



Founded 1966

International Association for Counselling (IAC)

2019 Elections - Call for Nominations

Nominations are being solicited for candidates for positions on the IAC Executive Council. An election will be held during the General Meeting at the IAC Conference in Moncton, Canada on 15th May 2019 from 1600 – 1800.

The positions are listed below with descriptions for each office as well as qualifications:

President

(Length of term: 3 years)

Purpose of Role: To give strategic and operational leadership to IAC; articulating the vision and mission statement; maintaining its spirit and values whilst moving the organisation towards meeting its objectives.

Brief Description of Tasks: (For a detailed position description [click HERE](#))

- Preside at the General Meeting(s) in accordance with Statues and Bye-Laws.
- *Chair the Executive Council and the Officer Group to determine business and agreeing on their agenda. (**With the exception of a face-to-face meeting at the Annual Conference, meetings are conducted online*)
- Work closely with the CEO and Officer Group on IAC administrative issues.
- Make an annual report to the Executive Council and at General Meetings.
- Represent IAC at international conferences, promoting its work and initiating addresses to conferences.
- Make personal contact with leaders in local, national and international counselling associations and NGOs, developing partnerships.
- Lead the Associations' Round Table.
- Address IAC conferences.
- Hold video conferences with Officers and Executive Council members and other as required.
- Write the President's welcome for the IAC web site.
- Write a news- letter column four (4) times a year for IAC members for the web site

Eligibility Criteria: *In order to be eligible for nomination for President, a person must meet the following criteria:*

- Be a member in good standing of IAC for a minimum of three (3) consecutive years immediately prior to nomination and have attended IAC conferences.
- Have previous experience in a leadership position on the IAC Executive Council.
- Have previous experience of organisational leadership.

- Have had no ethical violations for the past ten (10) consecutive years immediately prior to nomination.

Vice-President and President Elect

(Length of term: 3 years)

Purpose of Role: The Vice-President and President-Elect will join the Officer Group for three years and will devote time to learning, preparing and participating prior to becoming President.

Brief Description of Tasks: (For a detailed position description [click HERE](#))

- *Attend meetings of the Officer Group (as needed) and the Executive Council (approximately 6 per year) plus General Meeting and Annual Conference (**With the exception of a face-to-face meeting at the Annual Conference, meetings are conducted online*)
- Chair the Executive Council in the absence of the President.
- Take on special responsibilities (e.g. fundraising, development) as required.
- Contribute to the implementation of the strategic plan.
- Contribute to the CEO review.
- Represent IAC to external bodies as required.
- Represent IAC at other national and international conferences as required.
- Scrutinise EC papers and lead discussions.
- Provide guidance on new initiatives.
- Contribute their special expertise.

Eligibility Criteria: *In order to be eligible for nomination for Vice President, a person must meet the following criteria:*

- Be a member in good standing of IAC for a minimum of three (3) consecutive years immediately prior to nomination.
- Have previous experience in a leadership position on the IAC Executive Council.
- Have previous experience of organisational leadership.
- Have had no ethical violations for the past ten (10) consecutive years immediately prior to nomination.

Secretary

(Length of term: 3 years)

Purpose of Role: To support the President in ensuring the smooth functioning of the Executive Council and Officer Group.

Brief Description of Tasks: (For a detailed position description [click HERE](#))

- Liaise with the President and CEO to plan meetings.
- Prepare the Agenda for Executive Council meetings, book video conferences for Executive Council meetings; select dates for meetings.
- Circulate Agendas, reports, and supporting documents to EC members approximately two weeks before a meeting.

- *Attend meetings of the Executive Council (approximately 6 per year) plus General Meeting and Annual Conference (**With the exception of a face-to-face meeting at the Annual Conference, meetings are conducted online*)
- Take minutes of the Officer Group, Executive Council meetings, and General Meetings.
- Circulate minutes of Executive Council meetings approximately one week after the meeting.
- Check that agreed Executive Council actions are completed.
- Keep up-to-date contact details of Council members.
- Archive minutes, reports, publications, conference handbooks, and supporting documents.
- Act as custodian of IAC Governance documents.
- Respond to Executive Council correspondence.
- Maintains role descriptions for elective offices and explains roles and responsibilities to nominees as needed.

Eligibility Criteria: *In order to be eligible for nomination as Secretary, a person must meet the following criteria:*

- Be a member in good standing of IAC for a minimum of two (2) years immediately prior to nomination.
- Have previous experience of organisational leadership.
- Have previous experience in a leadership position on the IAC Executive Council.
- Have experience of committee work and organisational procedures
- Have minute taking experience
- Possess good written and oral communication skills
- Have had no ethical violations for the past three (3) consecutive years immediately prior to nomination.

