

ICA PRESIDENT - DUTIES

Excerpt from the ICA Constitution - 2021

5. Elected Office-Holders and their Powers

5.1. *Powers and Terms*

- 5.1.1. The President is the senior elected office-holder of the organisation; he is elected by voting members of ICA.
- 5.1.2. There shall be two Vice-Presidents, for Finance and for the Programme, who shall be elected in the same way.
- 5.1.3. All three office-holders shall have a mandate of four (4) years that shall be staggered. They may seek one renewal of their mandate, for a further four (4) years. Elections should be spread out in order to avoid a vacancy.
- 5.1.4. The Vice-President Finance shall act as President in the event of the temporary vacancy of the President's post or incapacity of the President.
- 5.1.5. Failing this, this responsibility shall be given to the Vice-President Programme.
- 5.1.6. The Elected Officers have general responsibility for strategic decisions between meetings of the Executive Board and the General Assembly.

5.2. *President - Role and Responsibilities*

- 5.2.1. The President is the organisation's leader. Working in close consultation with the two elected Vice-Presidents and the Executive Director, (s)he gives the organisation's strategic direction and oversees the proper governance of the organisation in accordance with the decisions taken by the General Assembly as the sovereign body of the organisation. Acting in the name and on behalf of the Executive Board, the President has the following duties:
 - 5.2.1.1. representing ICA in all civil matters, and having full authority to make commitments on its behalf, consistent with ICA policies, Internal Regulations and decisions of the General Assembly;
 - 5.2.1.2. representing ICA in court. S(he) may be replaced only by a representative acting in accordance with a special power of attorney or delegation;
 - 5.2.1.3. bringing, on his/her own initiative, any lawsuits to defend the interests of ICA, permitting any transactions, and bringing any claims;
 - 5.2.1.4. proposing Internal Regulations for ICA, drafted by the Executive Director, for approval by the Executive Board.

- 5.2.1.5. ensuring that the proper material and administrative operation of the organisation is carried out by the Executive Director under his/her direction. In particular, (s)he shall ensure that minutes of the meetings of the Executive Board and the General Assemblies are prepared. (S)he shall keep, or have kept under his/her control, the registers of the organisation, including the minutes of meetings and the constitution and internal regulations. (S)he shall make, or have made under his/her control, the declarations to the Prefecture, and the publications in the French Official Gazette, in accordance with legal and regulatory provisions.
- 5.2.1.6. presenting the President's report on the activities of ICA to the General Assembly;
- 5.2.1.7. chairing the General Assembly, the Executive Board, the Congress and the Biennial Conference of ICA
- 5.2.1.8. convening meetings, virtual or physical, of the elected Vice-Presidents (Finance, Programme), the Executive Director and other office-holders as appropriate, in order to ensure the smooth operation of the organisation. This group will also be collectively responsible for the implementation of adequate working conditions for the organisation's salaried staff.
- 5.2.1.9. For the performance of the mandate, the President may delegate in writing, his/her authorities and signature to a Vice-President or the Executive Director, and may terminate, in writing, the said delegations of power at any time.
- 5.2.1.10. Any action or commitment exceeding the scope of the powers defined above must be authorised in advance by the Executive Board, or by the Internal Regulations, and must be consistent with the Constitution.
- 5.2.1.11. The President of ICA may be authorised by the Executive Board to appoint persons to perform specific assignments or tasks. (S)he may freely terminate their appointment at any time.