



# INFORMATION FOR POTENTIAL CANDIDATES: IAIA 2026 ELECTION

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*The purpose of this document is to explain to potential IAIA Board of Directors candidates how a slate of candidates is prepared for the next election (to join the Board in 2026) and the expectations for Board service. We have tried to answer as many of the typical questions as possible, but should you have further questions, or you need clarification of particular points, please contact the current chair of the Board Nominations Committee, Yaw Amoyaw-Osei ([wayoma59@hotmail.com](mailto:wayoma59@hotmail.com)).*

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## ELECTION PROCESS OVERVIEW

The Board Nominations Committee prepares a draft slate of candidates by 1 December to run for election that year with a view to ensure a balance of regional, racial, ethnic, gender, experience, and professional expertise on the new Board. The slate consists of three positions on the Board (President-elect and two Directors), at least two candidates for each position, each with three-year terms. This election will be held electronically in January 2026, with positions to be taken up after IAIA26 concludes. Under the IAIA By-laws, the Board consists of nine Officers and Directors. Individual members of IAIA may serve as a Director or as President.

### 1. HOW DOES SOMEONE BECOME A CANDIDATE FOR THE IAIA BOARD?

All potential candidates for the Board of Directors must be an IAIA Member in Good Standing (current year's dues are paid). Candidates can be identified in one of two ways:

- a. **The Board Nominations Committee proactively identifies potential candidates**, keeping in mind the desire to maintain a balance of representation on the board.
- b. **Nominations signed by at least five Nominators and by the Nominee**, all of whom must be IAIA Members in Good Standing, may be included on the ballot, provided that the nomination is received by IAIA HQ six months before the next Annual General Meeting (AGM) (*Article VII, Section 1[b] of the IAIA By-laws*). IAIA's AGM is virtual and typically held approximately two weeks prior to the annual conference.

At least two candidates will be nominated by the Committee for each of the three open Board offices each year. Each year, one-third of the Board members complete their three-year terms and are replaced by a newly elected President-Elect and two new Directors.

### 2. WHAT WOULD I BE COMMITTING TO?

Those who agree to stand for election are also agreeing to attend

- a. **Two in-person board meetings** (one associated with the annual conference and the mid-term meeting in October/November): 1 ½ to 2 days each
- b. **Two virtual board meetings** (typically February and July): 3-4 hours each
- c. **Virtual Council and AGM meetings** (held approximately two weeks before the annual conference): 1 hour each
- d. **3P meetings** (for the three Presidents only) are held monthly, 1 hour each, with the IAIA CEO and CEO

They also agree to

- a. **Communicate electronically** with fellow Board members between meetings, including voting on matters as they arise
- b. **Secure their own funding to cover travel and accommodation** costs for the two in-person meetings
- c. Ensure **adequate internet access** to participate in the two virtual meetings – if computer/internet access is not available, the Board member would bear the cost of the international phone call to dial in

Note that the times selected for virtual Board meetings depend on the geographical representation of the Board in any given year. In some cases, this may result in an early morning or a late night meeting for some.

### **3. DOES IAIA OFFER ANY FINANCIAL SUPPORT?**

IAIA offers travel reimbursements if needed of up to US\$2,100 total per calendar year for participation at the two in-person board meetings. See section 9 below for details.

### **4. MY EMPLOYER HAS QUESTIONS, TOO**

It is important that each candidate discuss the possibility of serving on the IAIA Board, if nominated and then elected, with his/her employer.

*How much time will it take?*

- Based on previous experience, individuals should allow roughly five days for the mid-term meeting, and up to two weeks for the Conference/Annual Meeting. These estimates include travel times, which are location-dependent, of course.
- The two virtual meetings last 3-4 hours each. Depending on when they are scheduled (based on the locations on all board member), these meetings may take place outside of regular work hours.
- Electronic communications are hard to estimate – perhaps the equivalent of 2-3 working weeks per year for a heavily involved person. Again, some of these communications can be handled at home after work hours.

*How much will it cost?*

- IAIA provides a small travel reimbursement of up to US\$2,100 per year.
- If a candidate expects his/her employer to fund all or some of the required travel, that expectation should be confirmed with the employer before the candidate agrees to be on the ballot.
- We all recognize that the travel cost issue can be a problem. Fortunately, candidates and Board members have creatively overcome it (their employer, grants from other sources, frequent flyer miles, etc.).

