

WHAT	WHY	WHEN/HOW (expectations)	MORE INFO
<b>Volunteer for an Event</b>	<ul style="list-style-type: none"> <li>• Great way to meet event attendees as they arrive.</li> <li>• Great way for them to associate your name with your face.</li> </ul>	<ul style="list-style-type: none"> <li>• Time commitment is just for that event.</li> </ul>	
<b>Organize an Event/Webinar</b>	<ul style="list-style-type: none"> <li>• To showcase a project you have worked on.</li> <li>• To showcase a project you think is interesting and people should see.</li> <li>• To drive attendance to or increase member engagement in a particular city.</li> <li>• To attract new members to the TEA.</li> </ul>	<ul style="list-style-type: none"> <li>• 4 to 6 weeks of planning (approx. 5 hours/week increasing to upwards of 10 the week of the event).</li> </ul>	Division calendars fill up quickly! Get in touch with Member Services as soon as possible. Include date, time, location, budget (ticket price/sponsorship asks), and resources needed.
<b>Sponsor an Event</b>	<ul style="list-style-type: none"> <li>• Company recognition.</li> <li>• Opportunity to present company collateral, video.</li> <li>• Opportunity to make remarks from the stage.</li> <li>• Variety of sponsorship levels and budgets depending on event.</li> <li>• Complimentary registration and drink tickets.</li> </ul>	<ul style="list-style-type: none"> <li>• Minimal — submission of materials and attendance at event.</li> </ul>	Involves a financial commitment or ability to secure a financial commitment. Sponsor benefits vary per event; limited number of sponsor slots per event. See TEA website sponsorship opportunities page for details.
<b>Speak or Moderate at a TEA Conference (SATE/Summit)</b>	<ul style="list-style-type: none"> <li>• Opportunity to explore topic of interest.</li> <li>• Positions you as a thought leader.</li> <li>• High level of publicity via TEA's communication channels the weeks prior to the event.</li> <li>• Complimentary registration to event as a speaker, moderator, or session leader.</li> </ul>	<ul style="list-style-type: none"> <li>• Approximately 100 hours, which includes time to research, assemble and compose presentation; usually spread out over 2-3 months (unless you are a procrastinator!).</li> </ul>	Not all papers are accepted. Presentations are usually due to Conference Chairs 2-3 months before the conference. Answer call for papers or contact Member Services.

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<p><b>Divisional Committee Member</b></p>	<ul style="list-style-type: none"> <li>• Opportunity to explore areas of interest, including sponsorship generation, event production, marketing/communications, NextGen initiatives.</li> <li>• Opportunity to meet division members and division board members, increasing their awareness of you and your leadership skills.</li> <li>• Good springboard for assessing how your particular division functions and whether you would be interested and available to serve on a divisional board.</li> </ul>	<ul style="list-style-type: none"> <li>• Usually about 5-10 hours per month, including at least one committee call. May intensify during event-heavy periods.</li> </ul>	<p>Divisional Committees are created at the discretion of the Board. Not all divisions choose to have committees. If you are interested and need more information, please contact Member Services.</p>
<p><b>Division Board Member</b></p>	<ul style="list-style-type: none"> <li>• Standard members are eligible to run for a three-year term board seat. Associate members are eligible to run for a two-year, non-voting associate representative seat.</li> <li>• Help serve TEA Members via educational programming and events.</li> <li>• Devise ways of strengthening and enhancing member benefits.</li> <li>• Produce educational and networking events for members within the division.</li> <li>• Create and deepen professional relationships with members in your division.</li> <li>• Help to recruit new members to the TEA.</li> <li>• Opportunity to potentially co-chair a SATE or Summit Conference.</li> <li>• Position yourself as a leader within your division, the Association, and the industry.</li> <li>• Feel good knowing that you are contributing to the advancement of the industry within your division and supporting the mission of TEA.</li> <li>• This is a volunteer leadership position.</li> </ul>	<ul style="list-style-type: none"> <li>• Three-year term; renewable one time. Call for candidates annually in August. Term years run from Annual Meeting to Annual Meeting.</li> <li>• 15-20 hours per month. May intensify during event-heavy periods.</li> <li>• Participation on monthly board calls.</li> <li>• Participation either in-person (preferred) or via teleconference for 1-2 strategic planning sessions per year.</li> <li>• Participation on a Divisional Committee.</li> <li>• Production of at least one divisional event.</li> <li>• Attendance at the TEA Annual Member meeting.</li> <li>• Attendance at the TEA Summit &amp; the Thea Awards Gala.</li> <li>• Attendance at a TEA SATE Conference.</li> <li>• Attendance at regional trade shows where TEA has a presence and activities.</li> </ul>	<p>This board is responsible for serving members regionally. It is also highly tactical as it responsible for fundraising and producing divisional events.</p> <p>Respond to call for candidates. Candidates are vetted by the current division nominating committee and approved by the International Board. Approved candidates are placed on the election ballot. Standard member candidates are voted upon by standard TEA Members within the division. Associate Member candidates are voted upon by Associate Members within the division.</p>

