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**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 ofinterest 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, as well as selected other educational programs and/or activities, and participate regularly in quarterly leadership calls.