



Founded 1966

International Association for Counselling (IAC)

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

ROLE TITLE:	Vice President and President-Elect
IAC Organisation Overview:	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.
Responsible to:	IAC Executive Council, IAC members, and the Annual General Meetings.
Term	Three 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. Building strong relationships. To take responsibility for a number of portfolios.
Description of tasks:	<ul style="list-style-type: none"> • 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:	<ul style="list-style-type: none"> • 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.

	<p><i>*With the exception of a face-to-face meeting at the Annual Conference, meetings are conducted online.</i></p>
Eligibility Criteria	<ul style="list-style-type: none"> • 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	<ul style="list-style-type: none"> • 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:	<p>The opportunity to learn the leadership role of a major International Association and further its work and reputation in the world.</p>

JPJ, BCS September 2017
NK February 2019