



**Call for  
Chapter Nominations  
Respond by  
February 15, 2017**

**To: ILEA BOSTON Members**  
**From: Chapter Nominating Committee**  
**Re: Call for Nominations/Application**

It is time to begin the election process to choose those leaders who will guide and direct the ILEA BOSTON for the next 12 months, beginning on July 1, 2017. In accordance with our Bylaws and election guidelines, the Nominating Committee sends this "Call for Nominations" and Application to you to encourage you to nominate for consideration any individual who you feel would be an asset to Boston in a leadership position.

Please review the nomination election guidelines. We urge you to respond on the form that follows. **The deadline for nominations is March 22, 2017.** Please take advantage of this opportunity to give input to the Nominating Committee.

Please return the Call for Nominations form to [Office@ILEABoston.com](mailto:Office@ILEABoston.com), attention: ILEA Boston Nominating Committee. The 2017 Nominating committee consists of:

**AC Anders (CHAIR)**  
**Judy Brillhart, CSEP**  
**Bobby Dutton**  
**Steven Way**

**DEADLINE FOR RETURN: March 22, 2017**



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**INTERNATIONAL LIVE EVENTS ASSOCIATION  
2017-2018 Elections**

**NOMINATION/ELECTION GUIDELINES**

1. Any voting member of ILEA, whose dues are current, may place into nomination the name(s) of any member in good standing, including him/herself, to serve as an elected Officer or Director of the Chapter. Student members are not eligible.
2. Each Director is elected for a two-year term, and each Officer serves a one-year term.
3. Members of the Board of Directors and Officers must attend two annual board retreats, chapter meetings and Board meetings. Board members are highly encouraged to attend leadership meetings at Roadshows in May, ILEA Live in August and TSE in January/February.
4. The Officer positions being elected for the one-year term beginning in July 2017 are: **President, President-Elect, VP of Membership, VP of Education/Programs, VP of Communications.**
5. In addition, four (4) Directors, whose two-year terms begin July 1, 2017 are also being elected at this time.
6. Please find enclosed a copy of the official election calendar.
7. To place a member's name into nomination, please complete the enclosed Nomination/Application Form and return it to [Office@ILEABoston.com](mailto:Office@ILEABoston.com), attention: ILEA Boston Nominating Committee.



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BOSTON CHAPTER

## VOLUNTEER RESPONSIBILITIES OF AVAILABLE POSITIONS FOR ILEA BOSTON 2017-2018

### OFFICER POSITIONS

## **PRESIDENT**

**Reports to: Board of Directors, Regional Vice President**

**Term: Every one (1) year**

### **Summary/Scope of the Position:**

- The role of the President is to promote the vision of an innovative and motivating Board of Directors and chapter membership.
- Build relationships that meet and exceed membership wants and needs while upholding the Chapter's vision and operational policies and procedures.
- Be a positive influence and inspire the Chapter Board of Directors to grow and succeed as industry leaders.
- Oversee and manage the overall affairs of the ILEA Boston Chapter and provide support to individual Committees as needed.

### **Specific Job Responsibilities:**

- Act as spokesperson to Chapter board and members.
- Ex-officio member of all departments (committees) except the Nominating Committee if running for a second term.
- Serves as the liaison between ILEA Boston and ILEA Headquarters via the Regional Vice President.
- Review and consistently refer to the Chapter's Strategic Plan to keep the Chapter membership growing and programs valuable.
- Lead and manage succession planning throughout the calendar year.
- Approve all financial transactions to ensure the Chapter is following the approved budget.
- Plan the Chapter Board retreat in July and mid-year retreat in January/February.
- Prepare a Chapter budget and review, make changes to the Chapter's Standard Operating Procedures for submission to the Board of Directors at the retreat in July.
- Create and send out Board agendas at least five days prior to monthly board meetings.
- Contribute to the monthly newsletter by providing President's messages.
- Collect Vice President monthly reports from the President-Elect and use information to complete the monthly President report when necessary.
  - President's report must be sent to the RVP by the 15<sup>th</sup> of each month.
- Be present on monthly President calls.
- Take on special chapter projects as needed in support of Chapter committees.
  - Assist with planning and executing the Annual Heart and Soul Gala



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B O S T O N C H A P T E R

## **PRESIDENT ELECT**

**Reports to: Chapter President, Board of Directors**

**Term: every year**

### **Summary/Scope of the Position:**

- The role of the President Elect is to promote the vision of an innovative and motivating Board of Directors and chapter membership.
- Build relationships that meet and exceed membership wants and needs while upholding the Chapter's vision and operational policies and procedures.
- Be a positive influence and inspire the Chapter Board of Directors to grow and succeed as industry leaders.
- Along with the President, oversee and manage the overall affairs of the ILEA Boston Chapter and provide support to individual Committees as needed in preparation to take over the Chapter Presidency in the upcoming year.
- Act as treasurer for the Chapter, providing knowledge and guidance on financial matters as needed.