### **5. HOW DO I BECOME A CANDIDATE?**

The Board Nominations Committee follows a two-step process:

- a. Compile a long list of potential candidates, and
- b. Select a sub-set of candidates to stand for election, to ensure... “a balance of regional, racial, ethnic, gender, experience and professional expertise” on the new Board.

If you agree to be considered as a candidate and your IAIA membership is current, **your name will be placed on the long list** from which the final selection of Nominees will be chosen. At this stage it is important **to secure the agreement of your employer** (if relevant), as you will need time away from your normal activities to travel to two Board meetings per year and participate in the virtual meetings (see 2. above). Your employer may also be willing to provide some financial support should you be elected to the Board.

Once the Board Nominations Committee has selected a sub-set of candidates to stand for election, the proposed slate is submitted to the IAIA [Board of Directors for final approval](#). Again, the slate is evaluated to ensure diversity and representation in a variety of areas. You will **not** be notified whether you are placed on the short sub-set list until after it has been reviewed by the Board.

[If you are not selected to be on this year's slate](#), it is not a commentary on your eligibility or capabilities, but it is more likely a result of trying to keep a balanced mix of members on the IAIA Board for that year.

*Are there any benefits to my employer?*

Employers have gained positive benefits by having a staff member closely associated with an organisation of professionals such as IAIA. The staff member benefits as well as the employer from the close association with his/her fellow Board members where an important goal is to advance the role and practice of impact assessment in broadly-based environmental assessment and management, and in sustainable development world-wide. IAIA's associations with other international organizations is also of interest and provide mutual benefits.

## **6. I WAS SELECTED TO BE ON THE BALLOT – NOW WHAT?**

If the Board approves you to be on the ballot for this year's Board election, you will be asked to provide three items to IAIA's Chief Operating Officer ([bridget@iaia.org](mailto:bridget@iaia.org)) by 1 December 2025:

- a. [A short bio/resume](#), no more than 250 words in length, containing each of the following (*note the bio is best written in 1<sup>st</sup> person, as it is included on the ballot to assist members when making their voting choices*):
  - a brief overview of your professional qualifications and experience;
  - a brief statement of any current or past service to IAIA; and
  - a short statement of your ideas or suggestions for how you would like to see IAIA develop during your term
- b. [A signed "Confirmation of Commitment"](#) document confirming you will be able to comply with the conditions of office:
  - Attending all Board, Council, and AGM meetings;
  - Attending the annual conferences during their three-year term;
  - Carrying out electronic communications (e-mail and electronic voting) on Board affairs between meetings;
  - Reviewing provided meeting materials in advance of each meeting; and
  - Being prepared to take on special assignments (see below for examples).
- c. A [headshot/photo](#) to accompany your bio on the ballot. A high-resolution photo in .jpeg format is preferred.

The election opens in January and ends in February. [You may want to wait to make your IAIA26 flight reservations until you know the results of the election](#), and if you will need to stay an extra 1 ½ days for the Board meeting.

## **7. FIRST THINGS TO KNOW IF YOU ARE ELECTED**

Once the election ends, you will be notified within 48 hours by the Board Nominations Committee Chair about the results.

If you are elected, you will likely be keen for more information about [what comes next](#). IAIA staff and fellow Board members will be there to guide you along the way, but here is some commonly requested information:

- Your term officially begins “at the commencement of the first meeting of the Board of Directors after each Annual General Meeting.” That means [you become “official” at the board meeting immediately following IAIA26.](#)
- The post-conference Board meeting is typically [1 ½ days](#), starting the day after the conference ends and ending at noon the second day.
- IAIA’s CEO and COO will schedule an [orientation session](#) with the three newly-elected board members, often in late February or early March. Materials will also be provided.
- Even though you are not “official,” you are invited to participate in the [virtual Council and AGM meetings](#) that take place two weeks before IAIA25. Dates and times to be determined.
- Board members are expected to attend ALL Board, AGM, and Council meetings during their term unless a sudden personal problem intervenes.
- At IAIA26, [smaller and/or more topical meetings](#) may be scheduled where your presence may be required. While these meetings are scheduled to avoid conflicts with sessions in which Board members present or chair, often these meetings are scheduled during the conference day, meaning Board members may need to miss a session of interest.
- [If you are assigned to be a liaison to an IAIA Committee](#), you should plan to attend that Committee meeting at IAIA26 as part of the transition process from the previous Board liaison to that Committee

## 8. WHAT HAPPENS AFTER IAIA26?

[E-mail](#) is the life-blood of Board business conducted between regular meetings. The intensity of communication is determined by what is on the Board's current agenda, and to what extent each individual Board member is involved in that particular issue. Typically, all Board members might receive one IAIA e-mail every couple weeks, and in an intense issue time, there could be as many as two or three messages per day for several days, some of which would require answers. Fortunately, "intense periods" don't generally last long and may involve only a small number of Board members at any one time.

