### ICA Governance Role Descriptions

#### President

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Term Length:</th>
<th>Mode of fulfillment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Executive Committee</td>
<td>5.5 years</td>
<td>Elected</td>
</tr>
</tbody>
</table>

| Ex-officio appointments (by nature of filling this role): | Executive Committee (Chair), Board of Directors (Chair), and Tellers Committee (Member) |

**Prerequisites/Preferred qualifications:**
- Prior experience as an ICA Board of Directors’ member (division/interest group chair or other ICA Board of Directors’ position)
- Previous service as an ICA committee/task force chair
- ICA journal/editorial service
- Documented history of extensive ICA engagement (conference attendance, reviewer, committee service, division/interest group leadership)
- Highly developed written and verbal communication and interpersonal communication skills, positive attitude, ability to multi-task and work as part of a team
- Must hold an active ICA Membership to be eligible for this role

**Position Responsibilities:**
The member selected as president makes a 5 1/2-year commitment to the Executive Committee (six months as president-elect select; one year as president-elect and conference program chair; one year as ICA President; three years as past president). The final year on the Executive Committee, the past president serves as both the General Secretary of the Board of Directors and as the chair of the Regional Conferences Committee. The President presides at all business meetings of the Association, its Board of Directors, and its Executive Committee.

**Administrative**
- Must maintain an active ICA membership for the duration of the term
- Chair and voting member of the Executive Committee (EC) & Board of Directors (BOD)
- Attends monthly video conference calls of the EC
- Attends* midyear EC meeting (typically January)
- Attends* annual BOD meeting (typically May)

*EC and BOD meetings are traditionally held in a physical location, attendance of these meetings is expected to be in person. The EC midyear meeting location varies; 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**
- Collaborates closely with the Executive Directors on all major Board level decisions: leading and approving major policies, making major financial decisions, overseeing performance measures
- Serves as external advocate on behalf of the Association
- Collaborates with the Senior Manager of Governance to create (as deemed necessary) and appoint members to any task force established during the Presidential term and/or to fill any unanticipated vacancy of a committee/task force role
- Contributes a monthly column (according to the schedule of topics) to the ICA Newsletter
- Receives and analyzes the annual reports of the officers and committees of the Association preceding the Annual Conference
- Submits an annual report of the status, program and needs of the Association
- Actively promotes the Association’s public relations
- Represents the Association at meetings of other educational and professional organizations when possible
- Generally performs those duties usually associated with the office
- Leads the recruitment and selection of the Executive Director role should a vacancy occur; leads the annual evaluation of the Executive Director (all remaining staff matters fall exclusively under the purview of the Executive Director)
- Submits, for inclusion in the ICA Annual Report, a report from the President of the status, program and needs of the Association (this is submitted at the conclusion of the Presidential year, once entered into the Immediate Past President year)
APPENDIX
ICA Governance Role Descriptions

President Elect

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<tr>
<th>Reports to:</th>
<th>Term Length:</th>
<th>Mode of fulfillment:</th>
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<tbody>
<tr>
<td>Executive Committee</td>
<td>1 Year</td>
<td>Elected (as part of the 5.5 year term of the President role)</td>
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</tbody>
</table>

**Ex-officio appointments (by nature of filling this role):**

- Executive Committee (Member), Board of Directors (Member), Conference Program (Chair)

**Prerequisites/Preferred qualifications:**

- Prior experience as an ICA Board of Directors’ member (division/interest group chair or other ICA Board of Directors’ position)
- ICA journal editorial service
- Documented history of extensive ICA engagement (conference attendance, reviewer, committee service, division/interest group leadership)
- Highly developed written and verbal communication and interpersonal communication skills, positive attitude, ability to multi-task and work as part of a team
- Must hold an active ICA Membership to be eligible for this role

**Position Responsibilities:**

The President-Elect’s main duty is to plan and convene the annual ICA conference (assisted by Executive Director and DIV/IG conference planners). The President-Elect assumes the responsibility for planning the Annual Conference program and any additional programs sponsored by the Association at meetings of other organizations, with the assistance of the chairs of the Divisions. The President-Elect assists the President when requested, and assumes the duties of the President in the event of the latter’s absence, disability, or request.

