APPENDIX
ICA Governance Role Descriptions
BOARD MEMBER AT LARGE (BMAL)

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Term Length:</th>
<th>Mode of fulfillment:</th>
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<tbody>
<tr>
<td>Executive Committee &amp; Board of Directors</td>
<td>Varies</td>
<td>Ex-officio</td>
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<td>(For the duration of associated committee chair role)</td>
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<td>(Chairs of the Membership &amp; Internationalization and IDEA committees)</td>
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Ex-officio appointments (by nature of filling this role):

| | Board of Directors (Member), Nominating Committee (Member*) |
| | * 1 of the BMALs serves on the Nominating Committee in any given year as appointed by the ICA President |

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
- Skilled in liaising, advocacy, diplomacy and listening
- Preferred personal qualities: Inclusiveness, equity focused, empathetic, service oriented, tactful, a global citizen (culturally aware, non-judgmental, not ethnocentric)
- Documented history of ICA engagement (conference attendance, reviewer, committee service, division/interest group leadership, journal boards, editorial roles)
- Must hold an active ICA Membership to be eligible for this role
- Be an established scholar who has sufficient experience in the academy to be able to anticipate where academic and administrative processes can disadvantage and discriminate
- Have a high level of diversity awareness, appreciate why ‘one size does not fit all’ and be able to foster discussions designed to create more inclusive processes and practices.
- Be equity focused and diplomatic
- Should have enough experience to have developed a well-founded international perspective and the networks to allow them to anticipate and advise on differences in values, priorities, circumstances and behavioral norms between countries and regions; should have traveled and collaborated internationally
- Prior experience in roles requiring sensitivity towards diverse constituencies

Position Responsibilities:
Board members at large (BMAL) are voting members of the Board of Directors who give voice to the opinion, needs and concerns of the "underrepresented" individuals and cultures in ICA. The BMAL role is a combination of liaison, education, and advocacy between and for regions and subset populations whose voices and traditions are not influential within the organization. They are therefore in an ideal position to have a monitoring role – observing the assumptions, expectations and practices that predominate and suggesting how these might be refined or extended to be more inclusive and empowering.

Administrative
- Must maintain an active ICA membership for the duration of the term
- Voting member of the Board of Directors (BOD)
- Attends* annual BOD meeting (typically May)
- Submits two written reports per year (for the midyear meeting of the EC and the annual BOD meeting/annual report) describing the BMAL’s activities since the last report as well as provide commentary on issues and opportunities for the organization in relation to advancing ICA’s profile as an international and IDEA forward organization.
* BOD meetings are traditionally held in a physical location, attendance of these meetings is expected to be in person. The annual BOD meeting is traditionally held 1.5 days prior to the start of ICA’s annual conference in the conference location.

Advocacy, Liaising & Education

- 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
- Liaise with potential new members and communication associations in poorly represented countries or cultures in order to establish their interests and needs and how they could become part of or affiliated to the ICA community
- Make recommendations to the Board of Directors on initiatives (e.g., regional conferences, online activities, new resources) to promote the ICA experience to non-member groups
- Make recommendations to the Board of Directors on initiatives to enhance the international experience of existing members
- Contribute to Board discussions about policy and practices that could disadvantage or discriminate against any group of current or potential members
- Recognize the ways scholarship varies between regions and cultures, in terms of priorities, practices and resourcing, and be able to draw attention to these variations when they are likely to cause disadvantage
- Appreciate the implications of membership of an English-language organization (i.e., ICA) for those who do not have English as their first language and advocate for strategies that reduce the chance that language status will impact negatively on an individual’s ease of participation in ICA
- Fostering a sense of shared global citizenship should be the raison d’être of the BMAL positions.