



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

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

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