



**THE FORUM**  
ON EDUCATION ABROAD



**STANDARDS DEVELOPMENT ORGANIZATION  
FOR EDUCATION ABROAD**

Develops resources and training in best practices and engages professionals in critical dialogue to benefit students

## **DEAR PROSPECTIVE BOARD MEMBER:**

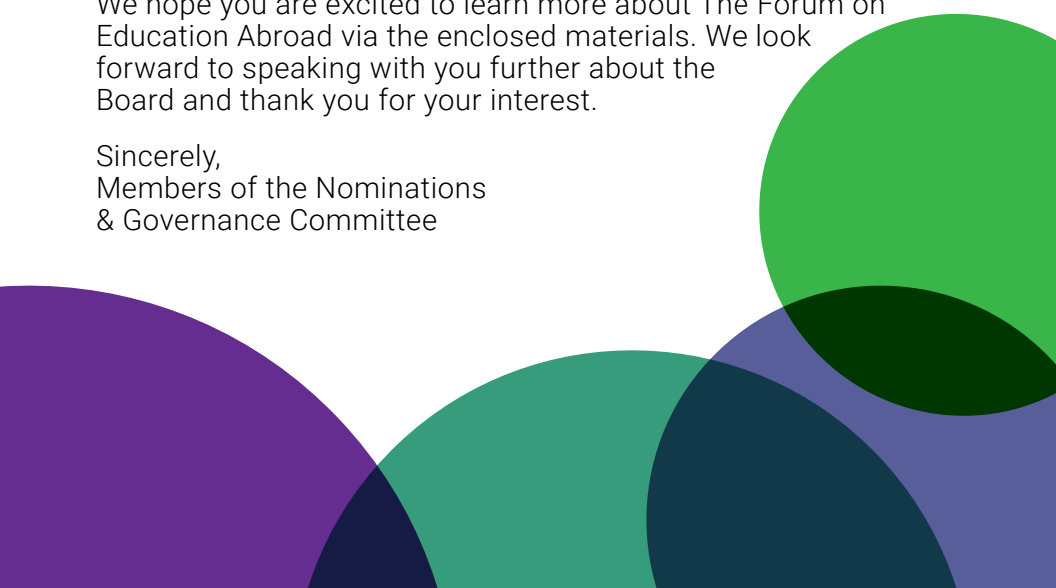
It is our distinct pleasure to invite you to learn more about The Forum on Education Abroad and its Board of Directors. The Forum has a long history of convening leaders from a variety of professional fields to guide our work and to increase the impact of our collective voice in advocating for the importance of education abroad.

Since the organization's founding in 2001, The Forum has grown to include more than 700 institutional members from across the U.S. and around the globe. As we continue rebuilding education abroad after the COVID-19 pandemic, the future has never looked brighter. With a focus on expanding membership to global institutions, increasing the participation of international educators working with graduate and professional school programs, and doubling our efforts to develop resources and membership opportunities for historically underrepresented populations, The Forum is well positioned for growth and success.

None of the accomplishments during the past 20+ years nor our future goals would be possible without a dedicated Board of Directors. Our Board is comprised of approximately fifteen members who bring a variety of professional experiences and a wealth of skills. Each member participates in one of three standing committees (Finance, Nominations & Governance, or Audit & Personnel) and occasional task forces. The Board meets virtually in January and in-person in June each year.

We hope you are excited to learn more about The Forum on Education Abroad via the enclosed materials. We look forward to speaking with you further about the Board and thank you for your interest.

Sincerely,  
Members of the Nominations  
& Governance Committee





## MISSION STATEMENT

The Forum on Education Abroad cultivates educators who champion high quality education abroad experiences that ignite curiosity, impact lives, and contribute to a better world.

## VISION

The Forum envisions a future in which education abroad is integral to the mission of higher education, meets *Standards of Good Practice*, and is accessible to all students.

## FOUNDATIONAL PRINCIPLES

- Through education abroad, students of every background benefit from their experiences with other peoples, cultures, and countries, in ways not available on their home campus. Together these experiences advance students' personal, academic, and professional growth. In return, host communities and home institutions benefit from students participating in education abroad.
- Widely-accepted standards, sustained by best practices and implemented by well-informed professionals, are critical to education abroad as a field of professional practice. The Forum's *Standards* must remain adaptable to the unique mission and operational model of each institution or organization engaged in education abroad.
- The Forum, as a leading source of intellectual inquiry and innovative research in education abroad, depends on the knowledge, experience, and voices of all education abroad stakeholders and on collaboration with professions outside the field.

