

## What You Need to Know About the Board of Directors of The Alliance of International Aromatherapists

Purpose of this Document	This document provides you with basic information about what the Alliance of International Aromatherapists requires from its Board members. If you have doubts about your ability to commit the required time, attend scheduled meetings, or comply with these requirements, please advise the nominations committee before they submit your name for consideration.
Term of Office	2 years for all board positions, except President and Vice President. Those positions hold office for 1 year. The positions are elected at the Annual Member Meeting. Directors may serve a maximum of 2 consecutive terms. Directors may be appointed by the Board to fill vacancies until the next Annual Member Meeting.
Fund Raising	All board members are expected to promote the membership and member benefits to raise member levels. The board members may make an annual donation to the organization that is personally meaningful to the director. In addition, directors are expected to attend fundraising events, and participate in annual or special fundraising campaigns.
Time Requirements	We require a time commitment of a minimum of 20 hours per month for board meetings, committee meetings, and special events, including preparation time. We do most of our work in meetings. We cannot do a good job or meet deadlines without full participation from members.
Board Meetings	The full board currently meets on the 1st Friday of each month, from 5:30 pm to 9:00 pm Mountain Time. See below for meeting schedule. <b><i>If this schedule poses problems for you, please note that during the 1<sup>st</sup> board meeting of the year, the date and times are reviewed to best accommodate the current board members.</i></b>
Committee Meetings	Committees meet at the pleasure of committee members in order to accomplish certain tasks by established deadlines. Attendance is essential for the committees to do their work. Directors are strongly encouraged to either chair or become a liaison member of a working committee.
Orientation Sessions	New board members should be in attendance at the Annual Member Meeting so that personal introductions and welcome can be made. Each new board member will be supplied with operational documentation to fulfill their responsibilities. All new board members are invited to attend scheduled board meetings prior to the start of their term to introduce the format and practices of the meeting.

<p>Other Time Requirements</p>	<p><u>AMM:</u> We hold an Annual Member Meeting which includes the presentation of awards and board elections.</p> <p><u>Social Events:</u> We have one annual educational event / conference staff, where friends of the organization and board members can interact.</p> <p>Quarterly regional meetings or teleconferences are held by the Regional Representative to offer an educational forum and opportunity to socialize with other members and the public. All board members are expected to support and attend the meetings.</p> <p><u>Strategic Planning:</u> Each year we review and update our strategic plan. We will be reviewing our mission/vision/values statement and develop new outcome measures and performance indicators. This may involve additional one or two meetings.</p>
<p>Selection Process</p>	<ul style="list-style-type: none"> <li>• Board members, nominations committee and membership identify prospective board members. These are individuals who have demonstrated leadership and commitment to values shared by the Alliance of International Aromatherapists.</li> <li>• Members interested in running for a board position will complete and submit the application. A digital version of a professional picture will also be needed.</li> <li>• The board will review the applicants for approval.</li> <li>• Each approved candidate will be placed on a ballot for member elections at the Annual Member Meeting.</li> </ul>
<p>Approach to Governance</p>	<p>Briefly stated, we believe that the Board's role is to ensure that the Alliance of International Aromatherapists establishes and maintains the trust of its members and the community by being clear in its mission, prudent and ethical in its activities, and accountable for its actions. Our meetings focus on planning, policy-making, and assessing our progress and abide by Robert's Rules.</p>
<p>Our Vision, Mission and Goals</p>	<p><b>Our Vision</b> The AIA is a leading international aromatherapy organization making aromatherapy a readily accessible and respected holistic healing modality.</p> <p><b>Our Mission</b> AIA unites aromatherapists from around the world to advance research and professionalism within the aromatherapy industry. As a result the public has the option for a safe, natural and complementary form of health care.</p> <p><b>Our Goals</b></p> <ul style="list-style-type: none"> <li>• Provide education to the public using scientific-based research and traditional information.</li> <li>• Promote responsible use of aromatherapy.</li> <li>• Inspire excellence in educational standards for aromatherapy training.</li> <li>• Bring conventional medicine and natural therapies, with emphasis on professional aromatherapy, into a more harmonious relationship.</li> <li>• Serve as a resource for the furtherance of professional education and interconnection of serious practitioners of aromatherapy.</li> </ul>

	<ul style="list-style-type: none"> <li>• Serve the public, researchers, educators, healthcare professionals, industry, and the media.</li> </ul>		
Values and Beliefs	The Board of Directors of the Alliance of International Aromatherapists subscribes to, and acts in accordance with the following values and beliefs as describes in our Standards of Practice.		
Directors' Code of Behavior	<p>As a Board member of the Alliance of International Aromatherapists(AIA), I will:</p> <ul style="list-style-type: none"> <li>• Be committed to the mission of AIA.</li> <li>• Act in a manner consistent with the mission and values of AIA.</li> <li>• Focus my efforts on the mission of AIA and not on my personal goals.</li> <li>• Accept responsibility and share power in order to work as a productive, cooperating member of the Board of Directors.</li> <li>• Avoid conflicts of interest between my position as a board member and my personal and professional life.</li> <li>• Support in a positive manner all actions taken by the Board of Directors.</li> <li>• Keep confidential matters confidential.</li> <li>• Be accountable to the membership and the community for competent, conscientious and effective accomplishment of the obligations of the Board.</li> <li>• Not engage in discriminatory practices.</li> <li>• Act in a manner consistent with this Code of Ethics.</li> <li>• Attend meetings consistently, prepare for meetings, participate fully, and otherwise fulfill my fiduciary obligations to AIA.</li> </ul>		
Upcoming Meetings & Events	<table border="0"> <tr> <td style="vertical-align: top;"> <p><u>Regular board Meetings for 2011</u>  July 8  August 5  September 2  September 30  (Annual Board Meeting at Conference)  October 7  November 4  December 2</p> <p><u>Annual Members Meeting for 2011</u>  September 30 at the Conference.</p> </td> <td style="vertical-align: top; padding-left: 20px;"> <p><u>Committee Meetings</u></p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Education Review</li> <li>• Annual Events</li> <li>• Publications</li> <li>• Research</li> <li>• Fundraising, Grants and Sponsorships</li> </ul> <p><u>Regional Meetings</u></p> <ul style="list-style-type: none"> <li>• Vary based upon region</li> </ul> </td> </tr> </table>	<p><u>Regular board Meetings for 2011</u>  July 8  August 5  September 2  September 30  (Annual Board Meeting at Conference)  October 7  November 4  December 2</p> <p><u>Annual Members Meeting for 2011</u>  September 30 at the Conference.</p>	<p><u>Committee Meetings</u></p> <ul style="list-style-type: none"> <li>• Education</li> <li>• Education Review</li> <li>• Annual Events</li> <li>• Publications</li> <li>• Research</li> <li>• Fundraising, Grants and Sponsorships</li> </ul> <p><u>Regional Meetings</u></p> <ul style="list-style-type: none"> <li>• Vary based upon region</li> </ul>
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