APPENDIX
ICA Governance Role Descriptions
DIVISION/INTEREST STUDENT & EARLY CAREER REPRESENTATIVE

<table>
<thead>
<tr>
<th>Reports to:</th>
<th>Term Length:</th>
<th>Mode of fulfillment:</th>
</tr>
</thead>
<tbody>
<tr>
<td>DIV/IG Chair</td>
<td>2 Years</td>
<td>Elected</td>
</tr>
</tbody>
</table>

Ex-officio appointments (by nature of filling this role): n/a

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, participant in SECAC organized programming)
- Must hold an active ICA Membership to be eligible for this role

Position Responsibilities:
DIV/IG Student and Early Career Representatives (SECRs) represent the Student and Early Career scholars of their 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 SECRs (traditionally held virtually in July/August)
- SECRs are the first point of contact of students and early career scholars of their DIV/IG
- Participate in the organization of events dedicated to students and early career scholars during the conference
- Inform their DIV/IG members of the annual ICA conference’s student and early career related events
- Provide the Chair and other DIV/IG leadership the SEC perspective as it relates to DIV/IG decision making
- Liaise with the Board Student and Early Career Representatives (BSECRs), communicating the needs of the DIV/IG SEC members to the BSECRs, and communicating information shared by the BSECRs with DIV/IG leadership and members, as appropriate
- Gather opinions and feedback from SEC members of the DIV/IG and convey them to the DIV/IG Chair/VC, or other relevant bodies ICA (Headquarters, BSECRs, SECAC, etc.)
- Provide social support, and help welcome, this cohort to the Association
- Through the SECAC, SEC Reps 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 SEC participants
- Attend the ICA sponsored New Member & Student Orientation meeting, as well as the SECAC business meeting, both are held during the annual conference (a presentation or your DIV/IG business meeting would take precedence, but otherwise you should attend these)
- Take initiative to suggest new ideas for improving ICA’s overall SEC outreach endeavors to the BSECRs