# ABOUT THE FORUM

The Forum on Education Abroad is a higher education membership association recognized by the U.S. government as the Standards Development Organization (SDO) for the field of education abroad. The Forum develops and disseminates comprehensive standards of good practice, resources and training; advocates for education abroad and its value; and engages the field in critical dialogue to benefit students.



## MEMBERSHIP

- The Forum's membership consists of more than 700 institutions of higher learning, consortia, agencies, and organizations who are committed to improving education abroad for students.
- Forum membership is institutional and the many membership benefits extend to all faculty, staff, and administrators of the institution or organization.
- Membership benefits include generous discounts for Forum trainings and events; unlimited access to members-only resources and best practices; priority access to promotional and exhibit opportunities at Forum conferences; and participation in a network of colleagues and peers committed to learning best practices, discussing common challenges, and sharing knowledge and insights with others in the field.
- Through the **Forum Membership Pathway Grant**, The Forum makes grant funding available to renewing and new members who demonstrate a financial need and/or represent an underrepresented student population or member group.

## CONFERENCES

- The Forum's **Annual Conference** is hosted each spring and has become a signature event in the field of education abroad. More than 1,000 international educators gather to discuss, debate, and share insights.
- The **Europe, Middle East & Africa Conference** is hosted bi-annually and examines how education abroad professionals work with their students and partners in Europe and the United States.
- The annual **Career-Integrated Global Learning Conference** bridges applied learning and international education around themes that help prepare students and colleagues for the changing world of work.

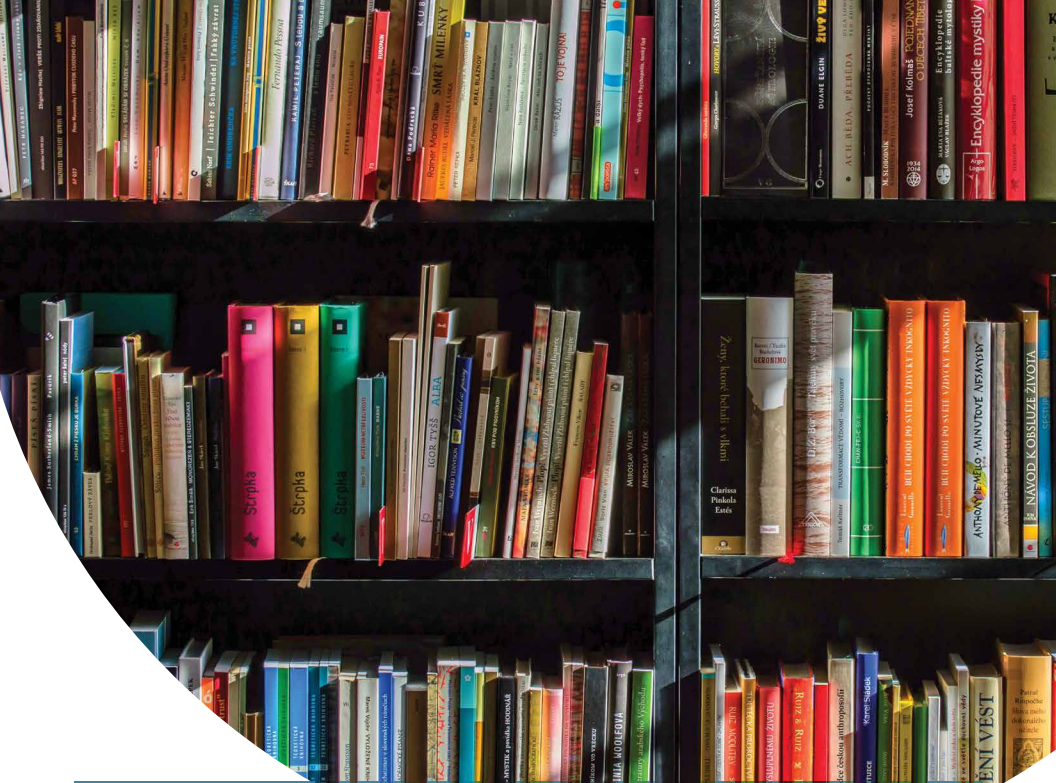
The Forum offers travel grant opportunities to individuals who require financial assistance to attend our conferences.



