



ICVA VICE-CHAIR Role description

Adopted at the 133rd Meeting of the ICVA Executive Committee, 5-6 April 2006. Revised at the 135th 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, Revised at the 20-22 November 2023 Board meeting.

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. 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, 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 the ICVA Statutes;
- In the absence of the Chair, the Vice-Chair assumes the responsibilities of the Chair.

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 General Assemblies 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;
- 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.

Term:

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



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 Vice- Chair will also be part of one of the committees, therefore, will need to be available for those meetings.

Remuneration:

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

Resignation / Removal:

- The Vice-Chair may resign at any time by submitting a written declaration to the Chair specifying when the resignation shall take effect.
- If the Vice-Chair position becomes vacant, Board members will elect from among the other Board members a person to fill the Vice-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 Vice-Chair's role description, in consultation with the Secretariat.