

INFORMATION FOR POTENTIAL CANDIDATES: IAIA 2009 ELECTION

The purpose of this document is to explain to potential candidates for IAIA Board of Director positions the process by which a slate of candidates is prepared for the next election (January 2009). We have tried to answer as many of the typical questions as possible, but should you have further questions, or you need clarification of particular points, please contact the current chair of the Board Nominations Committee, Richard Morgan (email: rkm@geography.otago.ac.nz)

The Board Nominations Committee has the period of time from this year's IAIA Annual Conference (IAIA08) and Annual General Meeting to 1 October 2008 to prepare a draft slate of candidates to run for the three positions on the Board that are renewed each year. The election will be held in January 2009, the positions to be taken up after the 2009 AGM. The Board Nominations Committee is mandated to "... prepare slates of two or more candidates for each position, and ...[to]ensure that the Board of Directors maintains a balance of regional, racial, ethnic, gender, experience and professional expertise."

1. IAIA NOMINATIONS AND ELECTION PROCESS

The IAIA Board of Officers and Directors is subject to a renewal process each year when one-third of the Board members complete their three-year terms and are replaced by a newly elected President-Elect and two new Directors. Under the By-laws accepted at the 2008 Annual General Meeting, the Board consists of nine Officers and Directors. Any individual member of IAIA may serve as a Director or as President, but it should be noted that those elected to the Board are expected to attend all Board and Council meetings (mid-term, and those associated with the Annual Conference); communicate electronically with fellow Board members between meetings; and be able to obtain their own finance to cover their travel and accommodation costs for these meetings. (If obtaining all the necessary funds is a problem, small travel subsidies of US\$300 for annual meeting participation and US\$700 for mid-term meeting participation may be applied for, depending on availability of IAIA funds for this purpose.)

The 2009 Board Nominations Process started in Perth at IAIA '08, and it is the purpose of this Board Nominations Committee to identify potential candidates for the Board. In addition, any IAIA member may identify potential candidates to be considered by the Committee for formal nomination to any of the positions to be filled. All names of potential candidates to be considered for nomination are sent to the

IAIA Chief Executive Officer to confirm that each candidate is an IAIA Member in Good Standing (current year's dues paid). This list of confirmed potential candidates is then returned to the Board Nominations Committee.

At least two candidates will be nominated by the Committee from the pool of confirmed potential candidates for each of the three Board offices to be filled by the IAIA 2008 election: Present-Elect and two IAIA Directors.

An alternate means of ensuring that a particular candidate is formally nominated for a given position is also available (*Article IV, Section 5[b] of the IAIA By-laws*). Nominations signed by at least five Nominators and by the Nominee, all of whom must be IAIA Members in Good Standing, shall be included on the ballot papers, provided that the nomination is received by the Chief Executive Officer in time to be included on the 1 October Draft Ballot.

2. BECOMING A CANDIDATE

The Board Nominations Committee follows a two step process:

1. compile a long list of potential candidates
2. select a sub-set of candidates to stand for election, to ensure..." a balance of regional, racial, ethnic, gender, experience and professional expertise" on the new Board

Should you agree to be considered as a candidate and following verification of your membership status, your name will be placed on the long list from which the final selection of Nominees will be chosen. At this stage it is important to secure the agreement of your employer (if relevant), as you will need time away from your normal activities to travel to two Board meetings per year (see 4. below) Your employer may also be willing to provide some financial support should you be elected to the Board.

If you are selected to stand for the Board, you will then be asked to provide two items:

i.) a short resume, typically about half a page (A4 or Letter size) in length, containing: a brief overview of your professional qualifications and experience; where relevant, a brief statement of any current or past service to IAIA (anything in addition to regular membership); and finally a short statement of your thoughts on IAIA: for example, you may have ideas about how you would like to see IAIA develop in the next few years; you may have suggestions for how it might serve impact assessment professionals more effectively; or you may see emerging issues to which IAIA may need to respond. There may be other ideas or comments you wish to include in the short statement. The intention is to be flexible and allow candidates to present information that the members will find useful when making their choices.

The resume needs to be brief as this information is sent out with the ballots to the IAIA membership (representing 120 countries) to assist them with their voting. It should be forwarded to the Chief Executive Officer (rita@iaia.org) by an agreed date.

ii.) The Board Nominations Committee Chair also asks each candidate in a *Letter of Commitment* if he/she will be able to comply with the conditions of office:

- Attend all Board and Council meetings;
- Carry out electronic communications [mainly e-mail] on Board affairs between meetings;
- Be prepared to take on special assignments - see below for examples.

