



## Chair of Fellowships– role and scope of work

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Responsibilities as chair include making sure that the Fellowship progresses towards fulfilling its strategic goal to grow a strong and inclusive network internationally, and by determining its ongoing objectives through the 'Path to Fellowship' initiative, to extend the reach and profile of Fellowship globally within underrepresented regions. The Chair will lead the committee in reviewing nominations, presenting nominations for Fellowship to IIC Council, supervising the ballot and supporting key communications and attending Fellowship meetings as appropriate.

The Chair must be an IIC Fellow in good standing, aware of IIC's purpose, core activities, operations and functions.

The membership of the Fellowship Committee must reflect the technical and geographical diversity of IIC membership.

The Chair will also need to work closely with the:

- Executive Director
- President and Secretary General
- Treasurer and Chair of Finance Committee
- Chair of Regional Groups Committee
- Chair of Communications

### **Qualities and Skills Required**

- Excellent leadership skills
- Have a well-respected international reputation in the profession
- Ability to work with committee members to proactively support and develop initiatives that will grow a strong, inclusive and diverse IIC Fellowship
- Good communication and interpersonal skills
- Commitment to delivering on IIC's sustainability, access, and inclusion agenda
- Ability to ensure decisions are taken in a timely manner and are followed-up
- Tact and diplomacy

**Time Commitment:** Able to make an initial 3-year commitment on Council and to be prepared for a further 3-year term subject to successful performance and re-election. Attendance at 3 x Council meetings, the Annual General Meetings, any Extraordinary General Meetings (EGMs), and the annual Fellowship meeting where online attendance is possible, and to convene and chair three committee meetings per year to review nominations, as appropriate online.