ICCA Executive Board Roles

# Individuals chosen to serve on the ICCA Executive Board will have a three-year rotational service, serving one year as vice-chair, one year as chair and one year as past-chair, bringing in a new vice-chair every year as the past-chair rotates out. Executive board members are a resource to and serve as a governing body to ensure local, state and provincial CCA Boards maintain uniformity of policies and programs while allowing boards to run and operate as they determine best fits their needs.

# Chair

Primary responsibilities include:

* Leads ICCA and executive board meetings (virtual and in person)
* Plans meeting agendas and ensures calendar notifications and agendas are distributed
* Communicates with the certification director on a regular basis
* Works to recruit nominees for the vice-chair role
* Manages voting for awards and scholarships
* Represents the ICCA executive board in internal and external functions

# Vice-Chair

Primary responsibilities include:

* Runs ICCA board and executive board meetings if chair is unavailable
* Serves as the budget and finance committee chair
* Schedules executive board and ICCA board meetings for the year in which they will be chair
* Leads task forces and other activities as asked by the chair or certification director
* Represents the ICCA executive board in internal and external functions

# Past-Chair

Primary responsibilities include:

* Serve as a mentor and resource to the current chair and vice-chair
* Leads scholarship and award nomination and recognition efforts
* Serves as the nominations chair for electing new executive committee members
* Leads task forces and other activities as requested by the chair or certification director
* Represents the ICCA executive board in internal and external functions