

## International Representative

The IAI announces an opening for the position of International Representative. This position is appointed by the Board of Directors. Candidates are welcome to submit a CV and letter of interest to the IAI Chief Operation Officer, Glen Calhoun, by 31 October 2025, via email at [gcalhoun@theiai.org](mailto:gcalhoun@theiai.org).

**Job Description:** This is an unpaid volunteer position designated for a 3-year term with the possibility to extend for additional terms, but serves at the pleasure of the Board of Directors. As directed by the IAI President or Board of Directors, the International Representative shall represent the IAI in dealings with individuals involved in Forensic Science and Identification outside the United States. The International Representative serves as a year-round liaison with the IAI International Divisions and international partners, maintaining regular communication and outreach beyond the Annual Conference. This ongoing engagement is intended to strengthen relationships, support membership growth and retention, and ensure that international members have a consistent point of contact within the Association. The International Representative shall be present during the Annual Conference to liaise with the international delegates and shall assist, as practical, the delegates and their guest(s). The International Representative shall prepare a budget for expenses related to the administration of his/her office. The budget shall be submitted to the COO for inclusion in the IAI's annual budget. A report shall be submitted on a biannual basis of their activities to the Board of Directors prior to the Board's mid-year and annual meetings. This position will also perform other duties assigned by Board of Directors.

**Committee Requirement:** The International Representative will serve as the Chairperson of the International Aspects Committee. The International Aspects Committee advocates for members residing outside the United States to strengthen communication, engagement, and support. The Committee works to maintain year-round outreach to support the IAI's international membership by informing them of opportunities for professional development; liaising with international delegates in attendance at the annual IAI conference; and developing recommendations for the President and/or Board of Directors on all matters related to membership including recruitment, retention, and financial support.

Please review the IAI Operations Manual Section 3.5 for information related to Appointed Volunteer Officer Positions, Section 3.5.1 related to the position of International Representative, and Section 7.11 The International Aspects Committee.