



Congress Chair – role and scope of work

The Congress Chair has an important strategic role to play in representing the vision for IIC and by providing leadership, continuity, and participation in long-range planning for biennial IIC Congresses. The Congress Chair will need to work closely with the:

- Executive Director
- Chair of the Local Organising Committee
- Chair of the Technical Committee
- Chair of Publications
- Chair of the Student Poster Committee
- Chair of the Awards and Grants Committee
- Chair of the Finance Committee
- Chair of Communications

Key responsibilities of the Congress Chair on Council are to update Council members on progress of Congress activities, coordinate the planning and delivery of IIC congresses to ensure that all the different workstrands are on track, to liaise with the Executive Director, Chair of Local Organising Committee and Chair of Finance Committee on budget matters, to participate in marketing, communication and engagement efforts including with major funders, and to represent the Congress to other organisations and wider audiences as needed.

Qualities and Skills Required

- Excellent leadership skills
- Comfort with navigating change and unforeseen circumstances that impact the conference planning cycle
- Understanding of the roles/responsibilities of the various committees
- Ability to work with committee chairs to develop relevant topics and technical focus for content that contribute to advancing the profession
- Good communication and interpersonal skills
- Good knowledge of hybrid formats
- Commitment to delivering on IIC's sustainability agenda
- Ability to ensure decisions are taken in a timely manner and followed-up
- Tact and diplomacy

Time Commitment: Able to make an initial 3-year commitment on Council and to be prepared for a further three year term, subject to successful performance and re-election. Attendance at Council meetings, AGMs and EGMs is required and to lead quarterly Congress Management meetings with Committee Chairs during the first year of congress planning, moving to bi-monthly in the final 12 months and then to shorter more frequent, highly focused meetings in the 2 months prior to the Congress event.