



International Association
of Business Communicators
Pacific Plains Region

Join the IABC Pacific Plains Region Leadership Team for 2017-18 Learn More About These Rewarding Opportunities

Becoming an IABC regional leader gives you an incredible opportunity to make a positive difference for IABC chapters and members from the Midwest plains to the communities along the West Coast.

The Pacific Plains Region (PPR) is looking to fill some open positions for the 2017-18 board year. PPR region board leaders make decisions that support the health of the region's chapters and guide the professional development of our members, the future of IABC and the profession. Serving on the IABC PPR Board enables you to develop personally and professionally, to become more valuable to your organization or clients, and to gain greater access to professional content, communications best practices and networking experiences.

PPR Board Roles Open for the 2017-18 Term

- Vice Chair (one-year term; automatically succeeds to Chair for a one-year term, then to Past Chair for a one-year term)
- Chapter Advocate—Two open positions (two-year terms)
- Member-at-Large Advocate—One open position (two-year term)

Who Can Serve on the PPR Board?

IABC members located within the Pacific Plains Region are eligible for board service. We welcome you to either nominate a colleague or self-nominate.

What is the Application Process and Timeline?

Every nomination for a board position must include a submitted nominee statement form and a current resume or curriculum vitae. Applicants also complete a board analysis grid, a short evaluation that helps the Nominating Committee better evaluate a candidate's skills, experience and potential fit as aligned with PPR board needs.

Please return completed nomination materials via e-mail to [Kim Arnold](#) by **5 p.m., Pacific Time, Wednesday, March 1, 2017**. All nominations and submitted materials are held in confidence.

How Does the Nominee Screening Process Work?

The PPR Nominating Committee will screen nominees on the basis of competency criteria established for the board position with consideration for the board's geographic, demographic and cultural diversity, as well as for small, medium, and large chapter representation. The committee will prepare a slate for presentation to the IABC Pacific Plains Region board in March 2017. Nominees will be informed of the slate on or before the end of April 2017. Until this time, no information will be communicated on the nominees.

Final approval of the 2017-2018 PPR Board will be voted on via email prior to May 31, 2017. The PPR board year term will then run from July 1, 2017, through June 30, 2018.

What is the Financial and Time Commitment?

The region provides some financial support to attend PPR board meetings and certain functions throughout the board year. Board members will be offered a stipend for reimbursement of travel expenses based upon current board policies.

Potential face-to-face meetings for the 2017-18 term include a July board orientation and training session, with the location and timing to be determined in the near future. During this meeting, the overall strategy and schedule for the board year will be reviewed. Typically, the board also holds face-to-face meetings in conjunction with chapter leader events in the fall and/or spring of each term, with all other board meetings conducted via telephone. The board also engages at IABC's annual global Leadership Institute as another opportunity to support chapter leaders.

Thank you for your interest. We wish you success through the nomination process. For questions about the process or the Pacific Plains Region, please contact either of us directly.

Sincerely,

Kim Arnold, ABC

Chair, PPR Nominating Committee
Past Chair, IABC Pacific Plains Region Board
kim.arnold@nebraskablue.com
402-982-8693

Michelle Simms

PPR Nominating Committee
Vice Chair, IABC Pacific Plains Region Board
Michelle.Simms@kp.org
510-271-4674

What We Expect from Pacific Plains Region Board Members

The Pacific Plains Region (PPR) Board has three primary tasks

1. Advocate and facilitate communication between chapters, members-at-large, the IABC Executive Board and staff
2. Set and ensure compliance with governing policies for the region
3. Provide guidance, support and development opportunities for chapter leaders and members-at-large.

Basic expectations of PPR Board members

- Be accountable for all board role tasks and responsibilities.
- Attend at least two in-person board meetings per year.
- Participate in monthly board conference calls and others as needed between meetings
- Serve on board committees
- Build and sustain relationships with IABC leaders at all levels.

PPR Board: Competencies and Characteristics

PPR is looking for visionary board members who:

- Think strategically
- Balance courageous decisions with good judgment
- Understand and are passionately committed to IABC
- Support the IABC brand
- Demonstrate leadership ability
- Have business and financial acumen
- Are recognized leaders in the communication field
- Work collaboratively with the entire IABC team, including other PPR board members, IABC staff, International Executive Board members and chapter leaders
- Understand the effects of market forces
- Champion the profession
- Understand the impact of new technologies
- Represent the entire profession and association, not a personal or constituent agenda.

PPR Board: Recruitment and Composition

The goal of the PPR Nominations Committee is to recruit a pool of talented IABC members in the region who can help the region effectively support region chapter leaders and meet the needs of PPR chapter and at-large members.

