



## ICVA 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. Revised by the ICVA Board, February 2021. Revised by the ICVA Board December 2023.*

### **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 ICVA.

The Chair of the Board carries responsibility for maintaining the humanitarian identity and integrity of ICVA's mission.

The Chair's responsibility is to ensure the effective functioning of the Board. The Chair is also the focal point in discharging the Board's responsibility to provide oversight and to guide and support the work of the Secretariat. She/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. This specific role is in addition to the Board member's regular responsibilities.

### **Main Responsibilities:**

- Monitors and acts on issues, together with the Board, that may affect the identity and integrity of the whole of the organisation;
- Chairs and reports to the General Assembly;
- Chairs the Board meetings;
- Arranges for the Vice-Chair to act in his/her place in meetings in the absence of the Chair;
- Sets the Board agenda, in consultation with the Secretariat;
- Carries signing authority for financial and legal purposes, on behalf of the Board;
- **Attends the Inter-Agency Standing Committee (IASC) and other high-level meetings as requested by the General Assembly, Board, or Secretariat;**<sup>1</sup>
- Acts as the spokesperson or representative for external relations upon the specific request of the Board or Secretariat;
- Acts as the focal point for the Executive Director on the work of the Secretariat;
- Directly supervises and carries out an annual performance review of the Executive Director; and
- Fulfils the functions of the Board together with the other Board members, as delineated in the ICVA Statutes.

### **Requirements:**

- Demonstrated commitment to the work of the organisation;
- Experience and skills in board governance issues, including: oversight, policy, finance, programmes, personnel, and chairing;
- Experience and skills in representation; ability and willingness to travel regularly to Geneva and/or New York to represent ICVA and its membership;

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<sup>1</sup> *The Board discussed a proposal to change the representation role of the Chair, and for the following phrase to be changed "Represents ICVA at the head of agency level of the Inter-Agency Standing Committee (IASC) and other meetings as requested by the General Assembly, Board, or Secretariat" to "Attends the Inter-Agency Standing Committee (IASC) and other meetings as requested by the General Assembly, Board, or Secretariat". This is partly in support of greater representation of local and national NGOs at the UN IASC Principals through a reconfiguration of our representation at the IASC Principals. December 2023.*



- Availability for General Assembly and Board meetings and other meetings requiring the presence 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 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

***Term:***

The Chair is elected by the General Assembly and serves for a three-year term, or such other term as may be decided by the General Assembly.

***Time Commitment:***

- The regular schedule of Board meetings includes two in person meetings, normally in held in Geneva, and two online meetings in between the in-person meetings.
- To be available for the General Assembly (as of 2024 an annual meeting)
- The Chair may also be part of one of the Committees - so may need to be available more frequently.
- Regular calls with the Executive Director.
- To be available to attend IASC meetings.

***Remuneration:***

- Board members shall act on a pro bono basis.
- In certain circumstances, travel and accommodation expenses may be reimbursed.

***Resignation / Removal of the Chair:***

- The Chair may resign at any time by submitting a written declaration to the Board, specifying when the resignation shall take effect.
- If the Chair position becomes vacant, Board members will select from among the other Board members a person who will fill the Chair position.
- Board members may be removed by the General Assembly for just cause.

***Review:***

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