



International Association  
of Business Communicators  
United States Region

## Join the IABC United States leadership team for 2025-26

***Develop as a communication leader, advance the profession, expand your network***

IABC US is looking to round out the regional team for the 2025-26 board year, and we are seeking talented, dedicated IABC members like you to help.

Serving on the IABC US board, you'll grow personally and professionally, become more valuable to the organization(s) you serve, get access to the most meaningful networking experiences IABC offers, and be able to directly contribute to IABC's success.

It's an incredible opportunity to make a positive difference, guiding the work of IABC chapters and driving member value across the United States.

And it's the kind of experience that changes you – from being a part of IABC to IABC forever being a part of you.

### Where we need help for 2025-26

If you're ready to step up your game, several positions are available to serve on the board starting July 1 (see job descriptions on Pages 3-4):

- **Membership director:** Two-year term
- **Chapter engagement director:** Two-year term
- **Communities director:** Two-year term
- **Leadership development director:** Two-year term

### Committee roles if you're not ready to take the plunge

Take regional service for a test drive with a lighter workload and a shorter time commitment. Once the 2025-26 board is announced, we will call for volunteers to fill committee roles in the following areas: Communications, Membership, Leadership development, Chapter engagement and Communities outreach.

Formal applications aren't required for these committee roles. Simply email [Nominations Committee Chair Ellen Vander Linden](#) for more information, and she can put you in touch with the appropriate board member to get the conversation started.

# Application process and timeline

Whether you're nominating someone else for a board position or putting your name forward yourself, everyone must submit a cover letter and resume or CV. In the cover letter, please include:

- The board position of interest
- Previous IABC volunteer experience
- A few details about your/candidate's leadership style
- How will IABC US benefit from having you/candidate on the region board?

Please return completed nominations materials via email to [Ellen Vander Linden](#) by **5 p.m. CST on March 28, 2025**. Nominations and submitted materials are held in confidence.

The nominating committee assesses candidates on the basis of competency and fit for the role with consideration for the board's geographic, demographic and cultural diversity, as well as for small, medium and large chapter and member-at-large representation.

## Timeline

In April, after applicants are vetted and finalists are interviewed, the nominations committee will recommend a slate of candidates to the current US Region board.

The board votes first, and then the slate will be presented to chapter presidents and delegates via email for the official election no later than May 1. Until votes are in, no information will be communicated to the nominees. Newly elected board members will be notified at latest by June 1 and take office July 1.

## Who can serve on the US Region board?

All IABC members located within the United States Region are eligible for board service.

## What we expect from United States Region board members

The US Region board has three primary tasks:

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

## Board members are expected to:

- Be accountable for all assigned tasks and responsibilities for their roles.
- Participate in monthly board calls, other meetings and regular correspondence in between as needed.
- Serve on board committees as assigned.
- Build and sustain relationships with IABC leaders at all levels.

## **Competencies and characteristics**

The US Region 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 US Region board members, IABC staff, IEB 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

## **Are volunteers expected to make a financial contribution to participate?**

Generally, no. Travel to in-person meetings will be limited, but where it's required or strongly encouraged, the region will provide financial support. Qualifying board members will be offered a stipend for reimbursement of travel expenses based upon board policies.

For optional attendees who aren't funded but choose to travel anyway, employers often help with expenses. Otherwise, you may choose to spend your own money to participate in person.

Potential face-to-face meetings for the board year may include:

- A board retreat soon after the official start of the board year.
- The chair and vice chair may attend the IABC Annual General Meeting (AGM) in person, which corresponds with IABC World Conference.

# **Job descriptions**

## **Chapter engagement director** (two-year term; may serve two consecutive terms)

- Lead the committee focused on chapter and member engagement.
- Provide connection and cohesive strategy for supporting chapters and members at large.
- This role attends monthly board meetings and leads monthly committee meetings.
- Serve as voice of chapters and members at large with the region board.
- Approximately 12 hours/month.

## **Communities director** (two-year term; may serve two consecutive terms)

- Focus on defining how a Community functions or forms in the US Region.
- Partner with executive committee and IABC staff on process and guidelines for communities.
- Conduct outreach and identify opportunities to build communities from dark chapters, new focus areas and gaps in connections for US members.
- Work closely with the Finance Director to identify funding needs, guidelines and requirements for current and new communities.
- Approximately 12 hours/month.

**Membership director** (two-year term; may serve two consecutive terms)

- Oversee administrative reporting and membership management.
- Lead regional efforts to help grow all types of membership (student, individual, retiree, group/corporate, etc.).
- Partner with communications director to ensure membership messaging is current, accurate and effective.
- Lead a committee to personally welcome new members, remind lapsing members to renew and help them get the most out of their membership.
- Support annual membership renewal campaigns (typically October to January).
- Approximately 5 hours/month.

**Leadership development director** (two-year term; may serve two consecutive terms)

- Develop and train chapter and community leaders.
- Lead a small committee to leverage international content and create region-specific content for current and future IABC leaders.
- Content may include: IABC governance structure, important dates and roles, cultural norms.
- Create opportunities for chapter and community leaders to connect and discuss opportunities.
- This director will coordinate with the Professional Development Director when leadership development content is needed for a regional conference.
- Approximately 10 hours/month.

## **Best of luck. We hope to hear from you soon!**

Thank you for your interest. We wish you success through the nomination process. For questions about the process or the United States Region, please contact us directly.

**Ellen Vander Linden**

Chair, US Region Nominating  
Committee

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