APPENDIX
ICA Governance Role Descriptions
DIVISION/INTEREST GROUP CHAIR

<table>
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<tr>
<th>Reports to:</th>
<th>Term Length:</th>
<th>Mode of fulfillment:</th>
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<tr>
<td>Executive Committee &amp; Board of Directors</td>
<td>2 Years</td>
<td>Elected (DIV/IG Officer)</td>
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Ex-officio appointments
(by nature of filling this role):

| Board of Directors (Member) |

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:
Concurrent with their terms as Chair of a DIV/IG; chairs hold either a voting (division chairs) or non-voting (interest group chairs) seat on the BOD. They help guide and inform the decisions of ICA, are required to attend two consecutive years (in person) of annual meetings of the BOD and oversee the timely submission of all required written reports, as well as ICA’s election process for DIV/IG candidates. Chairs convey decisions of the BOD to DIV/IG members, and more generally, help promote the activities of the Association. Chairs are responsible for the oversight of all DIV/IG functions and officers.

Administrative
- Must maintain an active ICA membership for the duration of the term
- Voting member of the Board of Directors (BOD)
- Attends* the annual BOD meeting (typically May)
- Submits, on behalf of the DIV/IG, an annual written report using the required for inclusion in the annual BOD meeting agenda materials as well as the ICA Annual Report
- *(in the second year serving as Chair) Submits the biennial Planning and Development document for the DIV/IG

* 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
- Attends (or watches the recording of) the annual Best Practices for Officers (traditionally held virtually in July/August)
- Responsible for the overall health of a DIV/IG
- Leads, together with the team of elected DIV/IG officers, all activities, programming and initiatives of the DIV/IG
- Oversees the DIV/IG budget and allocation of funds
- Maintains DIV/IG bylaws and ensuring they do not conflict with ICA bylaws, and are accessible by future leadership and DIV/IG members
- Along with Vice Chairs, Chairs organize conference programming
- Actively engages with DIV/IG members via official ICA channels (The Link, email, etc.)
- Ensures that any unofficial listservs utilized by a DIV/IG are GDPR compliant (ICA does not endorse or support the use of email listings maintained outside of official ICA systems)
- Oversees the recruitment and retention of new DIV/IG members
- Oversees the recruitment of officers and helps develop a pipeline of future leadership
- Submits nominees annually for ICA-wide awards, including Fellow, which reflect the diversity of the ICA membership such as methodological approach, nationality, regional identification, gender, and ethnicity.
- Promotes cross collaboration amongst other DIV/IGs as appropriate
- Liaises between the Board of Directors, ICA Headquarters, and the Division/Interest leadership and members, communicating the collective needs of the DIV/IG to the Board and sharing (appropriate) Board level decisions (those intended for public consumption) with the DIV/IG leadership and members
- Leads the DIV/IG hosted activities held in conjunction with the annual ICA Conference:
  - (optional) Organizes a reception for DIV/IG members
  - Organizes and presides over a business meeting of the DIV/IG members