



Founded 1966

## International Association for Counselling (IAC)

### IAC Executive Council Role Description: Immediate Past President

<b>ROLE TITLE:</b>	<b>IMMEDIATE PAST PRESIDENT</b>
<b>IAC Organisation Overview:</b>	The IAC Vision is “A world where counselling is available to all”. IAC is an international non-governmental association with charitable status. IAC advances the development of counselling, in order to improve people’s lives and well-being. We connect counsellors worldwide so that they can share information and participate in international Practice, Education, Advocacy, Policy and Research counselling projects
<b>Responsible to:</b>	IAC Executive Council and the Annual General Meetings
<b>Term</b>	Three-to-six years (depending on outcome of subsequent Presidential Elections)
<b>Purpose of role:</b>	To be a consultant and support to the President in giving 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, providing advice and leadership to the Executive Council regarding past practices and other matters to assist in governing the Association.
<b>Description of tasks:</b>	<ul style="list-style-type: none"> <li>• To deputize for the IAC President as required: For example; presiding at the General Meeting(s) in accordance with Statues and Bye-Laws; and chairing the EC or Officer Group meetings.</li> <li>• Participate, as a member, of the Officer Group.</li> <li>• To represent IAC at international conferences where required and to promote its work. Initiating IAC addresses to conferences.</li> <li>• To make personal contact with leaders in local, national and international counselling associations and NGOs, developing partnerships.</li> <li>• Contribute to the news- letter four (4) times a year.</li> <li>• To give leadership to specific IAC projects as required.</li> <li>• To report on developments in their areas or responsibility.</li> <li>• Be informed about the Association's mission, services, policies, and programs.</li> <li>• Contribute to a review of the Chief Executive</li> </ul>

	Officer.
<b>Time Commitment:</b>	<ul style="list-style-type: none"> <li>• Reading /Preparation time of 1.5 hours for six online Executive Council meetings -- lasting approximately two (2) hours each.</li> <li>• Reading /Preparation time of 1.5 hours for six online Officer Group meetings - lasting approximately 1.5 hours each.</li> <li>• Attend the annual conference (including all meetings, this takes up approximately one week), where viable.</li> <li>• Approximately 2 hours per week allocated to described tasks (above).</li> <li>• Attendance various at sub-committee meetings as required.</li> <li>• Writing time for production of four e-Newsletter articles per year.</li> <li>• Flexibility around time is needed to respond to the needs of the organization.</li> </ul> <p><i>*With the exception of a face-to-face meeting at the Annual Conference, all meetings are conducted virtually</i></p>
<b>Skills and Qualifications:</b>	Previous experience as President of IAC
<b>Training and Support:</b>	During their time as Immediate Past-President, the preceding Past-President will be available as a mentor and guide.
<b>Benefits to the Immediate Past President:</b>	The opportunity to share experience of leadership of IAC, a major International Association and further its work and reputation in the world.