



## **IPCAA Executive Group Job Description**

**Job title:** Vice President

**Responsible to:** President

**Primary role:**

To deputise for the President and assume all associated responsibilities, in the event that the President is prevented, or becomes incapable of performing his/her duties.

**Specific assigned tasks:**

1. To fully support the President in strategic leadership of the Association, including co-chairing all Council Meetings and General Assemblies
2. To actively support development of business and strategic planning
3. To establish, maintain and reinforce appropriate relationships with relevant and important external and internal stakeholders and promote the IPCAA image to third parties
4. To promote high value educational and advisory activities for IPCAA members
5. To monitor possible demand for educational and advisory activities for external stakeholders and manage appropriate responses
6. Provide active support to and participation in a minimum of one task force

**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 participate in meetings and teleconferences of the Executive Group