



Founded 1966

## International Association for Counselling (IAC)

### IAC Executive Council Role Description: Secretary

<b>ROLE TITLE:</b>	<b>IAC SECRETARY</b>
<b>IAC Organisation Overview:</b>	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.
<b>Responsible to:</b>	The President, Executive Council (EC), and Annual General Meeting
<b>Term</b>	Three Years
<b>Purpose of role:</b>	<ul style="list-style-type: none"> <li>• Ensure meetings are effectively organised and minuted.</li> <li>• Maintain effective records and administration.</li> <li>• Uphold the legal requirements of governing documents, Statutes, Bye-Laws and Standing Orders.</li> <li>• Maintain IAC archives.</li> </ul>
<b>Description of tasks:</b>	<ul style="list-style-type: none"> <li>• Liaise with the President and CEO to plan meetings.</li> <li>• Prepare the Agenda, book video conferences; select dates for meetings using Doodle Poll.</li> <li>• Receive Agenda items from Council members</li> <li>• Circulate Agendas, reports, and supporting documents to EC members approximately two weeks before a meeting.</li> <li>• Check quorum is present at meetings.</li> <li>• Take minutes of the Officer Group and Executive Council meetings.</li> <li>• Circulate minutes of EC meetings approximately one week after the meeting.</li> <li>• Check agreed actions are completed.</li> <li>• Keep up-to-date contact details of Council members.</li> <li>• Send the IAC Conference Handbook to prospective Host Country Organisations and be a point of contact.</li> <li>• Archive minutes, reports, publications, conference handbooks, and supporting documents.</li> <li>• Act as custodian of Governance documents.</li> <li>• Respond to Council correspondence.</li> </ul>

	<ul style="list-style-type: none"> <li>• Maintains “job descriptions” for elective offices and explains roles and responsibilities to nominees as needed.</li> </ul>
<b>Time Commitment:</b>	<ul style="list-style-type: none"> <li>• Reading /Preparation time of 1.5 hours for six online Executive Council meetings -- lasting approximately two (2) hours each.</li> <li>• Reading /Preparation time of 1.5 hours for six online Officer Group meetings - lasting approximately 1.5 hours each.</li> <li>• Attend the annual conference (including all meetings, this takes up approximately one week), where viable.</li> <li>• Approximately 2 hours per week allocated to described tasks (above).</li> <li>• Attending various at sub-committee meetings as required.</li> <li>• Flexibility around time is needed to respond to the needs of the organization.</li> </ul> <p><i>*With the exception of a face-to-face meeting at the Annual Conference, all meetings are conducted virtually</i></p>
<b>Skills and Qualifications:</b>	<ul style="list-style-type: none"> <li>• Organisational experience</li> <li>• Experience of committee work and procedure</li> <li>• Minute taking experience</li> <li>• Well organised with an eye for detail</li> <li>• Good communication and interpersonal skills</li> <li>• Ability to work as a team member</li> </ul>
<b>Eligibility Criteria:</b>	<ul style="list-style-type: none"> <li>• Be a member in good standing of IAC for a minimum of two (2) years immediately prior to nomination.</li> <li>• Have previous experience of organisational leadership.</li> <li>• Have previous experience in a leadership position on the IAC Executive Council.</li> <li>• Have experience of committee work and organisational procedures</li> <li>• Have minute taking experience</li> <li>• Possess good written and oral communication skills</li> <li>• Have had no ethical violations for the past three (3) consecutive years immediately prior to nomination.</li> </ul>
<b>Training and Support:</b>	The previous Secretary will work with the new Secretary as mentor for the first year as required
<b>Benefits to the Secretary:</b>	Satisfaction of providing effective administration to an international association

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JPJ, BCS November 2017  
NK, February 2019