### **Specific Job Responsibilities:**

- In the absence of the President, perform all duties of the President except where precluded by law.
- Review and consistently refer to the Chapter's Strategic Plan to keep the Chapter membership growing and programs valuable.
- Lead and manage succession planning throughout the calendar year.
- Manage the working budget of the Chapter and provide monthly reports to the Board of Directors at their meetings, to be incorporated in the permanent record of the chapter.
  - Along with the President, approve all financial transactions to ensure the Chapter is following the approved budget.
- Along with the President, plan the Chapter Board retreat in July and mid-year retreat in January/February.
- Along with the President, prepare a Chapter budget and review, make changes to the Chapter's Standard Operating Procedures for submission to the Board of Directors at the retreat in July.
- Collect Vice President monthly reports and use information to complete the monthly President report.
- Be present on monthly President calls.
- Take on special chapter projects as needed in support of Chapter committees.



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## VICE PRESIDENT OF MEMBERSHIP

**Reports to: President-Elect, President**

**Term: Every one (1) year**

### **Summary/Scope of the Position:**

- The role of the Vice President of Membership is to promote the vision of an innovative and motivating Board of Directors and chapter membership.
- Build relationships that meet and exceed membership wants and needs while upholding the Chapter's vision and operational policies and procedures.
- Promote member benefits to potential members and maintain or increase chapter member levels.
- Ensure that current members are receiving value from their membership and will renew each year.
- Record and maintain the database of chapter members.
- Responsible for all committee activity pertaining to membership.

### **Specific Job Responsibilities:**

- Maintain membership data via Chapter website, including names and addresses for the annual chapter membership directory.
- Maintain a marketing database of potential new members for marketing and recruitment efforts.
- Promote the annual International December and May membership drives and set up two optional 10-day membership drives for the Chapter (\$50 application fee is waived).
  - Contact ILEA headquarters to get the dates approved and receive promo code for applicants.
- Contact all potential new members at chapter programs
  - Compile and distribute information to potential new members.
- Welcome/recognize new members at Chapter functions
  - Send local correspondence to welcome new members and introduce them to membership benefits
- Encourage all members to join a committee.
- Remind members to renew their memberships; ILEA memberships expire on June 30<sup>th</sup> of every year.
- Follow up with non-renewals and encourage to renew or collect feedback about why they are not renewing.
- Track membership statistics and watch for downward trends in numbers. Report membership and retention numbers to the board monthly.
- Work with the Vice President of Communications to promote membership promotions and benefits.
- Survey the membership regarding members' opinions and attitudes of the Chapter and Headquarters.



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B O S T O N C H A P T E R

## VICE PRESIDENT OF COMMUNICATIONS

**Reports to: President-Elect, President**

**Term: Every one (1) year**

### **Summary/Scope of the Position:**

- The role of the Vice President of Communications is to promote the vision of an innovative and motivating Board of Directors and chapter membership.
- Ensure that the Chapter's communication strategy and brand message are consistent and reflect the organization's mission and values.
- Grow the organization's awareness in our communities that we serve and advocate on behalf of the organization to external vendors, organizations and media.
- Build relationships with members, non-members and media outlets that meet and exceed membership wants and needs while upholding the Chapter's vision and operational policies and procedures.
- Oversees all Communication activity for the Chapter's regular meetings, Network and Nosh/Lunch and Learn series and is responsible for all committee activity pertaining to the Communication of the Chapter.