An electronic Confirmation of Commitment Letter is sent to each candidate: they are asked to sign it and forward it to the Chief Executive Officer (rita@iaia.org) and to the Nominations Committee Chair (Richard Morgan, rkm@geography.otago.ac.nz) by e-mail, fax, or other means.

3. WHAT ARE THE COMMITMENTS ASSOCIATED WITH BEING ON THE IAIA BOARD?

The Board meets twice a year: once associated with the IAIA Conference and Annual Meeting, and again at a mid-term meeting. At the annual Conference, Board meetings are scheduled after the Conference is over. Council meetings are also scheduled during and/or after the Conference is over. Depending on exactly when the Conference finishes, Board meetings could take place that day, that evening, or during the next two days following the close of the conference. Newly elected Board officials take office "at the commencement of the first meeting of the Board of Directors after each Annual General Meeting", which is usually the Board meeting just after the Conference is over. The retiring Board members are invited to participate in this meeting as well.

IAIA holds its annual conference event at a different continent/region each year to give all IAIA members chances to attend some IAIA conferences at convenient locations. Annual conferences tend to be scheduled in the April - August time period.

The location of the mid-term Board meeting varies. It may be the current President's home institution or city; in conjunction with and at the site of an Affiliate's meeting; or at a strategic location to increase that region's exposure to IAIA. The mid-term meeting is usually scheduled mid-way between Annual Conferences, often in November, and is spread over 2-4 days.

Board members are expected to attend ALL Board and Council meetings unless a sudden personal problem intervenes.

E-mail is the life-blood of Board business conducted among members between regular meetings. The intensity of communication is determined by what is on the Board's current agenda, and to what extent each individual Board member is involved in any particular issue. Probably all Board members might receive one IAIA e-mail a week, and in an intense issue time, there could be as many as two or three messages per day for several days, some of which would require answers. Fortunately, "intense periods" don't generally last for very long, and may involve only a small number of Board members at any one time.

Board members are asked to take on special assignments. Examples include acting as the Board Liaison with a Committee; serving on a Task Force to deal with a specific Board initiative such as the By-Laws revision; writing an article for the IAIA Newsletter on a particular activity or issue that the Board member is involved in; or attending a particular function at or near one's home base as an IAIA representative. Serving as Director-Secretary or Director-Treasurer also count as "special assignments". Board members are also encouraged to initiate activities in accordance with IAIA overall policy and planning objectives. All Board members are expected to use their talents, networks and influence to build a more secure financial and membership base for IAIA.

4. FOR ALL CANDIDATES

It is important that each candidate discuss the possibility of serving on the IAIA Board if nominated and then elected with his/her employer. Common questions that an employer will ask when one of his/her staff is asked to serve on the IAIA Board is "How much time will it take?" and/or, "Who covers the costs?"

- Based on previous experience, individuals should allow roughly one week for the mid-term meeting, and up to two weeks for the

Conference/Annual Meeting and associated Board and Council meetings. These estimates include travel times, which are location-dependent, of course.

- Activities and e-mail or other electronic communications while at home base: hard to estimate; perhaps the equivalent of two-three working weeks per year for a heavily involved person, but as communications can be done or prepared at home after hours, this should not impact one's regular employment unduly.
- If a candidate expects his/her employer to fund the required travel, that expectation should be confirmed with the employer before the candidate agrees to be on the ballot.

IAIA expects that the employer gains positive benefits by having a staff member closely associated with an organisation of professionals such as IAIA. The staff member- benefits as well as the employer from the close association with his/her fellow Board members where an important goal is to advance the role and practice of Impact Assessment in broadly-based environmental assessment and management, and in sustainable development world-wide. IAIA's associations with other international organisations is also of interest and provide mutual benefits.

We all recognise that the travel cost issue can be a problem. Fortunately, creative candidates and Board members seem to have been able to overcome it, frequently with the help of their home institutions, or by obtaining grants from other sources. As noted above, IAIA finances permitting, Board members may apply to IAIA for a modest travel subsidy if that makes the difference between attendance or inability to attend. Use of personal frequent flyer programmes, and early sign-up for the best airline discount and seat-sale fares also help substantially.

*Richard K. Morgan, Chair
2008-9 Board Nominations Committee*

*Rita Hamm, CEO
IAIA HQ*