ICA Governance Role Descriptions
DIVISION/INTEREST GROUP VICE CHAIR

Reports to: DIV/IG Chair
Term Length: 2 Years
(4 year commitment: serves two year term as VC, then serves two years as Chair)
Mode of fulfillment: Elected (DIV/IG Officer)

Ex-officio appointments (by nature of filling this role):
Planners’ Committee*
*Typically, most DIV/IG VCs are the Planner for their conference programming, and thereby sit on the Planner’s Committee. However if a different elected role served as planner, that individual would instead serve on the Planners’ Committee

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:
Vice chairs are often named section planner for the ICA conference. This means the vice chair is responsible for coordinating, in collaboration with the chair, the DIV/IG program. The Vice Chair will work with the Chair to coordinate the submission and review of papers and other presentations at the ICA annual conference.

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 Officers (traditionally held virtually in July/August)
- Primarily responsible for coordinating, in collaboration with the chair, the DIV/IG program for the annual ICA conference
- Identifies issues of interest to the DIV/IG and put these before the members for discussion and advice at the annual business meeting or as necessary throughout the year
- With the other Officers, the Vice Chair handles the administrative functions of the DIV/IG including, but not limited to, managing communications with the members, and organizing the paper and panel submissions to the annual ICA conference.
- Actively engages with DIV/IG members via official ICA channels (The Link, email, etc.)
- Helps the Chair with the recruitment and retention of new DIV/IG members
- Helps the Chair with recruitment of officers and helps develop a pipeline of future leadership
- Participates with the Chair in evaluating the quality of DIV/IG programs
- Undertakes necessary activities at the request of the Chair or headquarters