



INTERNATIONAL ZOO EDUCATORS ASSOCIATION

Call for Nominations to the Executive Board

The International Zoo Educators Association (IZE) is dedicated to expanding the educational impact of zoos and aquariums worldwide. Its dual mission is to improve zoo education programs and provide members with access to the latest thinking, techniques, and information in conservation education.

Nominations

Nominations are invited for the following positions, which will be vacant as of August 2012. Only full, active IZE members in good standing can be nominated. If you wish to be a candidate for one of these offices, or would like to nominate someone, please submit the following:

- curriculum vitae (résumé)
- covering letter outlining why you are applying for the post
- letter of support from the institution's director
- photograph

All nomination material should be electronically sent in duplicate – one copy to: Tomas Hajnys, IZE Secretary/Treasurer - education@zoodvurkralove.cz and a 2nd copy to Kathy Lehnhardt, IZE President Kathy.Lehnhardt@disney.com

Once elected, new Executive Board members are expected to be in attendance at the conference in Chester, England, GB in August 2012. For more information please visit the website www.izea.net

DEADLINE FOR NOMINATIONS IS March 31st 2012

Electronic ballots will be sent to members in April with a return deadline of 30 June. Candidates will be informed of the results in July and new officers will take up their posts at the conference in Chester in August 2012.

Below are the following documents:

- IZE Boards Member participation needs
- Job descriptions for the open position



IZE Board Member participation needs

The International Zoo Educators Association can only function effectively when the executive board members have the opportunity to meet with each other. Therefore, every executive board member must attend all the biennial conferences during his/her term on the board, starting with the conference immediately following his/her election or appointment.

In view of the relationship between IZE and WAZA, the President, should try to attend the WAZA conference annually. Of course, all other executive board members are strongly encouraged to attend WAZA conferences whenever possible.

IZE Regional Representatives should ensure that IZE is represented at the appropriate annual or biennial zoo conferences in their home regions: eg AZA, SEAZA, EAZA, ALPZA, ZAA, PAAZAB, and SAZARC.

Participation in the meetings listed above is vital for networking, for the smooth functioning of IZE, and for IZE's support regionally and internationally. Failure to attend any of the required meetings will require approval of the IZE President, who will have the option of terminating the board term. In this event, the executive board member may appeal to the full executive board for a vote. However, any board member who misses two consecutive required meetings will be automatically required to leave the executive board.

Additionally all executive board members are expected to fulfil all of the duties in their IZE job descriptions. Therefore, membership to the IZE board requires careful consideration and commitment on the part of the executive board member and his or her institution. Individuals should join the IZE executive board only when they and their institution are confident they will have the time and financial wherewithal necessary to fulfil their responsibilities as detailed above.



Job descriptions for the open positions (five positions)

PRESIDENT-ELECT (VICE PRESIDENT)

- assumes the duties of the President upon the completion of term of service of current President;
- until assumption of the President's responsibilities, acts as Vice President and assists the President in his/her various duties;
- collaborates with the President in creating the agendas for Executive Board meetings;
- helps the President represent IZE with various agencies;
- during the term as President-elect is responsible for learning the history, procedures, processes and statutes of the Association;
- represents the President in situations where the President is unavailable;
- works actively to increase interest and membership in the Association;
- leads various fundraising initiatives;
- writes a quarterly column for the web site;
- provides assistance on special projects at the discretion and request of the President.

SECRETARY / TREASURER

- records minutes of all biennial conference meetings;
- directs the election process;
- solicits members by seeking nominations for officers from full members of the Association; and, on behalf of the Executive Board,
- oversees the processing of nominations and votes and the communication of the election results to the Board in a timely manner;
- ensures that invitations for attendance in the biennial conference are sent out to as many relevant individuals as possible
- ensures that three months prior to a biennial conference the minutes of the previous conference/open business meeting are sent out to all voting members
- ensures that the records of the Association are properly maintained.
- oversees the administration of funds by the Central Office;
- provides detailed account information to the President on an as-needed basis;
- presents the financial report and the auditors' report to the General Assembly during the biennial conference.

REGIONAL REPRESENTATIVE / REGIONAL EDITOR – North America

As a Regional Representative:

Regional Representatives/Regional Editors

- must have demonstrated written and verbal communication skills;

- must have regional contacts, or ability to make contacts with individuals in their region.
- **IZE Communication to Region:** Actively solicit members and promote membership in IZE.
 - Encourage formal and informal communication among members at regional level, through meetings, workshops, etc.;
 - Link regional and international interests of the Association by reporting on the activities of the International Zoo Educators Association at regional conferences.
 - Increase communication among members;
 - Contact members in their region when annual membership fees have not been paid;
- **IZE Grants:** Assist in recruiting application for IZE Grants from your region.
 - Review applicant submissions; discuss recommendations to the President;
 - Talk with IZE Grant recipients from your region to support them in conference attendance; answer any questions they may have, assist them with their conference presentation.
 - Ensure they complete their 2 week evaluation and 8 month evaluation.
- **IZE Website:** Supply two regional updates for the IZE web site in February and in August; these will act as a comprehensive annual report for the IZE President;
 - Write quarterly news articles and updates concerning zoo education activities in the region for inclusion on the IZE web site;
- **IZE Journal:** Provide material for the Journal either by writing, or soliciting articles related to the Journal;
 - Review IZE Journal abstracts, rate them and communicate rating to the IZE Journal Editor.
 - Edit articles and translate into English, if necessary.

REGIONAL REPRESENTATIVE / REG. EDITOR – North/Southeast Asia

For job description see above

REGIONAL REPRESENTATIVE / REGIONAL EDITOR – Europe/Middle East

For job description see above

After all nominations have been received (no later than March 31st 2012), electronic ballots will be sent to all current members entitled to vote.