**International Association for Counselling (IAC)**

**IAC Executive Council Role Description: Vice President and President-Elect**

<table>
<thead>
<tr>
<th>ROLE TITLE:</th>
<th>Vice President and President-Elect</th>
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<td>IAC Organisation Overview:</td>
<td>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.</td>
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<td>Responsible to:</td>
<td>IAC Executive Council, IAC members, and the Annual General Meetings.</td>
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<td>Term</td>
<td>Three Years</td>
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<td>Purpose of role:</td>
<td>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. Building strong relationships. To take responsibility for a number of portfolios.</td>
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| Description of tasks: | - Chairing the Executive Council in the absence of the President.  
- Taking on special responsibilities (e.g. fundraising, development) as required.  
- Contributing to the implementation of the strategic plan.  
- Contributing to the CEO review.  
- Representing IAC to external bodies as required.  
- Representing IAC at other national and international conferences as required.  
- Scrutinising EC papers and leading discussions.  
- Providing guidance on new initiatives.  
- Contributing their special expertise. |
| Time Commitment: | - Reading /Preparation time of 2 hours for six online Executive Council meetings -- lasting approximately two (2) hours each.  
- Reading /Preparation time of 1.5 hours for six online Officer Group meetings - lasting approximately 1.5 hours each.  
- A minimum one hour follow-up time after each meeting.  
- Attending various at sub-committee meetings as required.  
- 1-2 hours per week for strategic thinking.  
- Attend the annual conference (including all meetings, this takes up approximately one week), where viable.  
- Flexibility over time is needed to respond to the needs of the association. |
*With the exception of a face-to-face meeting at the Annual Conference, meetings are conducted online.*

| Eligibility 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. |
|----------------------|--------------------------------------------------------------------------------------------------|
| Skills and Qualifications | • Willingness to develop certain skills if one does not possess them, such as understanding financial statements and learning more about the substantive program areas of the Association.  
• Concern for the Association's development.  
• Previous demonstrable experience of successful leadership of an organisation including leadership and direction to Officers as required.  
• Ability and capacity to respond quickly to new developments.  
• Ability to chair meetings by following agreed procedures.  
• Summarize discussions and checkout common understanding.  
• Being sensitive to how the Executive Council feels and being aware of interpersonal relationships within the group.  
• Ability to define a problem, suggest procedures for problem solving, and to make a proposal.  
• Clarifying others’ ideas, clearing up confusion, pointing out alternatives.  
• Encouraging the active participation of all Council members.  
• Identifying skills and gifts of IAC Executive Council and IAC members and giving encouragement to participate.  
• Facility in seeking information or opinions, requesting background data, generating suggestions and ideas, gathering facts. |
| Benefits to the Vice President and President-Elect: | The opportunity to learn the leadership role of a major International Association and further its work and reputation in the world. |

JPJ, BCS September 2017  
NK February 2019