APPENDIX
ICA Governance Role Descriptions
BOARD STUDENT & EARLY CAREER REPRESENTATIVE (BSECR)

Reports to: Executive Committee & Board of Directors

Term Length: 2 years (staggered with one other BSECR)

Mode of fulfillment: Elected

Ex-officio appointments (by nature of filling this role):
Board of Directors (Member), Student & Early Career Advisory Committee (Co-Chair), Nominating Committee (Member*)

* 1 of the 2 BSECRs serves on the Nominating Committee in any given year as appointed by the ICA President

Prerequisites/Preferred qualifications:
- Career Level: PhD Student, Candidate, or Early Career (typically within the first 3-5 years)
- 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, etc.)
- Prior service as a division/interest group Student & Early Career Representative and/or Student and Early Career Advisory Committee member
- Must hold an active ICA Membership to be eligible for this role

Position Responsibilities:
BSECRs serve the needs and interests of student/early career members. They assist in crafting and disseminating the student/early career agenda, promoting policy and activities to enhance student/early career member engagement with ICA

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, on behalf of SECAC, two written reports per year (for the midyear meeting of the EC and the annual BOD meeting/annual report) describing the SECAC’s activities since the last report as well as provide commentary on issues and opportunities for the organisation in relation to advancing ICA’s profile as an SEC welcoming 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.

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
- Makes recommendations to the Board of Directors on initiatives to enhance the SEC experience for existing and potential members
- Liaises between the Board of Directors, ICA Headquarters, and the Division/Interest group SEC Representatives (SECRs), communicating the collective needs of SECRs to the Board and sharing (appropriate) Board level decisions (those intended for public consumption) with SECAC and the division/interest group SECRs
- Writes a monthly column for the ICA newsletter
- Co-Chairs (together with the other BSECR) the Student and Early Career Advisory Committee (SECAC)
- Leads the SECAC hosted activities held in conjunction with the annual ICA Conference:
  - Organizes the reception for the students and early career scholars
  - Organizes a business meeting of the Division/Interest Group Student & Early Career Representatives (SECRs)
  - Plan and organize Blue Sky Workshops
- Speak during the new member orientation panel during the annual ICA conference