## WORKSHOPS, TRAININGS, AND EVENTS

- The Forum offers a variety of workshops, institutes, and events to help individuals and institutions understand and implement the *Standards of Good Practice*.
- **Regional workshops** are offered throughout the year and hosted by Forum member institutions in the U.S. and overseas.
- **Customized trainings** are an option for those who want tailored, focused training on a specific topics or issues.
- The Forum's **Institute on Health, Safety, Security and Risk Management** is convened each year for professionals to debrief, train, improve, and learn the latest in best practices for education abroad risk management.
- The Forum's **webinars** offer timely training, specific strategies and operational-level advice from experts within and outside of the education abroad field.
- The Forum's **Professional Certification in Education Abroad** program is intended for colleagues in the field who want to certify their knowledge and expertise in the *Standards of Good Practice for Education Abroad*.
- The Forum offers numerous opportunities to engage and support faculty, including the **Global Learning Launchpad (GLL)** and **Global Learning Across the Disciplines (GLxD)**.





## RESOURCES AND PUBLICATIONS

- The sixth edition of the *Standards of Good Practice for Education Abroad* was published in April 2020 and is available in English and Spanish.
- The Forum now has more than a dozen **Guidelines** on numerous education abroad topics, including leading short-term programs, sustainability, internships, undergraduate health programs, research, establishing good business partnerships, and more.
- The Forum's publications represent the collective work of the many scholars and practitioner-scholars who conduct research and write, edit, and peer review scholarly outputs, including books, edited volumes, and academic journals.
- The Forum publishes *Frontiers: The Interdisciplinary Journal of Study Abroad*, which is an open-access, peer-reviewed academic journal. The journal communicates the latest research on education abroad within a multi-disciplinary forum to reflect on critical issues and concerns for academics and professional practitioners.
- Members-only resources include vetted, best-practice examples and materials contributed by Forum members to aid other Forum members in implementing the *Standards*.

## GETTING INVOLVED

In addition to joining The Forum as a member and participating in Forum training and events, there are many other ways for colleagues to get involved in The Forum's work:

- **Forum Council:** The role of the Forum Council is to represent members and the greater field, communicate the interests and needs of the field to The Forum's leadership, and work with Forum staff to assess and produce member programs, resources, and services. Nominations are collected each spring and self-nominations are welcome!
- **Working Groups & Committees:** New working groups form throughout the year to tackle projects based around particular deliverables or goals. Standing committees contribute to recurring Forum efforts and are often related to award winner selection and content planning for Forum conferences and events.
- **Facilitators & Reviewers:** Each year, we seek colleagues to assist The Forum as Forum Trained Facilitators, Certification Assessors, Consultants, and *Frontiers* Peer Reviewers.
- **Contribute your expertise:** propose a session for a Forum conference; submit an idea for a project; contribute your best practice examples to a Forum toolbox; and more!



# HISTORY OF THE FORUM

**2000**

The Forum is conceived by a group of education abroad professionals who felt the need for a stand-alone organization focused on engendering dialogue and learning in the education abroad community.

**2001**

The Forum's organizational statement and goals are defined and a mission statement with five goal areas is developed. The Forum on Education Abroad files for incorporation in July.

**2010**

The Forum launches the Critical Incident Database (CID), a tool for use by Forum member institutions and organizations in tracking critical incidents that occur while students are abroad and which serves as a method for reporting information as required by the Department of Education in compliance with the Clery Act, Title IX, and the Violence Against Women Act (VAWA).

**2008**

The Forum issues the first edition of the *Code of Ethics for Education Abroad*.

**2011**

The 4<sup>th</sup> edition of the *Standards of Good Practice for Education Abroad*, the 2<sup>nd</sup> edition of the *Code of Ethics for Education Abroad*, and the 2<sup>nd</sup> edition of the *Education Abroad Glossary* are released.

**2013**

The AIFS/AIFS Foundation Education Abroad Special Collection is established and housed within the Archives and Special Collections Department of Dickinson College. The Curriculum Toolbox is introduced to Forum members, and a recipient is chosen for the first Award for Excellence in Education Abroad Curriculum Design.

**2012**

The Forum holds its first European Conference. Held in Dublin, Ireland, the conference drew 410 attendees from 23 countries and included a welcome address by the President of Ireland.

**2022**

The Forum celebrates the 20<sup>th</sup> anniversary of its Annual Conference.

**2021**

The Forum celebrates its 20<sup>th</sup> anniversary and publishes its first Guidelines on sustainable education abroad.

**2020**

The Forum published the 6<sup>th</sup> edition of the *Standards*, the 3<sup>rd</sup> edition of the *Code of Ethics*, and held its first virtual Annual Conference.



**2002**

The Forum holds its first annual meeting in May, and The Forum's first office opens at Smith College in October.

**2004**

The first edition of the *Standards of Good Practice for Education Abroad* is developed and the first annual conference was held in Santa Fe, NM.