Treasurer

(Length of term: 3 years)

Purpose of Role: To provide financial management of IAC and its activities

Brief Description of Tasks: (For a detailed position description [click HERE](#))

- Ensure that all financial transactions are handled safely and accurate records are kept.
- Co-signs on IAC banking and financial documents.
- Collect the appropriate data, and manage the associated information systems.
- Prepare an annual budget for the Executive Council to approve.
- Create financial reports to the Executive Council according to the financial rules in place.
- Manage the accounts of the Association in collaboration with the Officer Group.
- Advise the Executive Council on financial policies, internal controls, and appropriate use of funds.
- Assess, report on, and advise regarding financial risks to the Executive Council.
- Advise on the financial implications of strategic and operational plans.
- Advise on conference budgets and expenditure.
- Ensure payments are made to Council Officers in accordance with agreed protocols.
- Process payment of association's memberships.

- Working with the Membership Secretary to monitor income from membership and to identify trends.
- Prepare accounts for auditing.
- Liaise with the Association's accountants/auditor
- Present the audited accounts at the General Meeting.
- *Attend meetings of the Executive Council (approximately 6 per year) plus General Meeting and Annual Conference (**With the exception of a face-to-face meeting at the Annual Conference, meetings are conducted online*)

Eligibility Criteria: *In order to be eligible for nomination as Treasurer, a person must meet the following criteria:*

- Be a member in good standing of IAC for a minimum of two (2) years immediately prior to nomination.
- Have previous experience of organisational leadership.
- Have previous experience of financial accounts using spreadsheets, preferably along with computer experience.
- Possess the ability to make financial decisions.
- Have had no ethical violations for the past three (3) consecutive years immediately prior to nomination.

Regional Representative (1 from each region)

(8 Regions: Africa, Asia, Caribbean, Europe,

Latin America, Middle East, North America, Oceania)

(Length of term: 3 years)

Purpose of Role: To represent IAC and its values and develop knowledge of counselling in the Region.

Brief Description of Tasks: (For a detailed position description [click HERE](#))

- Map, monitor, and advance counselling activity in their region
- *Attend meetings of the Executive Council (approximately 6 per year) plus General Meeting and Annual Conference (**With the exception of a face-to-face meeting at the Annual Conference, meetings are conducted online*)
- Take part in sub committees to focus in detail on a particular issue or function for the Executive Council.
- Report on regional counselling developments.
- Encourage membership through promotion of IAC at regional counselling events and through counselling contacts and networks.
- Conduct IAC outreach and develop a regional counselling network in your world region

Eligibility Criteria: *In order to be eligible for nomination as a Regional Member, a person must meet the following criteria:*

- Be a member in good standing of IAC for a minimum of one (1) year immediately prior to nomination.
- Have previous experience of organisational leadership.
- Have had no ethical violations for the past three (3) consecutive years immediately prior to nomination

Member-at-Large (3 Positions)

(Length of term: 3 years)

Purpose of Role: To advance the vision and mission of IAC through a variety of leadership initiatives

Brief Description of Tasks: (For a detailed position description click [HERE](#))

- *Attend meetings of the Executive Council (approximately 6 per year) (**With the exception of a face-to-face meeting at the Annual Conference, all meetings are conducted virtually*)
- Attend, and assist at, the Annual Conferences and General Meetings where possible.
- Take part in sub committees to focus in detail on a particular issue or function for the Executive Council
- Encourage membership through promotion of IAC at counselling events and through counselling contacts and networks.

Eligibility Criteria: *In order to be eligible for nomination as a Member-at-Large, a person must meet the following criteria:*

- Be a member in good standing of IAC for a minimum of one (1) year immediately prior to nomination.
- Have previous experience of organisational leadership.
- Have had no ethical violations for the past three (3) consecutive years immediately prior to nomination.

Individuals interested in being considered as a candidate for the following offices must have a nominator: *President, Vice-President and President-Elect, Secretary, Treasurer*

Individuals interested in being considered as a *Regional Representative* or *General Member* candidate may either self-nominate or be nominated by another person.

All nominees must provide a letter of interest (*maximum 300 words*) that states why they are standing for office, presents their qualifications for office, and offers ideas for advancing the work of IAC. In addition, nominees must provide a maximum 2-page resume.

Nominators must complete the form below and return to Courtland Lee, IAC Nominations & Election Committee Chair at cclee226@gmail.com

Nomination forms (with nominee's letter of interest and resume)
must be received by 31st March, 2019