Position Descriptions for Available Roles On the 2017-18 PPR Board

Deadline: All candidates for the open positions below, including incumbents, must complete and submit the IABC PPR 2017-2018 Nominations Materials (nominee statement form, board composition analysis grid and resume) by **Wednesday, March 1, 2017**, to be considered.

Final documents should be emailed to Kim Arnold, Nominating Committee Chair, at kim.arnold@nebraskablue.com.

The following positions are open for the 2017-18 board year:

Vice Chair (one-year term; automatically succeeds to Chair and Past Chair in subsequent years)

- Prepare for role as Chair and Past Chair
- Perform duties assigned by the Chair
- Act in the absence of the Chair
- Serve on the Nominations Committee, Finance Committee and Executive Committee
- Oversee the Silver Quill Awards Committee
- Provide executive direction for orientation of the incoming board
- *Time commitment: 10 hours/month*

Chapter Advocates—2 open positions (two-year term; CAs may serve two consecutive terms)

- Provide counsel and support to chapter leaders
- Promote and facilitate chapter leader participation in IABC Leadership Institute
- Serve as the "chapter voice" to PPR and represent member and chapter interests
- *Time commitment: 4-6 hours/month; time increases if chapter struggling with issues; also up to 3 visits per year to chapters, based on available budget*

Member-At-Large Advocate—1 open position (two-year term; may serve two consecutive terms)

- Execute engagement strategy and tactical support to serve members-at-large in the region
- Represent PPR member-at-large interests
- *Time commitment: 4-6 hours/month*

The following positions are filled for the 2017-18 board year:

Chair (one-year term; automatically succeeds to Past Chair)

Michelle Simms (home chapter: San Francisco)

- Act as chief elected officer of PPR
- Exercise general supervision over executive affairs of PPR
- Preside at all meetings of PPR
- Preside at all region board and Executive Committee meetings
- Serve as primary liaison between PPR and the IABC Executive Board
- Assign titles, duties and responsibilities to directors
- Establish all committees
- Appoint chairs of all committees
- Serve as an ex-officio, non-voting member of the Nominating Committee
- Automatically serve one term as Past Chair
- Represent the region on IABC's Council of Regions
- *Time commitment: 20 hours/month*

Past Chair (one-year term)

Ed Kamrin (home chapter: San Francisco)

- Chair the Nominating Committee, which is responsible for the nominations process necessary to select the incoming board
- Serve as the Nominating Committee delegate to the IABC Executive Board or oversee selection of this delegate
- Serve in a volunteer leadership capacity, as requested by the Chair
- Serve as a member of the Conference Committee and the Executive Committee
- *Time commitment: 10 hours/month*

Communications Director (two-year term; may serve two consecutive terms)

Kim Holzapfel (home chapter: Omaha)

- Oversee the region website and all regional communications with members
- Develop and implement communications strategy for PPR
- Keeps minutes of all regional board meetings
- Chair the Communications Committee
- Serve on the Executive Committee
- *Time commitment: 10 hours/month*

Finance Director (two-year term; may serve two consecutive terms)

Laura Osborn (home chapter: Omaha)

- Serve as the chief financial officer for the region
- Be responsible for deposit, safekeeping, and disbursement of region funds and for opening and closing banking and investment accounts at the direction of the region board
- Maintain regional financial records, budgets and investments
- Reimburse regional board members and other leaders as outlined by regional policies
- Prepare end-of-the-year report and tax forms for IABC Headquarters
- Prepare monthly financials reports for the board
- Prepare annual budget and make dues recommendations for the region
- Chair the Finance Committee and oversee the Sponsorship Committee
- Serve on the Executive Committee
- *Time commitment: 12 hours/month*

Professional Development Director (two-year term; may serve two consecutive terms)

Ben Matthews (home chapter: Utah)

- Promote IABC professional development opportunities
- Coordinate educational services for the region's chapters and members, such as in-person and online professional development events and opportunities
- Coordinate chapter leader webinar/teleconference calls
- *Time commitment: 10 hours/month*

Chapter Advocates (two-year term; may serve two consecutive terms)

Stephanie Grant (home chapter: Minnesota), Brandon Babcock (home chapter: Iowa)

- Provide counsel and support to chapter leaders
- Promote and facilitate chapter leader participation in IABC Leadership Institute
- Serve as the "chapter voice" to PPR and represent member and chapter interests
- *Time commitment: 4-6 hours/month; time increases if chapter struggling with issues; also up to 3 visits per year to chapters, based on available budget*

Questions?

Please contact a member of the Nominating Committee:

Kim Arnold, ABC

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Past Chair, IABC Pacific Plains Region
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