



Criteria for Association Forum Board of Director Selection Process

Officer Criteria

- Must be informed and responsible representative.
- Must have been an Association Forum regular member for at least five years.
- Must be a leader in his/her organization of employment by occupying a management position.
- Must have provided leadership and demonstrated service to Association Forum and the profession of association management.
- Must have served one year on the Association Forum Board of Directors.
- CAE designation is preferred
- Must be knowledgeable and supportive of the mission, goals, and strategies of the Association Forum.

Director Criteria

Background

- CAE – a plus but not a must.
- Experience on other boards and positions held.
- Strategic planning experience.
- Experience with financial reports and responsibility.
- Relevant expertise in the disciplines of organizational management.
- Strong investment in the Association community; tenure in the field at an executive level.
- Demonstrated ability and willingness to serve as formal or informal mentor.

NOTE: To ensure Board diversity, individuals with less association experience may be considered.

Association Forum Experience

- Must be a member of Association Forum.
- Demonstrated leadership commitment and involvement with Association Forum; including committee/SIG/TF involvement and program attendance.
- Demonstrated positive interaction with the Forum staff.
- Ability to interact well with Forum members and develop high quality relationships with A/F members.

Personal Characteristics

- Personable and easy to approach, accessible to members.
- Ability to think strategically about the Association Forum and the association management profession.
- Ability to work well with the President and CEO.

- Values and promotes consensus, cooperation and participation among all Board members.
- Skilled in multi-dimensional thinking and problem analysis.
- Capacity to utilize knowledge for decision making that benefits the overall organization.
- Visionary and strategic thinker.
- Ability to articulately represent the profession and Association Forum.
- An appreciation for and understanding of diversity.

Board Diversity

- Diverse in age, gender, sexual orientation, ethnicity, etc.
- Broad representation of organization sizes represented.
- Broad representation of interest categories represented on the board (professional societies, trade groups, IT groups, healthcare etc.)
- Diverse special interests/expertise.

Commitment

- Support from employer and colleagues regarding the time and financial commitment required for board service.
- Actively participate as Board liaison to assigned committees. Most committees meet a minimum of 2-3 times a year.
- The Association Forum Board meets two times a year for a full day and has one annual retreat that lasts no more than a day and a half.
- Expected to attend Holiday Showcase, Forum Forward as well as selected other educational programs and/or activities, and participate regularly in quarterly leadership calls.