

APPENDIX

ICA Governance Role Descriptions

DIVISION/INTEREST GROUP SECRETARY



International
Communication
Association

Reports to: DIV/IG Chair	Term Length: 2 Years	Mode of fulfillment: Elected (DIV/IG Officer). <i>Election of this role alternates with the election of the VC</i>
Ex-officio appointments (by nature of filling this role):	n/a	

Prerequisites/Preferred qualifications:

- Highly developed written and verbal communication and interpersonal communication skills, positive attitude, ability to multi-task and work as part of a team
- Documented history of ICA engagement (conference attendance, reviewer, committee service, etc.)
- Must hold an active ICA Membership to be eligible for this role

Position Responsibilities:

The secretary keeps record of decisions and activities as the keeper of the “institutional memory” of the DIV/IG.

Administrative

- Must maintain an active ICA membership for the duration of the term

Role specific

- As part of ICA leadership, represents the public face of the organization; as such, acts as good stewards on behalf of the organization, seeking feedback from stakeholders and communicating concerns on their behalf to headquarters/the EC in a manner becoming of an Officer
- Actively engages with DIV/IG members via official ICA channels (The Link, email, etc.)
- Helps the Chair with the recruitment and retainment of new DIV/IG members
- Helps the Chair with recruitment of officers and helps develop a pipeline of future leadership
- Undertakes necessary activities at the request of the Chair or headquarters
- Acts as recording secretary at business meetings of the DIV/IG
- Prepares and distributes minutes of business meetings to members
- Acts as editor of the DIV/IG’s newsletter
- Oversees the maintenance of DIV/IG website content (and ensures that the ICA page for the DIV/IG links to the external site, if one exists)
- Actively engages with DIV/IG members via official ICA channels (The Link, email, etc.)
- Assists the Chair in administering business meetings
- Participates, with the Chair, in evaluating the quality of DIV/IG programs