



International Association for Continuing Education and Training Call for OFFICER Nominations 2016

The Nominations and Elections Committee is seeking nominations from the membership to fill **Officer vacancies on the Board of Directors; specifically, the Secretary and the Treasurer**. The individuals elected as Officers will commence their terms of office in September 2016 at the close of the fall Board meeting. Each of the Officers will serve a two-year term that expires in September 2018.

How to Nominate a Candidate

You may nominate yourself or be nominated by another IACET member. If nominating yourself, complete the Officer Nomination Form that follows this Call. If nominating someone else, please give the form to your candidate for completion after you obtain approval from that person for the nomination. When nominating an individual or yourself, give consideration to the Bylaws which require that the candidate for **Secretary shall have completed one year of service on the Board of Directors within the preceding five years**. The candidate for **Treasurer shall have completed one year of service on the Board of Directors within the preceding five years AND at least one year on the Finance Committee**.

The candidate must:

1. Have a desire to use his/her expertise for the benefit of IACET: e.g. leadership in continuing education and training, marketing, association management, financial management as evidenced by the candidate's statement of his/her expertise and how he/she plans to use that expertise for IACET.
2. Sign a statement declaring his/her qualifications for office and willingness to:
 - Attend spring and fall Board meetings
 - Participate on and lead IACET committee and task forces
 - Help implement the IACET vision and mission
 - Pay travel expenses for Board meetings and other required activities that exceed the authorized allowance for Board members
3. Be a member of IACET in good standing, as evidenced by:
 - IACET membership as the official representative of an Accredited Provider organization or as an individual member in IACET
 - All fees paid up-to-date
 - No conflict of interest as evidenced by Article 6.14
4. Have held a leadership position in IACET or another organization (e.g., hospital board, community organization, work unit or committee) or group as evidenced by a list of leadership roles, dates of roles, number of members in group, and contribution toward tangible results of the organization's or group's efforts. Simple membership in an organization, unit, committee or group does not qualify.

The Nominations and Elections Committee will review the nominations for compliance with IACET Policies and Procedures, check for clear and comprehensive responses to all questions and prepare a final slate. Profiles of the eligible candidates will be sent with the election ballot to the IACET Board of Directors in June 2016.

Nominations must be received at the IACET office before 5:00 PM ET on Wednesday, June 15, 2016