**2005**

The Forum receives recognition from the U.S. Department of Justice and the Federal Trade Commission to serve as the Standards Development Organization (SDO) for the field of education abroad. The 2nd edition of the *Standards of Good Practice for Education Abroad* is published.

**2007**

The Forum Board of Directors formally adopts the 3<sup>rd</sup> edition of the *Standards of Good Practice for Education Abroad*. The Quality Improvement Program (QUIP) is launched as a voluntary process for Forum member institutions and organizations to be recognized for how well their programs meet the *Standards of Good Practice*.

**2006**

The Forum establishes a new strategic partnership with Dickinson College and the Forum office moves to Dickinson's campus in Carlisle, PA.

**2015**

The 5<sup>th</sup> edition of the *Standards of Good Practice for Education Abroad* is published. In July, The Forum takes over ownership and management of *Frontiers: The Interdisciplinary Journal of Study Abroad*, the field's academic journal that has been published since 1995.

**2014**

The Forum's Professional Certification in Education Abroad program is introduced.

**2016**

The Education Abroad Digital Resource Center, a collaboration between The Forum and The New York Times in Education, is launched.

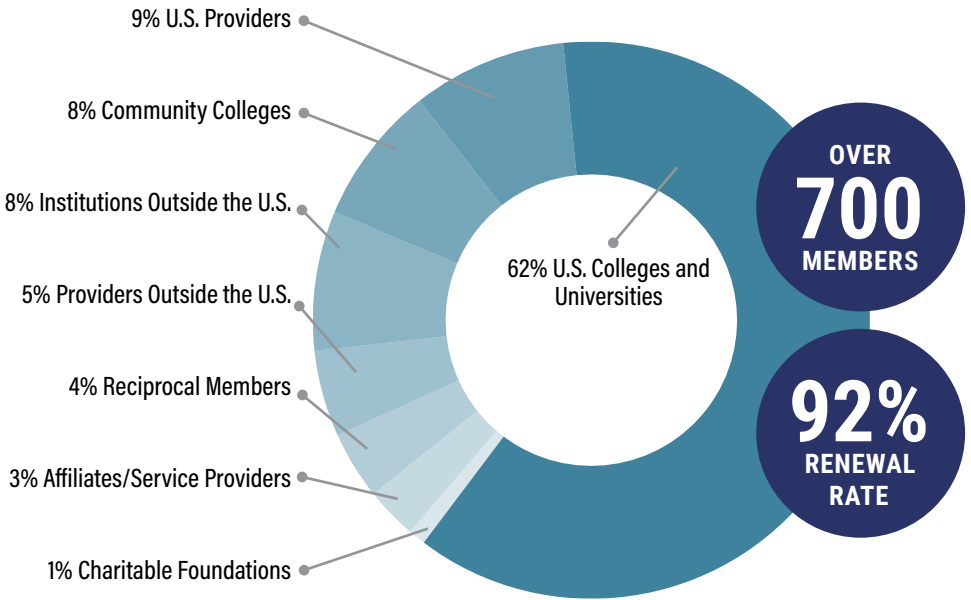
**2018**

The Guidelines project is launched, in which The Forum releases 8 new and/or improved resources for best practice over the course of 18 months. Plans for Standards Development are announced, and a Standards Update Working Group is convened with the intent of revising the *Standards of Good Practice for Education Abroad* in preparation for a 6<sup>th</sup> edition.

**2017**

The Forum begins its investigation of critical incidents using insurance claims data, leading to its landmark study of student mortality abroad and findings that indicate that students are less likely to die during participation in education abroad than when they are studying on domestic campuses.

# MEMBERSHIP YEAR 2022-2023



354,056

Web visits to [forumea.org](https://forumea.org)

## MOST POPULAR ONLINE RESOURCES

1. Forum Jobs
2. Standards of Good Practice
3. Guidelines: Advancing the UN SGDs through Education Abroad
4. Equity, Diversity, and Inclusion
5. Guidelines: Conducting Education Abroad during COVID-19

