# International Association for Counselling (IAC)

## IAC Executive Council Role Description: President

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<tr>
<th>ROLE TITLE:</th>
<th>PRESIDENT</th>
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<td><strong>IAC Organisation Overview:</strong></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><strong>Responsible to:</strong></td>
<td>IAC Executive Council and the IAC General Meeting</td>
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<td><strong>Term</strong></td>
<td>Three Years (with the possibility of three further years subject to re-election).</td>
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<td><strong>Purpose of role:</strong></td>
<td>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.</td>
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| **Description of tasks:** | - Presiding at the General Meeting(s) in accordance with Statues and Bye-Laws. 
- Chairing the Executive Council and the Officer Group to determine business and agreeing its agenda. 
- Working closely with the CEO and Officer Group members. 
- To make an annual report to the Executive Council and the Annual General meetings. 
- To represent IAC at International conferences, promoting its work and initiating addresses to conferences. 
- To make personal contact with leaders in local, national and international counselling associations and NGOs, developing partnerships. 
- To lead the Associations’ Round Table. 
- To address IAC conferences. 
- Hold video-conferences with Officers and Council members and other as required. 
- Write the President’s welcome for the IAC web.
- Write e-Newsletter articles four (4) times a year.

**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.
- Attend the annual conference (including all meetings, this takes up approximately one week).
- Responding to correspondence as required approximately 2 hours per week.
- Attending various at sub-committee meetings as required.
- Preparation time for keynote speeches
- Preparation time for writing news letter
- 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, all meetings are conducted virtually*

**Eligibility 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.
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<th><strong>Skills and Qualifications:</strong></th>
<th>Previous experience of leadership of an organisation; ability to chair meetings, give direction to Officers as required and make decisions. Ability and capacity to respond quickly to new developments.</th>
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<td><strong>Training and Support:</strong></td>
<td>During their time as President-Elect they will shadow the President. The President-Elect will be available as to assist the immediate Past-President will be available as a guide.</td>
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<td><strong>Benefits to the President:</strong></td>
<td>The opportunity to give leadership to a major International Association and further its work and reputation in the world.</td>
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