### **Specific Job Responsibilities:**

- Use ILEA Boston chapter logo on all Chapter communications, reference the Logo usage policy for guidelines.
- Follow the ILEA branding message by using the tool kit provided to the chapter by Headquarters.
- Send out ILEA Boston media releases, including but not limited to:
  - Announcing the new board with photo
  - News releases about upcoming events, awards and ILEA meetings
  - Generate positive publicity for ILEA Boston
- Send out monthly meeting notices with information provided by the Education and Programming Committee.
- Put together and send-out a monthly newsletter.
- Responsible for maintaining and updating the Chapter website.
- Prepare promotional materials for programs and mailing to membership in a timely fashion.
- Communicate with other ILEA chapters for ideas regarding chapter communication.
- Create and maintain a calendar of communication for the chapter.
- Oversee all social media posts for the Chapter.
- Assist with putting together the Chapter's Spirit of Excellence submissions.



## **VICE PRESIDENT OF EDUCATION AND PROGRAMS**

**Reports to: President-Elect, President**

**Term: Every one (1) year**

### **Summary/Scope of the Position:**

- The role of the Vice President of Education and Programs is to promote the vision of an innovative and motivating Board of Directors and chapter membership.
- Build relationships that meet and exceed membership wants and needs while upholding the Chapter's vision and operational policies and procedures.
- Oversees all Education and Programming activity for the Chapter's regular meetings, Network and Nosh/Lunch and Learn series and is responsible for all committee activity pertaining to the Education and Programming of the Chapter.
- Promote educational topics in line with ILEA International's Core Curriculum and encourage members to pursue taking the CSEP (Certified Special Event Professional) exam.

### **Specific Job Responsibilities:**

- Oversee ILEA Boston's CSEP Incentive Program annually (April).
  - Work with Education and Programming committee to determine appropriate questions that will qualify an applicant.
- Ensure educational content of Chapter meetings meets the needs of members.
- Along with the Education and Programming Committee, determine topics and source speakers for Monthly Chapter Meetings, Network and Nosh/Lunch and Learn Series (at least four meetings must meet the Core Curriculum requirements).
  - Will keep in mind the annual budget to make sure programs/speaker fees/travel arrangements do not go over the budget.
- Work with Director of Education to ensure that various speaker topics properly align with Chapter education goals from the Chapter's Strategic Plan – use templates and forms provided to gather consistent information (update annually in July).
- Communicate education and program information in a timely fashion to the Vice President of Communications and his/her committee.
- Work with the Director of Special Projects to create and execute an annual special project.
- Recruit committee members to help with transitioning and succession planning.
- Communicate with other ILEA Chapters regarding education and programming.
- Oversee and assist with planning and executing monthly meetings, including Network and Nosh/Lunch and Learn series.
  - Be available for set-up of monthly meetings as needed.
- Get insurance certificate from ILEA Headquarters as needed for venues (must ask at least ten business days prior to meeting).



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B O S T O N C H A P T E R

DIRECTOR POSITIONS

**DIRECTOR OF SPECIAL PROJECTS**

**Reports to: Vice President of Education and Programming, President-Elect, President**

**Term: Every two (2) years; every UNEVEN year**

**Summary/Scope of the Position:**

- The role of the Director of Special Projects is to promote the vision of an innovative and motivating Board of Directors and chapter membership.
- Build relationships that meet and exceed membership wants and needs while upholding the Chapter's vision and operational policies and procedures.
- Along with the Vice President of Education and Programming, is responsible for managing, planning and promoting at least one annual project benefiting the local and/or International membership and/or local/national community.
- Provide Chapter members opportunities to get involved with their community via charitable organizations.

**Specific Job Responsibilities:**

- Along with the Education and Programming Committee, brainstorm and select at least one annual project to complete.
- Responsible for all aspects of the special project to include but not limited to:
  - Venue/partnership selection
  - Acting as a liaison between ILEA and the chosen charity (if applicable)
  - Utilizing different board committees for graphic design, exposure via the ILEA Boston website, social media, e-blasts, marketing and PR.
  - Ensuring ILEA Boston member involvement for on-site assistance as well as donations, and help where needed prior to the event.
- Responsible for organizing the Annual December Silent Auction to raise money for the Chapter's merit scholarship. This includes but is not limited to:
  - Obtaining all auction items via member donations, local businesses, partners and friends
  - Track auction item list via Google docs and provide updates to board meetings prior to the December meeting
  - Create signage and bid sheets for display at the meeting
  - Assist with collecting bid sheets, financial transactions and notifying winners.
- Complete the Chapter's Spirit of Excellence submission for Special Projects.
- Manage monthly raffle prizes (two prizes assigned to board members each month)
- Recognize Chapter members' charitable efforts at monthly meetings.
- Assist the Board of Directors with tasks as they arise throughout the year.





