



## ICVA VICE-CHAIR Role description

*Adopted at the 133<sup>rd</sup> Meeting of the ICVA Executive Committee, 5-6 April 2006*  
*Revised at the 135<sup>th</sup> Meeting of the ICVA Executive Committee, 29-30 March 2007*  
*Revised by the ICVA Executive Committee, 7 March 2012*  
*Revised by the ICVA Board, 5 December 2017*  
*Reviewed by the ICVA Board, February 2021*

### **Position Background and Objectives:**

On behalf of the General Assembly, the ICVA Board oversees the formulation and implementation of strategies, policy decisions, and activities for the organisation. The Vice-Chair of the Board supports the Chair in maintaining the humanitarian identity and integrity of ICVA's mission.

The Vice-Chair is responsible for supporting the Chair to ensure the effective functioning of the Board, including acting as Chair in meetings where the Chair is unavailable. S/he is also responsible for providing support to the Secretariat in ensuring that the Secretariat carries out the responsibilities and tasks as set out by the Strategic and Annual Plans.

### **Main Responsibilities:**

- Monitors and acts on issues, together with the Board, that may affect the identity and integrity of the whole of the organisation, in consultation with the Chair;
- Serves on at least one of the Board committees;
- Acts as the spokesperson or representative for external relations at the specific request of the Board or Secretariat;
- Fulfils the functions of the Board, together with the other Board members, as delineated in Article XIII of the ICVA Statutes ;
- In the absence of the Chair, the Vice-Chair assumes the responsibilities of the Chair.

### **Term:**

The Vice-Chair is elected by the Board and serves for a three-year term.

### **Requirements:**

- demonstrated commitment to the work of the organisation;
- experience and skills in board governance issues, including: oversight, policy, finance, programmes, personnel, and chairing;
- availability for GA and Board meetings and other meetings, particularly in the absence of the Chair;
- availability for the Executive Director and Secretariat as much as possible;
- ability to foster an effective working relationship with other Board members and Secretariat staff; and
- refrain from actions that may lead to any conflict of interest.

Duty travel will normally only be undertaken on behalf of the Vice-Chair's own agency. While promoting ICVA membership should be standard practice, representation for ICVA will only be undertaken in coordination with the ICVA Secretariat.

### **Review:**

Periodically (e.g. once every three years), the Board reviews the Vice-Chair's role description, in consultation with the Secretariat.