



IPCAA Executive Group Job Description

Job title: President

Responsible to: IPCAA Council

Primary role:

To lead and motivate IPCAA members, its Council and support staff.

Specific assigned tasks:

1. To initiate and direct business and strategic planning
2. To provide strategic leadership for the Association, including chairing of all Council Meetings and General Assemblies
3. To establish, maintain and reinforce appropriate relationships with relevant and important external and internal stakeholders, and to promote the IPCAA image to third parties
4. To identify and recruit new member companies
5. To ensure that appropriate IPCAA publications (e.g. guidelines, newsletter etc) are regularly published/updated
6. To secure adequate succession planning for Executive Group and IPCAA Council

General responsibility:

1. Together with the other members of the Executive Group, to be proactive in promoting IPCAA and its aims and objectives, and act in the official capacity of an IPCAA representative when required.
2. To manage meetings and teleconferences of the Executive Group