

## **Appointment of volunteer roles for the Icon Conferences Committee Ordinary Member**

### **Introduction**

The Conferences Committee (CC) members of this committee take part on a voluntary basis, and their main responsibility is to carry out the duties noted in the CC Terms of Reference.

The purpose of the Conferences Committee (CC) is to:

- have a point of accountability for all Icon organizers
- have clearly defined responsibility for areas of delivery
- have quality assurance in content and delivery
- ensure all conferences make a small financial surplus or, at worst, break even
- have clear communication between Icon Staff, the Board of Trustees, Groups and any other stakeholders related to the organisation of a conference (i.e. external contractor)

The CC membership will represent the conservation specialisms that cover the areas of work included within Icon membership. A conference timetable will need to be produced, and deadlines would need to be set accordingly to ensure a smooth transition of personnel and the operation of the conference process.

### **Ordinary members**

A fixed term of three years, with the possibility of extending another two for a maximum of five years.

### **Role and general duties**

- To attend and contribute to the Conferences Committee meetings
- To declare any conflict of interest in relation to the conferences being planned.
- To identify the theme for The Icon Conference and plenary sessions in line with Icon's advocacy work
- To recruit and chair sub-committees as required e.g., local organising committee, technical committee, student poster committee.
- Review The Icon Conference programme and business plan with the CC prior to Board approval
- Communicate with sub-committees and Icon staff on the project delivery, including the marketing of the conference.
- Ensure the programme and timings meet the required aims of the conference theme
- Identify what legacy material needs to be produced
- Identify the funding opportunities for sponsorship and grant funding

### **Appointment of ordinary members**

Through an open selection process a call to Icon members will be made via Iconnect.

These members are invited to submit a proposal to be considered for the role. The proposal would need to address the specifications required for the role in a covering letter with a current CV.

The Nomination Committee set up to identify a CC Chair and Vice Chair would also be used to select the Ordinary committee members include:

- Chair of the CC
- CE of Icon
- Chair of PSD
- Head of Professional Development (HPD)

Selection would be made in order of priority and presented to Icon's Professional Standards and Development Committee (PSD) for final approval.

### Person specification for ordinary member of the Conferences Committee

	Essential	Desirable
<b>Knowledge</b>	<ul style="list-style-type: none"><li>• A good knowledge of Icon's training events programme</li><li>• A good understanding of CPD</li><li>• Understand Icon's purpose and strategic aims</li></ul>	<ul style="list-style-type: none"><li>• Fundraising/sponsorship</li><li>• Producing publications</li><li>• Have a breadth of knowledge outside own specialism</li></ul>
<b>Skills</b>	<ul style="list-style-type: none"><li>• Ability to communicate effectively both verbally and in writing</li><li>• Analytical skills, ability to manage information and provide feedback</li><li>• Attention to detail and efficiency</li><li>• Team player with good interpersonal skills</li><li>• Diplomacy</li></ul>	
<b>Experience</b>	<ul style="list-style-type: none"><li>• Leading a small team</li><li>• Able to demonstrate integrity</li><li>• Organising seminars, workshops, or conferences</li></ul>	

End

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