## IAC Executive Council Role Description: Secretary

<table>
<thead>
<tr>
<th>ROLE TITLE:</th>
<th>IAC SECRETARY</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>The President, Executive Council (EC), and Annual General Meeting</td>
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<td><strong>Term</strong></td>
<td>Three Years</td>
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| **Purpose of role:** | - Ensure meetings are effectively organised and minuted.  
- Maintain effective records and administration.  
- Uphold the legal requirements of governing documents, Statutes, Bye-Laws and Standing Orders.  
- Maintain IAC archives. |
| **Description of tasks:** | - Liaise with the President and CEO to plan meetings.  
- Prepare the Agenda, book video conferences; select dates for meetings using Doodle Poll.  
- Receive Agenda items from Council members  
- Circulate Agendas, reports, and supporting documents to EC members approximately two weeks before a meeting.  
- Check quorum is present at meetings.  
- Take minutes of the Officer Group and Executive Council meetings.  
- Circulate minutes of EC meetings approximately one week after the meeting.  
- Check agreed actions are completed.  
- Keep up-to-date contact details of Council members.  
- Send the IAC Conference Handbook to prospective Host Country Organisations and be a point of contact.  
- Archive minutes, reports, publications, conference handbooks, and supporting documents.  
- Act as custodian of Governance documents.  
- Respond to Council correspondence. |
- Maintains “job descriptions” for elective offices and explains roles and responsibilities to nominees as needed.

**Time Commitment:**
- Reading /Preparation time of 1.5 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.
- Attend the annual conference (including all meetings, this takes up approximately one week), where viable.
- Approximately 2 hours per week allocated to described tasks (above).
- Attending various at sub-committee meetings as required.
- Flexibility around time is needed to respond to the needs of the organization.

*With the exception of a face-to-face meeting at the Annual Conference, all meetings are conducted virtually*

**Skills and Qualifications:**
- Organisational experience
- Experience of committee work and procedure
- Minute taking experience
- Well organised with an eye for detail
- Good communication and interpersonal skills
- Ability to work as a team member

**Eligibility Criteria:**
- Be a member in good standing of IAC for a minimum of two (2) years immediately prior to nomination.
- Have previous experience of organisational leadership.
- Have previous experience in a leadership position on the IAC Executive Council.
- Have experience of committee work and organisational procedures
- Have minute taking experience
- Possess good written and oral communication skills
- Have had no ethical violations for the past three (3) consecutive years immediately prior to nomination.

**Training and Support:**
The previous Secretary will work with the new Secretary as mentor for the first year as required

**Benefits to the Secretary:**
- Satisfaction of providing effective administration to an international association