

## **Supporting Document for Vice President (for Executive Board)**

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. These are aligned with the ICSSPE Statutes and Bylaws.

### **Responsibilities**

- The Vice President, as a member of the Board of Directors, contributes to the Executive Board while also fulfilling the responsibilities of the position.
- The Vice President shall lead strategic planning and decision making while maintaining oversight of the key objectives (e.g. organizational and membership develop) for the organization.
- Together with the President, he or she shall oversee the professional conduct of the organization in accordance with the values of the Council.
- The Vice President shall be elected by the General Assembly for a four-year period.

### **Nature and Scope of Work**

- Leads stakeholder management and development (membership, donors, funders, institutions, NGOs, politics), ensuring effective communication, exploring collaboration and funding opportunities, initiating projects, defining roles and responsibilities, and maintaining high engagement to retain satisfaction with all relevant stakeholders.
- Provides overall leadership for the evaluation and further development of ICSSPE's strategic direction and implementation.
- Works with the Vice President for the Development Committee to ensure that ICSSPE developed and led projects align with the council's strategic direction.
- Sets agendas for working groups in collaboration with the Executive Director.
- Provide feedback to the Executive Board and ICSSPE membership at the General Assembly.
- Act as a link between working groups and the Executive Board, ensuring that all activities are in line with the mission of the organization 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 proven experience in a strategic leadership position of a national or international (sport) organization or of an academic institution related to the mission of ICSSPE.
- Proven extensive network and significant experience in (non-profit) management, development and advocacy 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 requirements outlined in ICSSPE's statutes and bylaws, the Executive Board jointly agrees on an operational methodology.
- The current Board has agreed on virtual bi-monthly meetings for up to two hours in addition to the annual in-person meetings stipulated.
- Working group meetings are held in between.
- Access to the internet and good command of current technology (Smartphone / Laptop).