

Supporting Information for Vice President (for Development Committee)

With this document, the Council intends to provide supporting information for representatives of ICSSPE members who consider running for the position of ICSSPE Vice President (Development Committee). These are aligned with the ICSSPE Statutes and Bylaws.

Responsibilities

- The Vice President (Development Committee) contributes to the Executive Board and to the Development Committee.
- The Vice President provides overall leadership and oversight for the work of the Development Committee.
- The Vice President shall be elected by the General Assembly for a four-year period.

Nature and Scope of Work

- Ensures strong lines of communication, that expectations regarding roles and responsibilities are clear, solid ideas are cultivated and explored, and that a high level of engagement and satisfaction are present among the committee members.
- Leads on the development and implementation of programmatic work related to initiatives / projects of the Council (i.e. Biennial Working Programme) that is grounded in research and aligns with the organisation's strategic direction.
- Establishes clear connections and relevance to ICSSPE's policy and education work in the overall plans and goals established by the General Assembly.
- Sets agendas for Development Committee meetings in collaboration with the Executive Office.
- Evaluates and provides feedback on proposals for activities including projects, publications, online events, seminars, and conferences to those who submit.
- Provides feedback to Executive Board and ICSSPE membership at the General Assembly.
- The overall strategy will include indicators and evaluation of initiatives to measure progress that the Vice President shall be responsible for.
- Acts as a link between the Development Committee and Executive Board which ensures that all activities are in line with values and the mission of the organisation and meet the requirements of the budget.

Qualifications, Experience, and Competencies

- Degree(s) in higher education that is (are) relevant to the mission of ICSSPE.
- Five or more years of demonstrated experience and involvement in research, education, or policy making in the areas relevant to the mission of ICSSPE.

- Proven experience in a leadership position of a national or international organization or of an academic institution related to the mission of ICSSPE.
- Excellent communication skills in English and bespoke stakeholder management expertise.
- Enjoy working in a positive team environment to meet the goals of the organization.
- Demonstrate the capability to effectively respond to the evolving needs of a dynamic international organization in the 21st century, in alignment with the ICSSPE mission.
- Ability to work effectively across cultural, linguistic, and geographical boundaries.

General Operating Expectations

- Based upon the requirement outlined in ICSSPE's Statutes and Bylaws, the Executive Board and the Development Committee agree on operational methodologies.
- The current Board has agreed on virtual bi-monthly meetings for up to two hours in addition to the annual in-person meetings stipulated.
- The Development Committee currently meets virtually every two months.
- Working group meetings are held in between.
- Access to the internet and necessary technology and ability to use.