

ROLES AND DUTIES for ICOM-CC Directory Board members

GENERAL OBLIGATIONS

Individuals running for election to the Directory Board must:

- Be an individual voting member of ICOM-CC in good standing when candidacy is submitted and remain in good standing throughout the triennium.
- Be able to dedicate the necessary time to contribute to the work required.
- Be able to raise resources to attend Directory Board in-person meetings.
- Not have functions, personal affiliations or roles causing conflict of interest, as per the ICOM-CC conflict of interest statement, in serving ICOM-CC
- Comply with the ICOM Rules and Regulations Art. 9 laid out in the Elected and Nominated Member's Charter (below).

Article 9 - ELECTED AND NOMINATED MEMBERS CHARTER

An elected Member's Charter is signed by each candidate standing for election or each Member appointed to a sit on a commission or in a Committee.

The Charter sets forth the principles that each elected Member or candidate agrees to abide by, in particular:

- *Respect for ICOM's ethical principles and the commitment to serve its interests;*
- *The safeguarding of confidentiality in particular with respect to discussions and documents;**
- *The duty of loyalty, any Member of one of ICOM's governing bodies must uphold and comply with the decisions made within that body;*
- *The obligation to exercise restraint, elected Members or Members of Committees must not use their position for self-interest;*
- *The use of ICOM resources is prohibited outside his or her functions.*

Any breach or failure to abide by these principles may result in disciplinary action.

**includes compliance with GDPR regulations and policy (European Privacy regulations) as outlined by ICOM / ICOM-CC.*

General duties of all ICOM-CC Directory Board members are to:

- Work on Special Projects as requested
- Plan the ICOM-CC session for the ICOM General Conference
- Attend at the ICOM General Conference
- Plan of the ICOM-CC Triennial Conference
- Attend at the ICOM-CC Triennial Conference
- Participate in the Getty Foundation Travel Grant Selection Committee as requested.
- Collect, write and edit contributions for OnBoard newsletter for distribution two times annually (shortly after board meetings)
- Participate by providing content in the On Board newsletter for distribution two times annually.

Specific duties of ICOM-CC Directory Board officers are to:

CHAIR*

- Be responsible for the running and administration of the Committee and ensures that this is carried out in accordance with the aims of the Committee and ICOM overall guidelines, rules and regulations.
- Sign agreements and other legal documents on behalf of the Committee in agreement with “Delegation of Authority” from the ICOM President.
- Supervise the progress and content of any project initiated by the Committee.
- Oversee finances and approves payments in collaboration with the Treasurer.
- Oversee the Strategic Plan progress.
- Manage the negotiation and collaboration between ICOM-CC and NOC for the 2026 Triennial Conference.
- Plan and moderate the Directory Board meetings in collaboration with the local host Board member for the meeting and the ICOM-CC secretary.
- Write the Annual Report to ICOM, based on input from Secretary, Treasurer and Directory Board–Coordinator for Working Groups Liaison and Working Group Annual reports.
- Oversee of communication and collaboration with sustainable partners and other organisations or individuals pertinent to the Committee.
- Participate in the annual ICOM Advisory Board meeting in Paris (beginning of June) and the ICOM General Conference.
- Participate in online meetings organized by the ICOM Secretariat, and if unable to attend deputises a Vice Chair or other Directory Board member to attend specific meetings.
- Liaise with the ICOM Spokesperson for International Committees on matters relevance to governance of an International Committee.
- Liaise with the ICOM Secretariat representative for International Committees.
- Communicate with the ICOM President and Director General on relevant matters concerning the Committee and ICOM.
- Prepare the Committee’s participation in the General Conference meetings and liaises with the representative of the host venue.
- Contribute to the On Board newsletter with a Report from the Chair (published twice annually).
- Raise upcoming issues with Directory Board members for information or discussions.
- Participate in the Preprints Selection Committee for contributions to the ICOM-CC Triennial Conference.
- Be responsible for oversight of ICOM-CC Secretariat and manager for the Secretary.

* This role within the Directory Board is key to the good functioning of the Committee and requires a person with appropriate management and communication skills. Time should be allocated on a weekly basis to fulfil these duties and responsibilities.

VICE CHAIRS (2)

The Board may decide to assign special tasks, such as writing Special Project Applications to ICOM (SAREC) and other applications for funding or support.

- Work closely with the Chair, giving advice, opinions and helping in administrative and strategic issues.
- Assist with compiling and reviewing annual reports and reports pertaining to Special Projects.
- Represent ICOM-CC in meetings and events when the Chair is prevented from attending.
- May be requested by the Directory Board/Chair to participate in the planning and negotiations with the NOC for the Triennial Conference.

- May participate in the Preprints Selection Committee for contributions to the ICOM-CC Triennial Conference.
- May take a principal role in devising the ICOM-CC Strategic Plan and keeping track and update the Strategic Plan and report status at Directory Board meetings (dedicated to one of the Vice Chairs).
- Participate in ICOM-CC FUND meetings with the ICOM-CC Chair

TREASURER

- Initiates, manages and records money flows into and from the ICOM-CC bank account.
- Prepares the triennial and annual budgets.
- Maintains finances and budgets and reports to Chair and Directory Board before every board meeting.
- Prepares the annual financial report to ICOM and forwards to Chair for inclusion in the ICOM Annual report by end of each December.
- Track any planned expenditures, apart from the monthly agreed expenditures (Secretary Honorarium, MailChimp, Google G Suite).
- Tracks any planned expenditure for Special Projects.
- Participates in the meetings with the ICOM-CC FUND.

DIRECTORY BOARD-COORDINATOR LIAISON (DB-CO LIAISON)*

- Is a conduit for information flow and contact point between the Directory Board and the Working Group Coordinators.
- Brings issues to the Directory Board of concern to the Coordinators.
- Manages, collates and follows up on the Working Group programmes at the beginning of each triennium and leads the Directory Board approval process.
- Follows up on Working Group activities, encourages and provides guidance in using the Manual for Coordinators and its templates.
- Maintains Working Group activity calendar.
- Collates information from all Working Groups for use in reports, projects or other initiatives where information on Working Group activities and concerns are required.
- Tracks Working Group interim meeting publication status.
- Solicits and reviews annual Working Group Activity Reports and Triennial Activity Report for the publication in Preprints.
- Solicits and reviews annual Newsletters from the Working Groups
- Participates in the Preprints Selection Committee for contributions to the ICOM-CC Triennial Conference.
- Works with the Coordinators in preparing the Working Group session programme for the ICOM-CC Triennial Conference.

* This role within the Directory Board is key to the good functioning of the Committee's Working Groups and requires a person with appropriate management and communication skills. Time should be allocated on a monthly basis to fulfil these duties and responsibilities.