



ICVA Board Member Role Description

Adopted at the 135th Meeting of the ICVA Executive Committee, 29-30 March 2007

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 ICVA.

The Board fulfils the functions entrusted to it, which are elaborated in Article XIII of ICVA Statutes.

Main Responsibilities:

The Board's role is to ensure that ICVA stays true to its mission and to provide approval of policy, strategy, and the annual budget of ICVA, as well as to monitor implementation of ICVA's Strategic and Annual Plans. Its functions are:

- a) to establish any necessary by-laws in accordance with the Statutes;
 - b) to elect a Vice-Chair and Treasurer ;
 - c) to review and decide upon applications for membership in ICVA;
 - d) to appoint, evaluate, and determine the duties of the Executive Director of the Secretariat; to review the staffing situation of the Secretariat in line with the annual budget; to oversee the development and implementation of the Strategic Plan; and to monitor the on-going work of the Secretariat;
 - e) to approve an annual ICVA budget and exercise control thereof, as well as to receive contributions and donations, and raise funds from such sources as it deems appropriate;
 - f) to establish a committee on finance and administration to review all matters pertaining to financial resources, financial management, and administration and ensure that the committee's terms of reference are reviewed and fulfilled on a regular basis;
 - g) to establish terms of reference, composition, and time limits for any other necessary committees, working groups or task forces;
 - h) to suspend or terminate agencies from membership for non-payment of fees or dues or for other good and sufficient reason, as established by the Board;
 - i) to approve formal strategic partnerships and maintain relations with national or international bodies, including, but not limited to, global or regional NGO networks;
 - j) to ensure preparation for the meetings of the General Assembly, including the establishment of a nominations committee for the purpose of preparing the election by the General Assembly of the Board and to prepare a draft of the multi-year Strategic Plan for the General Assembly to adopt;
 - k) to adopt appropriate policies that are in line with the strategy adopted by the General Assembly ; and
 - l) to appoint one board member to assume the specific responsibility to act as the focal point for members of staff from the ICVA Secretariat on human resources related issues.
- prepare for and participate in the discussions and the deliberations of the Board. The regular schedule of meetings includes two meetings in person in the Spring and Fall (normally held in Geneva) and two conference calls in-between the the two board meetings in person.
 - respond to requests for input and feedback from the Secretariat;
 - serve on Board committees;
 - represent ICVA at meetings at the specific request of the Chair or Secretariat;



Term:

The Board serves for a three-year term.

Requirements:

- demonstrated commitment to the work of the organisation;
- availability for General Assembly and Board meetings;
- availability for the Executive Director and Secretariat as much as possible;
- refrain from actions that may lead to any conflict of interest.

Duty travel will normally only be undertaken on behalf of a Board Member'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 role descriptions of the Chair, Vice-Chair, and Treasurer, in consultation with the Secretariat.



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.



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

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.



TREASURER 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 Financial and Administration Committee 21 November 2017
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 the organisation.

The elected Treasurer is an officer of the ICVA Board. The Treasurer carries responsibility for maintaining the integrity of the financial and overall administrative management of ICVA, in consultation with the Chair and the Board.

This document sets out the responsibilities of the Treasurer by reference to:

- Advising the ICVA Board on specific financial risk management.
- The terms of reference of the Financial and Administrative Committee of which the Treasurer is the chairperson.

Main Responsibilities:

The Treasurer is the focal point for discharging the Board responsibility to supervise the financial situation of the organisation.

- Monitors and acts on issues, together with the Board, that may affect the financial and administrative integrity of ICVA, in consultation with the Chair, and Executive Director ;
- With the assistance of the Executive Director:
 - Submit ICVA financial statements and ICVA budget of the next year, to the approval of the Board;
 - Submit ICVA accounts to the General Assembly
- Calls meetings of, and chairs, the Finance and Administration committee, which is a committee of the Board;
- Liaises, when relevant, with the auditor;
- Carries signing authority for financial and legal purposes, on behalf of the Board;
- Fulfils the functions of the Board, together with the other Board members, as delineated in Article XII of the ICVA Statutes;
- Supports the Board in reviewing the pertinence of financial and fund-raising strategy ; and
- Provides oversight and advice on development and implementation of internal ICVA financial policies, and impact of matters raised at the Board.

Term:

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

Requirements:

- demonstrated commitment to aim mission and values of ICVA;
- experience of preparing and/ or auditing financial statements;



- ability to communicate financial matters to a non-financial audience;
- technical accounting knowledge;
- availability for General Assembly (one every 3 years) and Board meetings, and other meetings requiring the presence of the Treasurer;
- availability for the Executive Director on request;
- refrain from actions that may lead to any conflict of interest.

Duty travel will normally only be undertaken on behalf of the Treasurer's own agency. While promoting ICVA membership should be standard practice, representation for ICVA will only be undertaken at the request of, and/or in coordination with, the ICVA Secretariat.

Review:

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