

## ELECTIONS 2024

### POSITION DESCRIPTION

#### Vice President of Conferences & Events

#### INTRODUCTION

##### **What is IODA and what does it stand for?**

The International Organization Development Association (IODA) is a non-profit membership organization and an international network of Organizational Development professionals, consultants, practitioners, students and social scientists. This non-profit association has members from many countries that initiate and support organizational change processes all over the world.

IODA is dedicated to supporting and strengthening OD principles at the international level through research, academic OD programs, peer mentoring and coaching, networking and sharing of knowledge, international projects, and cultural interchange.

IODA holds a locally organized conference in a different country every year, highlighting what OD theory and practices look like in that region, attracting world-wide thought leaders and celebrating local culture, music, food and traditions. IODA maintains community connectivity between conferences through social media platforms, webinars and unique projects enabling collaboration across the globe. Every five years, IODA hosts the OD World Summit gathering multiple OD organizations together for collaboration, learning, celebration and inspiration.

##### **What is IODA's purpose?**

The purpose of IODA is to build a global community of OD professionals committed to inspiring learning and change around the world, unleashing human potential in organizations and communities.

IODA achieves this through:

- Sharing resources and sharpening OD practices.
- Cultivating relationships and our global network.
- Offering space and co-creating opportunities.

### **What are the general commitments of members of the Executive Committee?**

- The primary function of elected members of the Executive Committee, including the VP of Conferences & Events, is to guide the association in fulfilling its vision and mission and to set all policy decisions according to the bylaws and the decisions of the member meetings.
- The Executive Committee member's term of office is three years, beginning two weeks following the posting of the election results. There may be a period of hand-over until the annual conference.
- The Executive Committee member commits to attend the Executive Committee and larger Board/Liaison meeting held annually preceding the annual conference and the web-based meetings held monthly.
- The Executive Committee member commits to lead working committees during the year and participates in general e-mail and one-off discussions as they arise.

### **POSITION DESCRIPTION VP OF CONFERENCES & EVENTS**

#### **Overview**

The VP of Conferences & Events is responsible for providing guidance and support to IODA's work of creating vibrant spaces for the global OD community to interact at the annual IODA conferences and other events. The role has tremendous scope for creativity and innovation and includes some of the following responsibilities:

#### **Specific objectives**

- Develop plans at least 6 months out for regular events and engagement opportunities for IODA members, in coordination with other EC members.
- Suggest resources and innovations in events and conferences, considering both face-to-face and virtual web-based events
- Develop and maintain event and volunteer databases
- Encourage the Host Country Conference Committee (HCCC) and event organizers to make good use of social media and to collaborate with the IODA communications team
- Cultivate relationships with new and existing members interested in running events and conferences
- Initiate and support the initiatives of others in regional and local events
- Liaise with IODA ambassadors and regional supporters
- Ensure annual IODA Conferences occur in coordination with IODA member host:
  - Support the President in identifying conference hosts at least 3 years in advance
  - Faithfully promote and strengthen the nature and spirit of IODA conferences as the flagship event of IODA

- Negotiate the contract between IODA and the Host Country Conference Committee (HCCC) at least 2 years out from conference date
- Reviewing the hosts' plans, processes and program themes and providing timely feedback on conference website, communications and systems
- Act as the main contact person with the HCCC chair
- Follow up on the financial post-conference statement from the HCCC chair
- Share relevant conference history and guidelines with HCCC

**What are the overall objectives of the Vice President Conferences & Events for the up-coming three years?**

- Become part of the review and learning after the Australian conference 2023.
- Begin supporting the 4th ODWS in Ghana and the IODA conference 2024 in Mexico. As there are some new aspects to this enlarged role, the VP will need to give and receive regular feedback and seek support and guidance.
- Confirm suggested host countries for 2026 and 2027.
- Initiate and support other events. It is envisaged that it will take some time to develop such IODA activities. Remove - not really a new role anymore

**Required Criteria:**

- Current member of IODA.
- Attended at least 1 IODA conference, additional experience with IODA conferences would be beneficial.
- Experience in organizing conferences, ideally including international conferences.
- Has not previously served two terms on the Executive Committee.
- Able to effectively communicate and understand English.
- Familiarity with IODA culture and values.
- Ability to attend monthly virtual meetings.

**Desired Experience:**

- Experience of being on an IODA conference organizing team would be beneficial.
- Ideally has volunteered for IODA in the past.
- Demonstrates a deep understanding and affinity for the spirit in which IODA conferences are co-created
- Experience in serving on a board is beneficial
- Ability to work collaboratively in a team
- Able to negotiate, motivate, gather contributions, initiate ideas and innovations, make decisions and follow through
- Demonstrated leadership ability and experience
- Able to devote time serving the association and its aims

- Experience and expertise in OD and currently active in that field including experience working cross culturally
- Some knowledge and experience in use of social media is desirable
- Seeking to make a difference and have fun too!

## **OVERVIEW OF THE IODA ELECTION PROCESS**

### **Nominate a candidate:**

The first step in the election process is to first nominate yourself or someone else. Nominations are currently open for the position of VP of Conferences & Events. Once your nomination has been received and accepted the election committee will confirm what the next steps are in the process.

The nomination stage is open for a couple of weeks (1 April - 1 May) and thereafter a formal application process is followed by elections.

### **Submit an application:**

Once nominations are in, selected candidates can submit their applications. Applications can be submitted once nominations are accepted and are due no later than 15 May. Candidates must summarize their suitability and plans of action for the portfolio indicating why they want to run and confirm the understanding and acceptance of the election timeline and EC roles.

The application must include:

- A filled in nomination form to nominate a fellow member.
- A digital photo.
- A motivation letter.
- A 2-minute Video.
- Two endorsements or recommendations from other IODA members.

### **Meeting the Candidate**

Each candidate that submits an application will need to meet with representatives from the Executive Committee to answer questions about the role and ensure they are able to commit the needed time and energy to successfully serving in the role. In addition, during the members



meeting held in late May, candidates will be required to attend and share about themselves and their suitability and plans of actions and answer member questions.

### **Voting**

Voting is the last stage of the election process and will take place if there are multiple candidates for a position and will be conducted using a formal and confidential process. Members may vote only by the authorized process that will be set out by the election committee. Each member may cast only one vote for each position.