I. 2019 CANDIDATE STATEMENTS OF INTEREST

A. Secretary (Officer): Justin Sitron, PhD (incumbent)

Statement of Interest:
I am interested in being on the Board of Directors because I think SIETAR USA is a very important professional organization to me and I believe makes an important impact on the world. I also believe that my experience serving on the board and as part of board leadership of three other non-profit organizations (CISV USA, SIECUS, and SSSS) in the past make me a highly-qualified candidate. I believe a strong and engaged board make for a strong organization. I also am strongly committed to diversifying SIETAR USA membership and to reflecting on the ways in which the leadership group and structure itself can keep us from being a more dynamic, engaged, and broader-reaching organization.

The primary strength or skill I have is my ability to bring people together who have differing viewpoints and have them collaborating in the development of a shared vision and executing that vision. My strongest skill is most effective when we are in the room together and engaged in work. I also think that I have experience with, and skill at, thinking outside the box, challenging the box itself, and visioning what a new container (the old box) could be. I think that skill is essential in organizational leadership in the 21st century.

My vision would be to build SIETAR USA’s reach, innovate current programming to be more dynamic and engaging, and to engage our newest and most enthusiastic members in programming that meets them where they are. There are so many cutting edge challenges we face as interculturalists; and we are uniquely trained and positioned to be part of solving problems that the world faces today. I want to help others see that uniqueness in us too. If I were the Membership director, I would want to do more to actively engage new members and members who don't know they want to be part of us yet. As Secretary, I would want to help us to think about how we work together as a board to do so in ways that expand and increase our impact on the organization and its members.
B. Treasurer (Officer): Hamilton Cruz (incumbent)

Statement of Interest:
I grew up in New York City with parents who instilled in me and my brothers the importance of dealing with people based on fairness and empathy. I have always looked for experiences that would expand my worldview and put my parents’ observations to use. I sought out living and work experiences that challenged my perceptions and improved my awareness of people from various backgrounds and stations in life. I lived in many different parts of the United States, Thailand, and Japan. As a result, I have developed a genuine passion for working alongside people from diverse backgrounds with multicultural experiences.

As a member as the Board of Directors for SIETAR USA, it is my hope to continue upon this path. Being a board member will give me the opportunity to work with those who have had similar experiences. Working together with other board members to bridge the distance between people from various backgrounds. Promoting an agenda of diversity and inclusion during a time when those ideas seem to be constantly under threat. Creating space for the airing of views and constructive practices. Espousing to all the vibrancy of the world around us and within us. I believe that I am at my best when I am doing this with like minded sojourners who are reaching out and serving the needs of all members of our society.

What I consider the primary strengths or skills I bring to SIETAR USA:
- Capable of overseeing the handling of figures and cash
- Possess an orderly and methodical way of thinking
- Maintain an eye for detail
- Good communication and interpersonal skills
- Ability to ensure that directions are taken and following up on results
- Commitment towards delegating key responsibilities to members of a team
- Show good time keeping

It is my goal is to make sure that we have the resources and funding for the programs that are important to the society and verifying that the use of funds comply with SIETAR ethical guidelines. I would like to work with other Board Directors to ensure that their needs are being met and that we are properly monitoring our expenditures. I would provide the Board of Directors a summary of our financial status every scheduled meeting and make a conscious effort to explain such matters clearly and concisely. I would like to encourage committee heads to provide me with or delegate someone to keep me abreast of their budgeting needs and expenditures. I want to maintain scholarship initiatives to make sure we are reaching out to the intercultural community and expanding membership (especially to young people). I would like to review revenue streams to make certain that we are financially solvent, so that we can
support programming that is meaningful to our membership. Towards that end I would like to survey the membership annually to see if we are living up to their expectations. These are just a few of the things that I have in mind in the role of Treasurer.

C. Conference Oversight Portfolio Director: Karen Lokkesmoe, PhD

Statement of Interest:
Given my recent experience as Conference Chair and my longstanding involvement with SIETAR USA and SIETAR Minnesota, I believe that I can fulfill the duties as outlined in the job description. In addition to this most recent experience, I have also chaired four IDI National conferences and many national and international events of a slightly smaller scope. My attention to detail and big picture skills will help me provide support and guidance to future conference chairs and the President.

D. Local Groups Portfolio Director: Julia Gaspar-Bates (incumbent)

Statement of Interest:
Continuing to serve in the position of Local Groups Coordinator would serve both the organization’s interest in encouraging new local groups to form as well as resuscitating those that have been less active in recent years. I also feel that my experience as former Executive Coordinator of SIETAR DC for 4 years (2007-2010) would provide me with the insight and know-how to effectively manage this portfolio.

In addition to heading up a local group, I have had leadership experience within SIETAR-USA as Conference Co-Chair for the 2013 SIETAR USA Annual Conference in Arlington, VA. I have benefitted greatly from SIETAR-USA as an organization since I attended my first conference in 2002 and look forward to continuing to give back to the organization in another leadership capacity.

II. 2019 SIETAR USA LEADERSHIP POSITION DESCRIPTIONS

Deadline for submission of petitions to be added to the slate of candidates: Monday, December 2, 2019

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.

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 S-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.