**Administrative**

- Must maintain an active ICA membership for the duration of the term
- Voting member of the Executive Committee (EC) & Board of Directors (BOD)
- Attends monthly video conference calls of the EC
- Attends* midyear EC meeting (typically January)
- Attends* annual BOD meeting (typically May)

* EC and BOD meetings are traditionally held in a physical location, attendance of these meetings is expected to be in person. The EC midyear meeting location varies; 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**

- Contributes a monthly column (according to the schedule of topics) to the ICA Newsletter
- Collaborates with the Senior Manager of Governance to populate a slate of members to fill anticipated committee vacancies for the following (Presidential) year; this slate is submitted to the full Board for approval during their annual meeting
- Submits, for inclusion in the ICA Annual Report, a report from the President Elect summarizing the Annual Conference just passed, its successes and areas for future growth (this is submitted at the conclusion of the President Elect year, once entered into the Presidential year)
ICA Governance Role Descriptions

President Elect Select

<table>
<thead>
<tr>
<th>Reports to: Executive Committee</th>
<th>Term Length: 0.5 Year (effective upon election)</th>
<th>Mode of fulfillment: Elected (as part of the 5.5 year term of the President role)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ex-officio appointments</td>
<td>Executive Committee (Member), Board of Directors (Member)</td>
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</tbody>
</table>

Prerequisites/Preferred qualifications:
- Prior experience as an ICA Board of Directors’ member (division/interest group chair or other ICA Board of Directors’ position)
- ICA journal editorial service
- Documented history of extensive ICA engagement (conference attendance, reviewer, committee service, division/interest group leadership)
- Highly developed written and verbal communication and interpersonal communication skills, positive attitude, ability to multi-task and work as part of a team
- Must hold an active ICA Membership to be eligible for this role

Position Responsibilities:
The President-Elect Select becomes a voting member of the ICA Executive Committee and the ICA Board of Directors upon election. The President-Elect Select assists the President, decides upon the theme and theme chair for the next annual conference, attends board meetings and annual conferences, and manages special assignments.

Administrative
- Serves this observational ½ year, for onboarding to the five year journey as ICA president
- Must maintain an active ICA membership for the duration of the term
- Is formally onboarded by the Executive Director to ensure continuity, and accuracy of information, critical to learning the role
- Voting member of the Executive Committee (EC) & Board of Directors (BOD)
- Attends monthly video conference calls of the EC
- Attends* midyear EC meeting (typically January)
- Attends* annual BOD meeting (typically May)
- Undertakes necessary activities at the request of the President or the EC

* EC and BOD meetings are traditionally held in a physical location, attendance of these meetings is expected to be in person. The EC midyear meeting location varies; 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
- Submits, for inclusion in the ICA Annual Report, a report from the President Elect Select summarizing the upcoming Annual Conference theme, and the driving forces that led to its selection (this is submitted at the conclusion of the President Elect Select half year, once entered into the President Elect year)
APPENDIX
ICA Governance Role Descriptions
Immediate Past President

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<tr>
<td>Executive Committee</td>
<td>1 Year</td>
<td>Elected (as part of the 5.5 year term of the President role)</td>
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</table>

Ex-officio appointments (by nature of filling this role):
Executive Committee (Member), Board of Directors (Member)

Prerequisites/Preferred qualifications:
- Prior experience as an ICA Board of Directors’ member (division/interest group chair or other ICA Board of Directors’ position)
- ICA journal editorial service
- Documented history of extensive ICA engagement (conference attendance, reviewer, committee service, division/interest group leadership)
  - Highly developed written and verbal communication and interpersonal communication skills, positive attitude, ability to multi-task and work as part of a team
- Must hold an active ICA Membership to be eligible for this role

Position Responsibilities:
The Immediate Past President is the individual serving in the 3rd and half year of the Presidential journey at ICA (having already served 0.5 as President Elect Select, 1 year as President Elect, and 1 year as President).

