



International Association  
of Business Communicators  
Tulsa

## IABC/TULSA EXECUTIVE BOARD APPLICATION

### OVERVIEW

The Tulsa Chapter of the International Association of Business Communicators (IABC/Tulsa) is accepting applications for its 2017 executive board of directors. The IABC/Tulsa Executive Board (the Board) seeks to provide networking, educational and career development opportunities for the advancement of communication professionals in the Tulsa metropolitan, northeastern Oklahoma and northwest Arkansas areas.

The Board is responsible for the day-to-day management of the IABC/Tulsa chapter, including but not limited to: professional development and special event programming, chapter financial management, membership marketing and relationship management, chapter communications and sponsorship management. The board also manages the chapter's affiliation and standing within the IABC Southern Region Conference and International Association (IABC).

Each VP position on the board has the option to create a committee – if you are interested in serving in a committee role, please complete the application and indicate your preference for a committee position.

### CANDIDACY

The Board serves two-year terms. The ability to serve for the full two-year term is a candidacy requirement.

Board member responsibilities include attendance at monthly board meetings, including approximately four in-person and eight teleconference meetings per year, as well as active electronic communication and board participation throughout the year. Board participation in monthly professional development luncheons and special events is also strongly encouraged.

Candidates are encouraged to consider all personal and professional commitments and potential conflicts that could lessen board participation.

Please contact Megan Patterson, IABC/Tulsa President, for additional details on board expectations at [megan.patterson@oneok.com](mailto:megan.patterson@oneok.com) or 918-561-5325.

### TO APPLY:

- Submit the attached Board Application Form (page two of this document) by **April 10, 2017**, to Megan Patterson, [megan.patterson@oneok.com](mailto:megan.patterson@oneok.com). Please have the subject line read: IABC BOARD APPLICATION.
- All applications will be distributed to the IABC/Tulsa nominating committee for review. The committee will follow-up with all applicants by May 1, 2017.
- For more information on the nomination process and specific board roles, review the IABC/Tulsa Board Information Guide.



**Application for IABC/Tulsa Board Candidacy**

Name	
IABC member number	
Member since	
Current employer	
Email	
Phone	
City/state (work)	

Contact information will not be distributed.

Please check this box if you'd prefer to serve on a committee and complete the application appropriately.

1. List past five-year employment/education history (employer/position/duration). Or attach your current resume.
2. List the position(s) or committee(s) for which you are applying. Briefly describe your suitability for each.
3. Why are you interested in serving on the IABC/Tulsa Board or on a committee?
4. Describe any previous experience as an IABC volunteer or volunteer for other associations (include chapter, regional, and international roles held; and approximate dates).
5. What are three personal/professional attributes you believe will serve you well as a chapter leader or committee member?
6. Is there any additional information you'd like the nomination committee to take into consideration?

**Declaration**

**I confirm that all information provided in this application is true and correct to the best of my knowledge. I understand that serving on the IABC/Tulsa Board requires a moderate time commitment for the full two-year board term. I confirm that I have read the [IABC Code of Ethics](#) and, if I am appointed, will do my best to uphold it.**

**Signature (or typed name)**

**Date**

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**Please submit your completed form to [megan.patterson@oneok.com](mailto:megan.patterson@oneok.com).**