

Secretary of Council of the ICCA Consortium

(new position expected to be filled at the General Assembly 2019)

Terms of Reference

(26 June 2019)

The Council of the ICCA Consortium is the chief governing organ of our global association. The Secretary of the Council is an elected, voluntary position that plays a key role in ensuring its functioning while providing inspiration and support to Councillors and fostering clarity in the Council's overall governance vision. The key functions of the Secretary of Council are as follows:

- **Representing** the Consortium and promoting its mission at all levels necessary and substituting for the President wherever she/he cannot be present.
- As **ex-officio member of the Executive Committee**, and in close collaboration with the President, Treasurer and Chairs of standing Committees of Council, **foreseeing, accompanying and supporting all major institutional developments and changes affecting the Consortium** (e.g., regarding strategy, leadership, fundraising, areas of operation, etc.).
- In close collaboration with the President, as Chair of Council, **ensuring the functioning of all governance processes of the Council**, including setting the agendas of the ExCo and Council meetings, proposing and clarifying the decisions of the ExCo and Council, disseminating decisions and minutes, following up on key commitments and timelines, and ensuring effective communication between the Council, Secretariat and membership at large.
- Engaging, if and as desired, as **member of any standing or ad-hoc Committees of Council and contributing to the initiatives of any Consortium Theme or Working Group**.
- Ensuring that all Council decisions are in line with the Consortium Statutes and Operational Guidelines, and that they respect the decisions of the General Assembly.
- **Convening the Consortium General Assemblies** in accordance with the Statutes, timely sharing their proposed agenda and overseeing their operations and the timely production and diffusion of minutes by the Secretariat.
- **Chairing interview panels** for key roles in the Secretariat.
- **Exercising signatory powers** for the financial and legal engagement of the Consortium, as necessary.

The Secretary of Council of the ICCA Consortium is elected by the General Assembly for a period of three years, renewable for a maximum of two times (i.e., for a maximum total of three terms). The position is honorary (unpaid).

Desirable Characteristics

The position of Secretary of Council needs to be filled by an individual with known concern about and commitment to ICCAs and the Consortium mission, vision and strategic approach. Ideally, the person is an active Honorary member and/or affiliated with an active Member of the Consortium. The position would greatly benefit from prior experience in the Council, in particular as Chair or active member of the Membership Committee or the Policy and Programme Committee, although this is not a requirement. The Secretary of Council may also volunteer to take on the position of Chair of one such Committee, but this is not a requirement either. In the tradition of the Consortium, indigenous peoples, community members and women are keenly encouraged to accept nominations. Knowledge of two or more of the working languages of the Consortium is particularly valuable.

Nomination and Election Process

Submission for the position of Secretary of Council can be made by a minimum of two existing Consortium Members in good standing and/or two members of the existing Council and/or a Member in good standing and a member of Council. The nominations must take place by formal communication to the Consortium's Programme Manager at least two weeks before the foreseen date of the General Assembly and shall be accompanied by a brief CV of the proposed individual (1500 characters, including spaces) stressing ICCA-related experience and commitment. Nominators are not disclosed.

The Members of the Consortium that endorse the nomination of an individual as Secretary of Council must also communicate the nominee's acceptance to serve on an honorary basis, exercise goodwill and due diligence and take into due consideration the advice of the Consortium Elders and other trusted advisors.

The Consortium Secretariat uploads the nominations in the Consortium website and diffuses them in the Consortium mailing list as soon as possible after receiving them.

The Secretary of Council position is elected by the General Assembly by consensus, which implies a thorough and open discussion of candidates both with them and in their presence, and without them being physically present. In cases when consensus proves impossible, the Council of Elders is invited to bring the Members to an agreement. Only in extreme situations, to eliminate a serious impasse in the work of the Consortium, the Secretary of Council can be elected by a simple majority of all Members in good standing voting at the General Assembly. In case of even votes, the chair of the General Assembly breaks the impasse.