

ISAE Board of Directors – Position Description

Position Title:

Board Director – Supplier Member

Term:

2-year term (Appointed by the ISAE President-Elect)

Position Summary:

ISAE Supplier Member Board Directors serve as strategic advisors, relationship-builders, and advocates for the supplier community within the association space. Supplier Directors bring valuable insight from the business partner perspective and help ensure that ISAE continues to deliver value across the full membership spectrum. As part of a working board, Supplier Directors are expected to contribute their time, expertise, and connections to support ISAE's events, partnerships, and long-term sustainability.

Core Responsibilities:

- Attend and actively participate in all quarterly Board meetings.
- Support ISAE events by attending at least one in-person event annually (e.g., workshops, ICON convention, networking receptions).
- Offer insights into supplier perspectives, helping shape event experiences and sponsor value.
- Assist with sponsor and exhibitor recruitment and retention, particularly for ICON and other revenue-generating programs.
- Participate in strategic planning discussions, policy review, and organizational oversight.
- Volunteer for committees, task forces, or special projects to advance ISAE's goals.
- Promote and model ISAE's values, including professionalism, inclusion, collaboration, and service.

Ideal Candidate Characteristics:

- Professionally active as a business partner, supplier, or consultant serving the association industry.
- Interested in helping associations thrive and advancing ISAE's mission.
- Collaborative and relationship-focused, with strong communication and networking skills.
- Knowledgeable about sponsorship and exhibitor needs and trends.
- Supportive of diversity and inclusion, bringing thoughtful perspective to board conversations.

Time Commitment:

Approximately 15–20 hours annually, including:

- Four in-person Board meetings (approx. 90-minutes each)
- Attendance at one or more ISAE events
- Volunteer outreach or participation in committee/task force work
- Occasional engagement between meetings via email, calls, or task-related follow-up

**Benefits of Board Service:**

- Strengthen your professional network within the Indiana association community
- Help shape event experiences and sponsor opportunities that benefit ISAE and its partners
- Gain visibility and credibility as a thought partner and leader in the industry
- Contribute to the long-term success of a mission-driven, member-focused organization

Conflict of Interest & Conduct:

All Board members must sign an annual Conflict of Interest disclosure and agree to adhere to ISAE's policies regarding confidentiality, ethical conduct, and fiduciary responsibility.

Ready to Serve?

ISAE welcomes self-nominations and nominations from peers. You can learn more about the nomination process and submit your interest here: [Join the ISAE Board of Directors](#)

Questions? Contact ISAE Executive Director, Grant Carpenter, at gcarpenter@isae.org.