APPENDIX
ICA Governance Role Descriptions
DIVISION/INTEREST GROUP INTERNATIONAL LIAISON

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Term Length:</th>
<th>Mode of fulfillment:</th>
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<tr>
<td>DIV/IG Chair</td>
<td>2 Years</td>
<td>Elected</td>
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Ex-officio appointments (by nature of filling this role):

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
- Must hold an active ICA Membership to be eligible for this role

Position Responsibilities:
International Liaisons (ILs) give voice to, and provide perspective about, underrepresented cultures in a 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
- Attends (or watches the recording of) the annual Best Practices for ILs (traditionally held virtually in July/August)
- Gather opinions and feedback from members of the DIV/IG, especially new members from less represented cultures and convey them to the DIV/IG Chair/VC, or other relevant bodies ICA (Headquarters, the Membership & Internationalization Committee, etc.)
- Provide social support, and help welcome, this cohort to the Association
- Through the Membership and Internationalization Committee, ILs liaise across the DIV/IG groups on general issues that go beyond any given unit of ICA
- Assist in the planning of ICA annual conferences, helping the chair and vice-chair to pay attention to participants from ethnic-minority communities and the developing world who may need extra help
- Identify the needs of scholars, especially those from non-English-speaking countries, who may need the training of particular skills (e.g., writing, data analysis), relay them to ICA Membership and Internationalization Committee or other relevant bodies
- Participate in and facilitate other ICA internationalization activities such as regional conferences, mentorship programs
- Aids the Chair in soliciting and submitting 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.
- Take initiative to suggest new ideas for improving ICA’s overall internationalization endeavors to the Membership and Internationalization Committee