



## **IABC Victoria**

### **Immediate Past President**

#### **Position Description**

**2024**

**Position Title:** Immediate Past 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:**

The Immediate Past President (IPP) plays a critical part in providing continuity, mentorship and institutional knowledge to the organisation. Having started their three-year term as Vice President, the IPP brings a wealth of experience and historical knowledge to the role. The IPP contributes to the continued success of IABC Victoria by offering insights and guidance while supporting the current leadership team.

#### **Key responsibilities of the role:**

- **Mentorship and continuity:** Provide mentorship and support to the current President and Board members, drawing on experience and historical knowledge to ensure a smooth transition of leadership and continuity of the organisation's mission and strategic goals.
- **Board advisory:** Serve as an advisor to the Board, offering insights and perspectives that contribute to informed decision-making. Actively participate in board meetings and discussions, lending expertise to shape the organisation's future direction.
- **International liaison:** Stay informed about developments from IABC Global and provide insights and updates of relevance to the Board.
- **Succession planning:** Collaborate in the development and implementation of leadership succession plans, identifying and nurturing future leaders within the organisation and ensuring a strong pipeline of leadership talent.
- **Nominating Board Committee Chair:** Serve as the chairperson for 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.
- **Chapter representation:** Where feasible, act as a representative of IABC Victoria at regional, national or international IABC events or initiatives, sharing the local chapter's successes and best practices with a broader audience.
- **Continuing education:** Stay informed about current trends and developments in the communication field, sharing relevant insights and knowledge with the Board and members.

#### **Shared 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.
- **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.
- **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
- Attend a minimum of 3 IABC Victoria in-person events in the year, representing the brand professionally while advancing the chapter's strategic direction.
- 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 Immediate Past President.

**How to Apply:**

IABC Victoria's leadership roles follow a structured progression, with the vacancy of Immediate Past President typically filled by the outgoing President.

To express your interest in a leadership role, please apply for the role of Vice President by completing 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.