Chair shall take an active role in the development of the annual conference professional program. Part of this Chair’s responsibility in the conference will ensure that, for the purpose of professional development specifically relating to membership in the Society the annual conference includes substantial opportunity (e.g. breakout sessions) for information and dialog around: 1. Local group development and 2. The SIETAR USA living Code of Ethical Behavior.

The Professional Development Portfolio Chair is responsible for working with the Board Leadership Development Portfolio Chair to identify potential committee members, to ensure that voluntary action supporting the Society is appropriately recognized and encouraged, to develop training that will enable new volunteers to work effectively in the organization, and to create a cadre of potential leaders for the Society.
SPONSORSHIP PARTNERSHIP DEVELOPMENT (3 Year Term January 1, 2018 to December 31, 2020)

*This is the completion of an existing term ending 12/31/20* The Sponsor Development Director is tasked with creating and overseeing Standing Committees to handle two areas of development and fundraising:

The **Fundraising and Development** committee will identify organizational long term goals and develop a strategic funding plan to meet organizational and/or individual portfolio needs; research and develop a yearly plan of action that includes developing a strong relationship with potential funding organizations and individuals, securing donations, and/or writing grant proposals; set short and long term funding goals that are in line with organizational mission, vision, and aspirations as well as realistic expectations; develop a planning template that includes resource goals, potential funders, as well as action steps to meet those goals; identify and recommend potential funding sources to membership portfolio directors (i.e. scholarships, research, etc.) to enhance membership benefits; and recruit and train committee members so they understand funding needs, are able to connect with funding organizations, and have a uniform approach (letter, follow up, commit, close). Lastly, the committee will inform the Sponsor Partnership Development director and in turn, the Board of Directors, about the realities of organizational fundraising (i.e. most organizational funding comes from programming especially new programming, few funders fund organizational functions).

The **Sponsors, Exhibitors, and Advertisers (SEA)** committee bridges individuals, companies and institutions with SIETAR USA to provide supporting funds for the annual SIETAR USA conference and exposure for the SEA supporters. The means for this support is through sponsoring or exhibiting at the conference and/or advertising in the conference program, website, and/or newsletter.

Sponsors are given maximum recognition and identified based on their close relationship with S-USA and the intercultural field. Exhibitors feature services, items for sale or demonstration at the conference. Advertisers purchase ads in the conference program which provide essential support for the conference, as well as the printed program.

Preferred Background: The Ideal candidate is a SIETAR member who has strong networking skills and connections, good communication skills and is relationship oriented. A background in nonprofit management and/or strategic planning/project planning is preferred.
We look forward to your responses to this Call for Nominations and your participation in this process.

Thank you,

Holly Emert, PhD
Past President & Nominations Committee Chair
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