



Founded 1966

International Association for Counselling (IAC)

IAC Executive Council Role Description: President

ROLE TITLE:	PRESIDENT
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 and the IAC General Meeting
Term	Three Years (with the possibility of three further years subject to re-election).
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.
Description of tasks:	<ul style="list-style-type: none"> • Presiding at the General Meeting(s) in accordance with Statutes 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

	<p>site.</p> <ul style="list-style-type: none"> • Write e-Newsletter articles four (4) times a year.
<p>Time Commitment:</p>	<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. • 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. <p><i>*With the exception of a face-to-face meeting at the Annual Conference, all meetings are conducted virtually</i></p>
<p>Eligibility Criteria</p>	<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 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.

Skills and Qualifications:	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.
Training and Support:	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.
Benefits to the President:	The opportunity to give leadership to a major International Association and further its work and reputation in the world.