

ICARA Board Opportunities 2021-2023



The ICARA Board is up for election and elections will take place on 8th November 2021 at our General Assembly. According to our by-laws the board consists of the following positions:

- President
- Immediate Past President
- Vice-President (who is president-elect)
- Secretary
- Treasurer
- Up to 5 ordinary board members

The term of office for the board is two years,

From the election date, the current president, Prof. Niamh Fitzgerald, will move into the role of Immediate Past President, and the current Vice President, Matej Kosir, will move into the role of President. The other roles above are up for election. All of the roles offer an opportunity for someone to build their international research networks. Each role is described further below.

ICARA Vice-President/President Role Description

ICARA elects a Vice-President who serves for two years as President Elect before taking on the role of President. The Vice-President's role is to assist the current President, and to lead on member communications and recruitment – including regular email updates.

The position of ICARA President is a prestigious position, ideal for an ATOD researcher who believes in the value of collaboration between researchers within and between countries and disciplines. The ICARA President:

- Represents ICARA externally to our members and partners
- Sets the strategic direction of ICARA
- Co-ordinates the work of the ICARA board including chairing regular board meetings
- Chairs the Annual Meeting of ICARA members.

The ICARA President has considerable flexibility in terms of how they want to shape the role including setting topics or initiatives on which ICARA will focus during their term of office. Time spent is variable but 3-4 hours a month on average.

ICARA Secretary

- This is an exciting role which provides opportunities for engaging with ICARA members

across the globe. The ICARA Secretary is responsible for:

- Arranging dates for board and annual general meetings
- Setting agendas for board and annual general meetings
- Managing the ICARA Twitter account
Communicating news updates to ICARA members via email
- Time spent: 3-4 hrs per month

ICARA Treasurer

The ICARA Treasurer is responsible for managing the finances of ICARA, and has typically been a colleague based in Finland, where we are incorporated. However, this may not be necessary going forward and we would welcome expressions of interest from other colleagues. The ICARA Treasurer is responsible for:
Overseeing all financial matters of ICARA
Monitoring membership fees

- Issuing invoices and tracking payment status
- Processing payments made on behalf of ICARA
- Liaising with funders and the bank.
- Advising the ICARA Board on ICARA's financial position
- Producing annual accounts and presenting them to the ICARA General Assembly
- Arranging for ICARA accounts to be audited

ICARA Board Member Role Description

Ordinary members of the board are elected to assist with the running of ICARA generally as well as having the opportunity to take on and lead specific projects on ICARA's behalf. For example, in 2021, Prof. Neo Morojele co-ordinated the ICARA Webinar series. Other activities have included helping to arrange ICARA workshops. An ordinary board member typically spend approximately 3-4 hours per month on ICARA activities.

- To attend Annual General Meetings and Extra General Meetings
- To assist the Office Bearers with ICARA activities, as requested
- To promote the activities of ICARA
- To identify and recommend potentially interested member organisations to join ICARA
- To represent ICARA at ATOD meetings where President and Vice President are absent