



**IABC Victoria**  
**Vice President**  
**Position Description**  
**2024**

**Position Title:** Vice President

**About IABC Victoria:**

Victoria is the ultimate professional association for communicators in Victoria. As one of the largest chapters of the International Association of Business Communicators outside of North America, we provide members with professional development opportunities, local and global networking events and exclusive resources to stay ahead of the curve in the dynamic world of communication.

**Position Summary:**

IABC Victoria is seeking a motivated and experienced individual to serve as the Vice President of the Board. As a key member of the Board, the Vice President plays a central role in guiding the organisation's strategic direction and working collaboratively with other Board members to achieve its mission and goals. This position carries a three-year commitment, with the individual serving as Vice President in the first year, President in the second year, and Immediate Past President in the third year.

**Key Responsibilities:**

- **Fiduciary responsibilities:** ensure the sound management of IABC Victoria's financial resources, uphold the highest standards of financial integrity and safeguard the interests of IABC Victoria and its stakeholders.
- **Board leadership:** Collaborate closely with the President and other Board members to shape the strategic vision and direction of IABC Victoria. Assist in developing and executing initiatives that advance the organisation's objectives.
- **Strategic projects and partnerships:** Identify opportunities for strategic projects and improvements outside the scope of day-to-day operations. Lead these projects in consultation with the relevant portfolio Chair to drive meaningful results.
- **Board engagement and support:** Maintain a comprehensive understanding of Board activities, staying informed about various portfolios. Proactively seek opportunities to support and collaborate with board members, enhancing the success of key initiatives.
- **Demonstrate commitment to excellence:** Foster a culture of continuous improvement, seeking opportunities to enhance the quality and impact of IABC Victoria.
- **Advocacy and outreach:** Represent IABC Victoria in the broader Victorian communication community and promote the organisation's interests and initiatives to external stakeholders.
- **Relationship management:** Foster critical relationships, particularly with corporate members and corporate partners, to enhance the organisation's reach and impact. Accompany, or substitute for the President, at key meetings or events, to effectively represent IABC Victoria.



- **Board Committee:** Participate in the nominating committee responsible for selecting incoming Board members. Ensure a transparent and inclusive selection process that aligns with IABC Victoria's values and objectives.
- **Assisting with the Bronze Quills and Oration:** Collaborate with the Events Chairs and Board to provide support in the planning and execution of the Bronze Quills and Oration, contributing to its success and ensuring excellence.
- **Board meetings:** Participate actively in board meetings, contribute to discussions, and help make strategic decisions. Serve as the Acting President in the absence of the President.
- **Administration**
  - Lead volunteers as required, collaborate with the rest of the Board to mutually deliver Key Responsibilities, deliver handover with successor.
  - Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction.
  - Adhere to IABC's Code of Ethics, and the Consumer Affairs Victoria Association's Incorporation Reform Act 2023 'Rules for IABC Victoria'.

#### **Skills and qualifications:**

- Strong strategic thinking and decision-making abilities.
- Excellent communication and interpersonal skills.
- A solid understanding of the communication profession and the local landscape.
- Membership in IABC or a similar professional association is a plus.

Note: IABC membership is required to be a Board member. A person is eligible for IABC membership if they are:

- a) A professional communicator
- b) An academic in a communication discipline, or
- c) A student of a communications discipline at a tertiary institution as determined by the IABC,

and they support the purposes of the Association.

#### **Time Commitment:**

- 1 x monthly 2-hour face-to-face board meeting
- 1 x 1-hour fortnightly Work-In-Progress meeting
- Attendance at a minimum of 3 in-person IABC Victoria events over the year
- Delivery of Key Responsibilities (~ 4 hours per week).

**Note:** This position description is intended to describe the general nature and level of work expected of the Vice President.

#### **How to Apply:**

To apply, please complete the nomination form explaining your qualifications and your interest in the Vice President position, and send this along with your CV to [president@iabcvic.com.au](mailto:president@iabcvic.com.au) AND [vicepresident@iabcvic.com.au](mailto:vicepresident@iabcvic.com.au).

IABC Victoria is an equal opportunity organisation. We encourage applications from individuals of all backgrounds and experiences.