



ICVA 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
Revised 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 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.

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 ;
- 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;
- 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;
- 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 Article XIII of the ICVA Statutes.

Term:

The Chair is elected by the General Assembly 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;



- experience and skills in representation;
- ability and willingness to travel regularly to Geneva and/or New York to represent ICVA and its membership;
- 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

Review:

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