



### **Serving on the IZE Executive Board**

The International Zoo Educators Association is seeking to fill several positions that will become vacant in October 2021. Details about each position are described herein.

- Regional Representatives for the following regions: Africa, Latin America, North America, North & EastAsia, Oceania, South Asia

Eligible members may apply using the [IZE Executive Board Self-Nomination Form](#).

#### **Commitment**

IZE Executive Board members typically spend an average of 4-8 hours per month on IZE duties. Attendance at regional conferences and at the IZE Conference requires additional time.

The IZE Executive Board meets every month for a one-hour video conference call. Currently the meeting schedule is set for the second Thursday/Friday (depending on Time Zone) of each month on a rotating time schedule. (Note: The call schedule requires some members of the Board to attend meetings during non-business hours.)

While membership on the IZE executive board is an honor, it also 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 committed to have time and financial resources necessary to fulfill their responsibilities as detailed herein. A letter from the CEO of the institution stating that the institution will provide financial support to attend conferences and will provide the board member with time to undertake the required duties is required. IZE will consider financial support to any executive board member only under exceptional circumstances and to ensure regional representation.

### **Nomination & Election Process**

Eligible members may nominate themselves by completing the nomination form. The self-nomination form requests the nominee's name, their organization, and a short (100 word) bio which will be included on the ballot. The nominee will also submit a CV which will be reviewed by the Board but will not be included as part of the ballot, as well as their institutional support letter.

The Secretary/Treasurer oversees the election process. Nominations are due 31 July 2021. Elections are conducted via anonymous ballot using an online survey. All individual members and institutional voting members (up to 4 from each member institution) are invited to cast ballots. The ballot shall be open for at least three weeks beginning in mid-August.

This vote shall be completed and tabulated in September, after which the Secretary/Treasurer shall immediately communicate the results of the election to all current Executive Board members. Thereafter the nominees will be informed of the outcome. The results will also be posted on the website. The general membership will be notified of the election results at the start of the conference in October.

### **Term Limits**

The members of the Executive Board, with the exception of the Website Editor, Social Media Editor, Journal Editor and Membership Coordinator shall be elected for a maximum of two consecutive terms – each term is two years. They are eligible for automatic re-election, after one term, should they wish to continue to serve the Association, but, for not more than two consecutive terms. The Website Editor, Social Media Editor, Journal Editor and Membership Coordinator can be elected for a maximum of four consecutive terms, with an automatic re-election after the first, second and third term, should they wish to continue.

For newly elected officers the term of office begins immediately at the end of the Conference. However, to provide leadership continuity, the outgoing officers are invited to attend the Executive Board meetings held prior to each Conference.

---

## REGIONAL REPRESENTATIVE

### Role on the IZE Executive Board

The IZE Executive Board includes seven members who each represent a different geographic region:

- Africa
- Europe/Middle East
- Latin America
- North America
- North & East Asia
- Oceania
- South Asia

These Regional Representatives are vital for the smooth functioning of IZE, effective networking, and for IZE's support regionally and internationally. The Regional Representatives work closely with the other members of the Board, which include a President, President-Elect, Past-President, Treasurer, Membership Coordinator, Journal Editor, Social Media Editor, Website Editor, and Conference Host. Regional representatives serve as a resource for members in each region for specific questions or guidance, when needed. They are also a resource for the Board for region-specific concerns, questions, or related issues.

### Responsibilities

- Attend and actively participate in monthly (10 times per year) video conference meetings to address IZE initiatives
- Ensure that IZE is represented at the appropriate annual or biennial zoo conferences in their home regions (e.g., AZA, SEAZA, EAZA, ALPZA, PAAZAB, SAZARC, ZAA)
- Attend the biennial IZE conference, including a two-day board meeting prior to the conference
- Encourage formal and informal communication among members at regional level, through meetings, workshops, emails, social media platforms, etc.
- Link regional and international interests of the Association by reporting on the activities of the International Zoo Educators Association at regional conferences, training and meetings

- Coordinate and promote IZE member opportunities such as the Job Experience Program, Sponsored Delegates Program, and In-Country Training throughout their region
- Contact members in their region to promote membership renewal and follow up when annual membership fees have not been paid, actively reach out to potential institutions and individuals to recruit new members
- Assist with document translation as and when required
- On a rotating basis, write twice-annual brief updates concerning zoo education activities in the region for inclusion on the IZE web site, newsletter and social media
- Prepare one full update each year (September) summarizing conservation education initiatives in the region; together these will act as a comprehensive annual report for the IZE President and will be shared on the IZE website after board approval
- Serve on a sub-group of one or more IZE initiatives and complete relevant tasks:
  - IZE Journal
    - Provide material for the Journal either by writing or soliciting articles from the region
    - Review IZE Journal abstracts; rate them and communicate rating to the IZE Journal Editor to assist in article selection
    - Edit articles and translate into English, if necessary
  - Job Experience Program
    - Volunteer to serve as a host institution, if possible
    - Assist with matching interested applicants to host institutions
    - Review feedback surveys and make recommendations for improving the program
  - Sponsored Delegates Program
    - Review and rate applications; participate in selection of finalists
    - Interview finalists and provide input towards final selections
    - Assist with financial decision based on available budget
    - Serve as a mentor to a delegate during the conference
  - In-Country Training
    - Help identify potential facilitators from the region
    - Assist with financial decisions based on available budget
    - Locate funding or sponsors to support the training
  - International Day of Zoo & Aquarium Educators

- Coordinate regional events such as Facebook Live
- Moderate a session of forum or host a training session if possible
- Social Media
  - Source and share content (stories and photos) with the Social Media Editor whenever possible
- Conference Planning Committee
  - Review and rate program abstracts; participate in selection of sessions
  - Participate actively in the conference

### **Qualifications**

- Active membership as a voting member
  - Residence in the region to be represented
  - Fluency in English
  - Sound understanding of effective conservation education theory and practice
  - Willingness to actively solicit members and promote IZE membership
  - Ability to mobilize a group of people
  - Capability to maintain contact with individuals in the region
  - Motivated and enthusiastic with a passion for people and education
-