[Online voting](#) is needed for items requiring Board approval between the four regular meetings. IAIA uses a service called OnBoard where related documents are posted and votes are made and recorded. We also use OnBoard to post materials in advance of the four meetings, with a goal to provide materials 1-2 weeks in advance of each meeting.

The date and location of the [in-person mid-term Board meeting](#) is often decided at the Board meeting after the conference. It may be in conjunction with an IAIA symposium, affiliate event, or other event where IAIA’s presence may be strategic.

[Virtual board meetings](#) are scheduled at least 2-3 months in advance.

Board members may also be asked to take on [special assignments](#). Examples include acting as the Board Liaison with a Committee; serving on a Task Force to deal with a specific Board initiative; writing a blog post for the IAIA website on a particular activity or issue you are involved in; or attending a particular function at or near one's home base as an IAIA representative. Board members are also encouraged to initiate activities in accordance with IAIA overall policy and planning objectives. All Board members are expected to use their talents, networks, and influence to build a more secure financial and membership base for IAIA.

## 9. TRAVEL REIMBURSEMENT – HOW DOES THAT WORK?

If needed, you can claim [up to US\\$2,100 total per calendar year](#) for travel costs for the two board meetings. The funds can be used entirely for one Board meeting or split between the two meetings each year, at the Board

member's discretion. Outgoing Board members can request 50% of the total (\$1,050) for expense reimbursement for the Board meeting associated with the last annual conference of their term.

The [annual conference registration fee can be included](#) as one of the expenses for reimbursement, but the Board member must contact IAIA HQ for a discount code prior to registering for the conference. The registration fee would be applied against the \$2,100 total.

IAIA's COO will contact you before each in-person meeting with information about submitting your receipts and claiming your reimbursement. [Receipts](#) and signed US tax documents (as applicable) are required for all reimbursements.

For accounting purposes, un-requested reimbursement amounts [may not be carried over](#) to a subsequent year. A full description of the Board Travel Reimbursement Policy is contained in IAIA's Policy Note #4.

If an in-person Board meeting is replaced by a virtual meeting (e.g., COVID-19), Board travel reimbursements would only be available for expenses incurred before the switch took place.

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In closing, we thank you for agreeing to your candidacy to the Board and for your interest in serving IAIA.

**Yaw Amoyaw-Osei**  
*Chair, IAIA Board Nominations Committee*

**Bridget John**  
*IAIA Chief Operating Officer*

*May 2025*

#### **IN CASE YOU WANT MORE...**

Here is what some past Board members had to say about their experience serving on the IAIA Board of Directors:

*"My 3-year term greatly contributed to developing my global perspectives and boosting international activities with IAIA colleagues. Also, it was a great opportunity to be involved in important decisions such as strategic planning, annual meetings, and organizational structures. Discussions with other board members allowed me to understand what kinds of concerns they have on impact assessment issues as well as learn more about their own activities as well as personal matters."*

*"Being on the Board gave me a welcome opportunity to help IAIA and impact assessment more broadly. However, governance is very different than practitioner expertise. This role requires Board members to rapidly develop an understanding of how to use governance tools effectively. This isn't easy—but it is an amazing opportunity to make a contribution and to grow both personally and professionally."*

*"Work on the board significantly impacted my personal and professional development. Personally, working on the board meant an incredible exercise of teamwork and leadership, of strategic thinking, of reflection and action, of learning from experienced colleagues, and from success collectively achieved. It was a humbling and enlightening experience where I discovered strengths and skills but also blind spots and fears I was not aware I had."*

*Professionally, there were many gains. Exposure and a very specific experience has attracted other Board opportunities and networks. Also, being part of the Board and President has also given me legitimacy and authority in professional areas that I was eager to explore."*