Executive Board Officers

Candidate Packet

The Institute of Environmental Sciences and Technology is an international professional society that serves members and the industries they represent through education and the development of recommended practices and standards.
EXECUTIVE BOARD
CANDIDATE DATA FORM

Office Candidate for:

_____ President-Elect  _____ Education Vice President
(Environmental Test and Reliability)

_____ Fiscal Vice President  _____ Technical Vice President
(Contamination Control)

Please submit a recent 2” x 3” color photograph
(vertical, head and shoulders, with a plain background)

• High-resolution electronic (preferred)
  or
• Reproducible quality glossy print (Please use a paper clip
to attach the photo to this form. Do not use glue or tape.)

Please print or type the following information:

Name _____________________________ Title ______________________________

Company Name & Address   Home Address
_________________________________ ____________________________________
_________________________________ ____________________________________
_________________________________ ____________________________________

State ________________ Zip ________ State ________________ Zip ________

Telephone: (       )  _________________ Telephone: (       )  _________________

E-mail___________________________ E-mail___________________________
BIOGRAPHICAL DATA
(A CV or resume may be submitted in place of completing this page)

EDUCATION: Institution(s) attended, degree(s) earned, year(s) received

PREVIOUS EMPLOYMENT POSITION(S): Dates, titles, companies, locations

ORGANIZATIONAL MEMBERSHIPS AND ACTIVITIES

IEST:

OTHER:

PROFESSIONAL OFFICES HELD

IEST:

OTHER:
REFERENCES (IEST members)

(1)   (2)   (3)

Name __________________ _________________ _________________
Address _____________________ ____________________ ____________ ________
_____________________ ____________________ ___________________ _
City/State/Zip _____________________ ____________________ _____ _______________
Phone _____________________ ____________________ ______________ ______
E-mail _____________________ ____________________ _____________ _______

PLEASE WRITE THE FOLLOWING USING A SEPARATE PAGE (maximum 500 words for philosophy and biography combined)

1. A brief statement of your philosophy regarding IEST:
   • Why are you willing to serve as an officer
   • What you believe you can help the IEST accomplish
   • What goals of the IEST you deem most important and why
   • What special contribution you feel you can make to the organization

2. A brief biographical sketch as you would like to see yourself presented to the IEST membership, should you be selected to run for office.

(If necessary, use additional sheets of paper to complete the information. Statements are subject to editing for grammar, clarity, and length.)
Candidate Checklist (Nominating committee needs all items):

☐ Color photograph (2” x 3” to 3½” x 4½” high-resolution electronic or glossy print)

☐ Candidate Data Form (ensure desired office is indicated)

☐ Biographical Data Form (ensure all aspects of form are complete) - may submit CV or resume in place of form

    ☐ Education

    ☐ Previous employment positions

    ☐ Organizational memberships and activities

    ☐ Professional offices held

☐ References from IEST members

☐ Philosophy Statement regarding IEST

☐ Biographical sketch (professional bio)

☐ Conflict of Interest Statement

☐ Company letter of support

☐ Name preferred on ballot

_____________________________
Sample Company Letter of Support

(This format is typical of what is required.)

COMPANY LETTERHEAD

DATE

Nominating Committee Chair
IEST
1827 Walden Office Square, Suite 400
Schaumburg, Illinois 60173 USA

Dear ______________________:

This letter is to confirm that (Company Name) is willing to support its employee, (Candidate’s Name), when he (she) assumes the position of (Office) of the Institute of Environmental Sciences and Technology (IEST). I understand that this support will involve the expenses of at least two in-person meetings of the IEST Executive Board per year. These meetings may be one and one-half days each. One is held in conjunction with the four-day annual technical meeting. * The remaining monthly meetings will be held online using a web-based meeting platform.

Furthermore, I understand that the position of (Office) is a two-year commitment to the IEST Executive Board.**

Signed by Company Executive Officer
authorized to make this commitment

(Point of information: The term of office runs from July 1 to June 30. It is strongly recommended that the nominee attend the Board meeting preceding his/her term of office.)

* Attendance at the annual technical meeting (ESTECH) is strongly recommended.
** The position of President-elect is a three-year commitment as President-elect, President, and Immediate Past President.
CONFLICT OF INTEREST/CODE OF CONDUCT STATEMENT

Members of the Executive Board shall sign a conflict of interest statement each year, with signatory names to be provided to the auditor with the Board meeting minutes.

As a member of the Executive Board or employee of the Institute of Environmental Sciences and Technology (IEST), I agree to support and be bound by the following principles to assure effective and ethical decision-making and governance:

1. I will make decisions in the best interest of IEST as whole, and will keep my personal bias or business interests out of my decision making process.

2. I will accept, support, and implement all decisions of the Executive Board, even those that I did not initially support or those that were made in my absence.

3. I will not speak or act for IEST or the Executive Board unless specifically authorized in advance to do so. I will not present opinions about IEST business unless the Executive Board has approved those opinions in advance, or unless those opinions are clearly expressed as personal opinions and not necessarily the view of IEST.

4. I will not discuss matters deemed confidential by the Executive Board outside of Executive Board meetings without the express advance permission of the Executive Board.

5. I will not use the name of IEST in ways that imply endorsement by, or business partnership with, IEST.

6. I will not use information that I obtain by virtue of my leadership position to create an unfair competitive advantage for any person or organization.

7. I will strive to avoid even the appearance of conflicts of interested between my personal or business interests, and those of IEST.

________________________________            ______________     ______________  
Print Name                             Print Name

________________________________            July 1, 2023 – June 30, 2024
Effective Dates

________________________________            _____________________________
Signature                                Date Signed

Reporting Procedure
An IEST member who perceives a potential conflict of interest or a possible conflict of interest on the part of a member of the Executive Board should immediately disclose it to the President (or to the President-elect, in the case of the President). The President (or the President-elect, in the case of the President) shall decide whether the matter constitutes a conflict of interest or the appearance of a conflict. In the event the President (or President-elect, as the case may be) determines that a conflict of interest is present or appears to be present, he shall notify the person in conflict, and the person shall recuse himself and not participate in the matter.