



## SOCIETY FOR INTERNATIONAL AFFAIRS

### **2018 Board of Directors Nomination Criteria**

- Must be an SIA Member in good standing and actively employed in the international trade community.
- Must have been a member of an SIA conference committee or task force volunteer within the last three years.
- Newly elected SIA Board members will serve as Planning & Education Directors (P&E) which serve as Board Liaisons for one or two conferences/workshops per year.
  - General Responsibilities: Recruits Conference/Workshop Directors and works with the Director to identify potential committee members.
    - Assists the Director in managing the planning and execution of the conference
    - Works with Director to select the theme, topics and focus of the conference (subject to SIA Board approval).
    - Trains and oversees the performance of the Committee, consistent with the Conference Guidelines and successful past SIA practices.
    - Anticipates challenges and problems related to schedule and cost; assists the Committee in bringing action items back into line.
    - Communicates regularly with the SIA Board to ensure conference schedule stays on time and planning stays within budget.
    - Coordinates with Communications Director and Business Manager regarding website content, including publication of announcements and e-mail newsletters.
- Awareness by both the candidate and his/her Company/Management that this is a volunteer leadership position that will demand many hours every month, some sustained periods of full-time effort and travel to/from conferences and offsite.
- Required to:
  - Participate in monthly Board meetings and other planning meetings via teleconference
  - Attend all four annual SIA conferences (most travel expenses to events outside the DC area covered by SIA)
  - Attend in-person SIA Board events including: workshops and luncheons (generally one to three per year); in-person Board meetings (one to two per year); and SIA-sponsored golf outings (two per year)

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- Solid understanding of and experience with the ITAR and EAR, as well as practical licensing & compliance processes
- Knowledge of and commitment to SIA's Mission and Code of Conduct

<b>Name &amp; Contact Information of Candidate Being Nominated:</b>
<b>Name &amp; Contact Information of Individual Submitting Nomination (or indicate "self"):</b>
<b>Name and Contact Information for Candidate's Company &amp; Direct Supervisor/Manager:</b>
<b>Why Do You Want to (or Believe the Candidate should) be on the SIA Board of Directors?</b>
<b>List Positions the Candidate Held with SIA Events Previously by Position and Year (e.g., Committee Chair, Conference Director, Speaker, etc.):</b>
<b>What Recent (Last Three Years) SIA Activities or Projects has the Candidate Attended or Participated in?</b>
<b>What Specific Skills does the Candidate Possess that would Benefit the SIA Board of Directors?</b>
<b>Additional Comments:</b>

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