WHAT	WHY	WHEN/HOW (expectations)	MORE INFO
<p><b>Division President</b></p>	<ul style="list-style-type: none"> <li>• Under the direction of the International Board, the strategic plan, and TEA Headquarters, the President guides the strategic direction of the division.</li> <li>• Serve TEA Members as the leader of the division by enhancing benefits for members, identifying new ways for current and prospective members to engage with TEA, and helping to produce divisional events and educational programs.</li> <li>• Fundraise for the division and division events ensuring the profitability of each event to help the worldwide organization.</li> <li>• Opportunity to co-chair a TEA SATE or TEA Summit conference.</li> <li>• By serving on the international board, represent your division's needs to the overall association.</li> <li>• By serving on the international board, help to shape the strategic direction of the overall Association.</li> <li>• This is a volunteer leadership position.</li> </ul>	<ul style="list-style-type: none"> <li>• Serves a one-year term.</li> <li>• 40-50 hours per month; may intensify during event-heavy periods; does not include travel.</li> <li>• Chairing of monthly Divisional Board calls.</li> <li>• Organization/chairing of 1-2 divisional strategic planning meetings.</li> <li>• Participation on International Board calls.</li> <li>• Participation on International Board Task Force.</li> <li>• Attendance at the TEA Annual Member meeting.</li> <li>• Attendance at the TEA Summit &amp; the Thea Awards Gala.</li> <li>• Attendance at a TEA SATE Conference.</li> <li>• Attendance at International Board Strategic Planning Meeting.</li> <li>• Attendance at other worldwide trade shows where TEA has a presence and activities.</li> </ul>	<p>Voted on by the Divisional Board and approved by the International Board.</p>

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**International Board Member**

- Help shape the strategic direction of the global Association.
- Establish governance policy for the association worldwide.
- Review and approve the annual budget of the Association ensuring Board fiduciary oversight.
- Opportunity to potentially co-chair a SATE or Summit conference.
- Standard members are eligible to run for a three-year term board seat. Associate members are eligible to run for a two-year non-voting associate representative seat.
- Be a global ambassador for the Association representing its values and serving the mission of TEA, worldwide.
- Fundraise for the Association to ensure long term viability and future growth.
- This is a volunteer leadership position.

- Three-year term, renewable one time. Call for candidates annually in August. Term years run from Annual Meeting to Annual Meeting.
- Approximately 10 hours per month; not including travel.
- Participation on monthly board calls.
- Participation at annual strategic planning meeting.
- Participation on an International Board Task Force.
- Attendance at the TEA Annual Member meeting.
- Attendance at the TEA Summit & the Thea Awards Gala.
- Attendance at a TEA SATE Conference.
- Attendance at other worldwide trade shows where TEA has a presence and activities.

This board is a strategic board. Most of the work is done in meetings and attending TEA activities worldwide. Board members serve at a governance level and are not responsible for the day-to-day operations of the Association. Day-to-day operations are handled by TEA Headquarters Staff.

Respond to call for candidates. Candidates are vetted by the International nominating committee and approved by the International Board. Approved candidates are placed on the election ballot. Standard member candidates are voted upon by standard TEA Members. Associate Member candidates are voted upon by Associate Members.