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B O S T O N C H A P T E R

## **DIRECTOR OF PROGRAMS**

**Reports to: Vice President of Education and Programming, President-Elect, President**

**Term: Every two (2) years; every UNEVEN year**

### **Summary/Scope of the Position:**

- The role of the Director of Programs is to promote the vision of an innovative and motivating Board of Directors and chapter membership.
- Build relationships that meet and exceed membership wants and needs while upholding the Chapter's vision and operational policies and procedures.
- Along with the Vice President of Education and Programming, oversees all Programming activity for the Chapter's regular meetings and Network and Nosh series and is responsible for all committee activity pertaining to the Programs of the Chapter.

### **Specific Job Responsibilities:**

- Along with the Education and Programming Committee, determine program calendar date and topics for Monthly Chapter Meetings, Network and Nosh/Lunch and Learn Series (at least four meetings must meet the Core Curriculum requirements).
  - Will keep in mind the annual budget to make sure chapter programs do not go over the budget.
- Along with the Vice President of Education and Programming, and Director of Education ensure that chosen education topics properly align with Chapter education goals from the Chapter's Strategic Plan.
- Communicate monthly program information in a timely fashion to the Vice President of Communications and his/her committee.
- Research and secure annual partners, venue/catering partners and monthly meeting partners.
- Assist with planning and executing monthly meetings, including Network and Nosh series.
  - Confirm monthly partners and complimentary meeting registrations.
  - Be available for set-up of monthly meetings as needed.
- Recruit committee members to help with transitioning and succession planning.
- Post meeting, follow up with partners to say thank you and recognize their involvement within the Chapter.



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B O S T O N C H A P T E R

## **DIRECTOR OF COMMUNICATIONS**

**Reports to: Vice President of Communications, President-Elect, President**

**Term: Every two (2) years; every EVEN year**

### **Summary/Scope of the Position:**

- The role of the Director of Communications is to promote the vision of an innovative and motivating Board of Directors and chapter membership.
- Ensure that the Chapter's communication strategy and brand message are consistent and reflect the organization's mission and values.
- Grow the organization's awareness in our communities that we serve and advocate on behalf of the organization to external vendors, organizations and media.
- Build relationships with members, non-members and media outlets that meet and exceed membership wants and needs while upholding the Chapter's vision and operational policies and procedures.
- Oversees all Communication activity for the Chapter's regular meetings, Network and Nosh/Lunch and Learn series and is responsible for all committee activity pertaining to the Communication of the Chapter.

### **Specific Job Responsibilities:**

- Use ILEA Boston chapter logo on all Chapter communications, reference the Logo usage policy for guidelines.
- Follow the ILEA branding message by using the tool kit provided to the chapter by Headquarters.
- Along with the Vice President of Communications, send out ILEA Boston media releases, including but not limited to:
  - Announcing the new board with photo
  - News releases about upcoming events, awards and ILEA meetings
  - Generate positive publicity for ILEA Boston
- Send out monthly meeting notices with information provided by the Education and Programming Committee.
- Along with the Vice President of Communications, put together and send-out a monthly newsletter.
- Responsible for maintaining and updating the Chapter website.
- Prepare promotional materials for programs and mailing to membership in a timely fashion.
- Communicate with other ILEA chapters for ideas regarding chapter communication.
- Along with Communications Committee, create and maintain a calendar of communication for the chapter.



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## **DIRECTOR AT LARGE**

**Reports to: President-Elect, President**

**Term: Every two (2) years; every EVEN year**

### **Summary/Scope of the Position:**

A Director at Large must agree to fulfill any Chapter and/or committee assignments as requested by the President; must attend the meetings of the Board; abide by the ILEA Principles of Professional Conduct and Ethics; and abide by the ILEA Bylaws. Directors must be voting members in good standing of the Association at the time of nomination, election to office and throughout their term of office.

Chapter Board of Director members are strongly encouraged to attend Chapter Leadership meetings held in May at Roadshows, August in conjunction with the ILEA Live Conference, and in January/February at the Special Event.

*Specific Roles and Responsibilities will be explained prior to the end of the 2017 calendar year.*