**Administrative**
- Must maintain an active ICA membership for the duration of the term
- Voting member of the Executive Committee (EC) & Board of Directors (BOD)
- Attends monthly video conference calls of the EC
- Attends* midyear EC meeting (typically January)
- Attends* annual BOD meeting (typically May)

* EC and BOD meetings are traditionally held in a physical location, attendance of these meetings is expected to be in person. The EC midyear meeting location varies; 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**
- Undertakes necessary activities at the request of the President or the EC
- Attends, as emissaries, ICA regional conferences
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ICA Governance Role Descriptions
Past President

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Ex-officio appointments (by nature of filling this role):
- Executive Committee (Member), Board of Directors (Member)

Prerequisites/Preferred qualifications:
- Prior qualifications as an ICA Board of Directors’ member (division/interest group chair or other ICA Board of Directors’ position)
- ICA journal editorial service
- Documented history of extensive ICA engagement (conference attendance, reviewer, committee service, division/interest group leadership)
- Highly developed written and verbal communication and interpersonal communication skills, positive attitude, ability to multi-task and work as part of a team
- Must hold an active ICA Membership to be eligible for this role

Position Responsibilities:
The Past President is the individual serving in the 4th and half year of the Presidential journey at ICA (having already served 0.5 as President Elect Select, 1 year as President Elect, 1 year as President, and 1 year as immediate past president).

Administrative
- Must maintain an active ICA membership for the duration of the term
- Voting member of the Executive Committee (EC) & Board of Directors (BOD)
- Attends monthly video conference calls of the EC
- Attends* midyear EC meeting (typically January)
- Attends* annual BOD meeting (typically May)

* EC and BOD meetings are traditionally held in a physical location, attendance of these meetings is expected to be in person. The EC midyear meeting location varies; 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
- Undertakes necessary activities at the request of the President or the EC
- Attends, as emissaries, ICA regional conferences
APPENDIX
ICA Governance Role Descriptions
General Secretary

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<tr>
<td></td>
<td></td>
<td>of the President role)</td>
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Ex-officio appointments (by nature of filling this role):
- Executive Committee (Member)
- Board of Directors (Member)
- Regional Conferences Committee (Chair)

Prerequisites/Preferred qualifications:
- Prior experience as an ICA Board of Directors’ member (division/interest group chair or other ICA Board of Directors’ position)
- ICA journal editorial service
- Documented history of extensive ICA engagement (conference attendance, reviewer, committee service, division/interest group leadership)
- Highly developed written and verbal communication and interpersonal communication skills, positive attitude, ability to multi-task and work as part of a team
- Must hold an active ICA Membership to be eligible for this role

Position Responsibilities:
In the fifth (and a half) and final year of the five and a half year ICA Presidential journey on the Executive Committee, this individual serves as both General Secretary for the Board of Directors as well as Chair of the Regional Conferences Committee.

Administrative
- Must maintain an active ICA membership for the duration of the term
- Voting member of the Executive Committee (EC) & Board of Directors (BOD)
- Attends monthly video conference calls of the EC
- Attends* midyear EC meeting (typically January)
- Attends* annual BOD meeting (typically May)
- Undertakes necessary activities at the request of the President or the EC
- Takes notes on the decisions made during the Board meeting
- Reviews and approves the Board of Directors’ annual meeting minutes (prepared by the Senior Manager of Governance) with a focus on accuracy of the “big picture” documented (they ensure no major components of the discussion are missing or misinterpreted in the minutes)

* EC and BOD meetings are traditionally held in a physical location, attendance of these meetings is expected to be in person. The EC midyear meeting location varies; the annual BOD meeting is traditionally held 1.5 days prior to the start of ICA’s annual conference in the conference location.

Regional Conferences Committee Chair
- Submits two written reports per year (for the midyear meeting of the EC and the annual BOD meeting/annual report) describing the committee’s activities since the last report as well as provide commentary on issues and opportunities for the organization in relation to advancing the regional reach
- Serves as an advisory board to those who either consider or have already been approved to hold a regional conference
- Provides guidance to potential conference conveners
- Researches suitability of potential locales/venues
- Mentors planners from regions that require guidance
- Brings recommendations for official approval or rejection of proposals for regional conferences to the EC and communicates the official decision back to the applicant/s,
- Keeps the lines of communication open with past regional conference locales/LOCs in order to ensure lasting effects of our efforts in this regard
- It is encouraged that the General Secretary will use his/her EC travel allowance to attend at least one but optimally both regional conferences during his/her year of service in this role