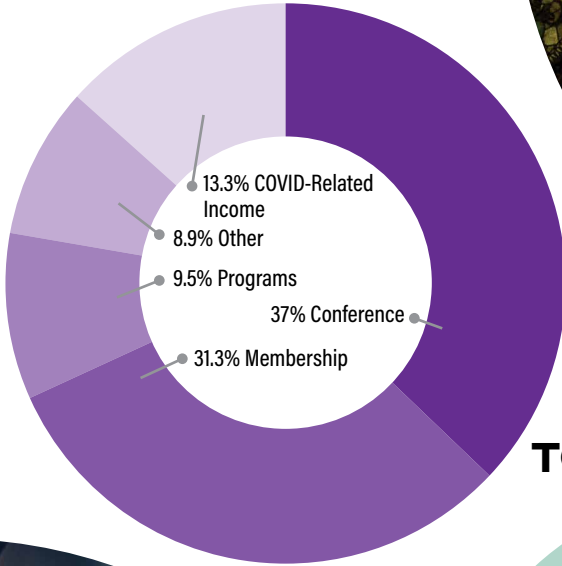


# FINANCES

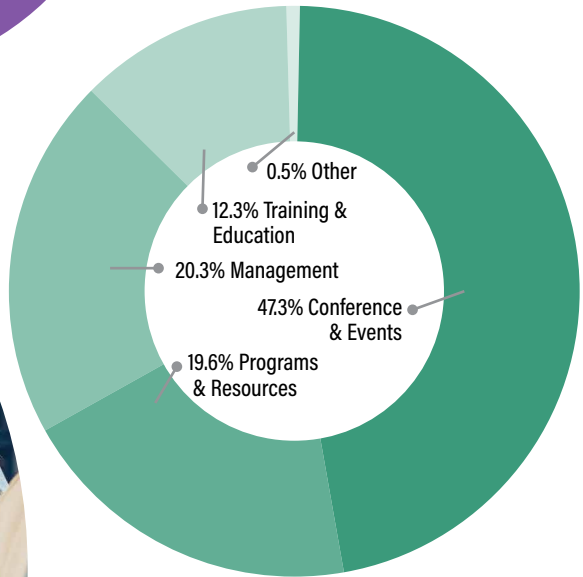
2021-22 data

To access the latest financial statements from The Forum please visit: [www.forumea.org/financial-statements](http://www.forumea.org/financial-statements)

## TOTAL REVENUE



## TOTAL EXPENSES



# THE FORUM ON EDUCATION ABROAD STAFF ORGANIZATIONAL CHART



Chief  
Revenue  
Officer

Membership  
& Outreach  
Manager

Conferences  
& Events  
Manager

Administrative  
& Events  
Coordinator



## **GOVERNANCE STRUCTURE, RESPONSIBILITIES AND THE ROLE OF THE BOARD**

The Forum's bylaws specify that the board of directors shall consist of no fewer than nine directors from member and non-member organizations or institutions.

The Board is self-perpetuating, that is, its members, through the Nominating Committee, determine a slate which they bring to the full Board for consideration and approval. By general practice, the Board avoids having more than one member from the same institution or organization, even though members represent their own views and not those of their organizations or institutions. The Board also avoids inviting participation from individuals who sit on the Boards of competing international education organizations in order to avoid the appearance of conflicts of interest or commitment.

The Board currently has four standing committees: Executive, Finance, Nominations & Governance and Audit/Personnel.

The Board as a whole carries out certain pivotal responsibilities, including:

1. Determining the mission of the organization.
2. Selecting, appointing, and replacing when appropriate, the President & CEO.
3. Developing strategic plans and monitoring the performance of the organization against the plan.
4. Approving long-range plans.
5. Ensuring the financial solvency and fiscal integrity of the organization.
6. Participating and assisting in the processes of providing and attracting philanthropic support.
7. Defending the independence of the organization.
8. Enhancing the public standing of the organization.
9. Assessing contributions and performance of the Board.

## **BOARD MEETING SCHEDULE**

The Board meets twice a year, typically in January and June. The location of the meeting has varied. Occasionally a subset of the Board meets informally at other conferences and meetings. The Board keeps in close touch between meetings through conference calls, virtual meetings, and e-mail.

### **INDIVIDUAL MEMBERS HAVE THE FOLLOWING RESPONSIBILITIES:**

1. Attending at least three out of every four Board meetings. Attendance at the summer meeting is especially important.
2. Consistently making judgments based on what is good for the organization and not on what is good for another party or special constituency.
3. Contributing actively in the meetings and other Board activities.
4. Stating openly during the course of the meetings when they are in disagreement with a majority position.
5. Subsequently maintaining the confidentiality of Board deliberations.
6. Acting as a spokesperson for the entire Board only when specifically authorized to do so.
7. Consistently using designated organizational channels when conducting Board business.
8. Making sure that important agenda items are communicated to the Board's Chair.
9. Being an advocate for the organization.
10. Bringing their own special talents to help the organization, without infringing on the proper role of Board-Staff responsibilities.
11. Participating in fundraising to the extent of the member's capacities and helping the organization gain access to other philanthropic sources as appropriate.
12. Keeping current on strategic issues surrounding education abroad.
13. Refraining from actions that might prove detrimental to the reputation of the organization.
14. Recommending at least one potential Board nominee per year.



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