



## **IABC Victoria**

### **President**

#### **Position Description**

**2024**

**Position Title:** 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 President is central to shaping our strategic direction, guiding the board and achieving IABC Victoria's mission. Demonstrating innovative leadership, they drive change, foster collaboration, and advocate for the communication profession, propelling IABC Victoria to new heights. This role supports professional development, builds key relationships and represents the Chapter globally, offering the chance to inspire and contribute to our profession's growth in Victoria.

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

- **Strategic leadership**
  - Provide visionary leadership and set the strategic direction for IABC Victoria, aligning organisational objectives with the evolving needs of the profession.
  - Provide guidance, resources and mentorship to portfolio Chairs, to support them to achieve excellence in their respective portfolios.
- **Chairing Board meetings:**
  - Lead Board meetings, ensuring they are efficiently conducted, objectives are met and decisions are made in alignment with IABC Victoria's strategic goals.
  - Foster a collaborative and productive board environment, facilitating open discussions and ensuring that all voices are heard.
- **Advocacy and outreach:**
  - Where feasible, act as a representative of IABC Victoria at regional, national or international IABC events and initiatives.
  - Represent IABC Victoria in the broader community and advocate for the importance of effective communication and for the value of 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.

#### **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.



- **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 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 accurately and effectively.
  - 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:**

- Proven leadership experience in a professional association, non-profit, or a related organisation is highly desirable.
- Strong strategic thinking, 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 President typically filled by the outgoing Vice President. To express your interest in a leadership role, please apply for the role of Vice President.

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.