



IAEG VICE-PRESIDENT TERMS OF REFERENCE

These Terms of Reference describe in detail the role of IAEG Vice-President (VPs). The primary role of VPs is to represent the National and Regional Groups and coordinate activities within their Region. VPs are Officers of the IAEG and represent their region at the Executive Committee (ExCom). In addition, VPs should support the President, Secretary General and Treasurer by taking an active role in one or more of the ExCom management committees comprising Finance, Governance and Risk; Member Services; and Technical Oversight.

(1) Election and Term of Office

Vice-Presidents are elected by Council for a term of four years (Statute VI) and take office on the 1 January of the year after election. VPs are not immediately eligible for re-election after the expiry of their term.

(2) General code of conduct principles for a Vice-President and all members of the Executive Committee:

- To act with reasonable care and diligence.
- To act honestly and fairly in the best interests of the Association and for its purposes.
- Not to misuse their position or information they gain as a responsible person.
- To disclose conflicts of interest.
- To ensure that the financial affairs of the association are managed responsibly.
- Not to allow the Association to operate if it is insolvent.
- To act with integrity and transparency in decision-making and governance processes.
- To maintain confidentiality of sensitive information obtained in the course of their duties.
- To promote a respectful, inclusive and professional environment within the Association.
- To comply with applicable laws, regulations and internal policies of the Association.
- To uphold and promote the principles of Equity, Diversity and Inclusion (EDI) within all activities and governance structures of the Association.
- To adhere to and promote the IAEG Code of Conduct, ensuring ethical behaviour, professionalism and integrity across the Association.

(3) Specific responsibilities of a Vice-President under the Bylaws and Statutes

- Receive and compile regular reports from National Groups in their region (1.3d).
- Ensure the SG is notified of the Council voting representative of each National Group (1.3d).
- Act on behalf of either the President or Secretary General when either is absent from a Council meeting (2.3).
- If necessary (when President is absent for example), Chair the Executive Committee meeting when elected by other members of the ExCom (3.2).
- Share the responsibilities of the conduct of the Association (4.3.1).
- Represent the President and ExCom in their regions (4.3.1).
- Foster the aims of the Association in their region (4.3.2).

- Promote membership and new National Groups (4.3.2a).
- Support the National Groups in their region (4.3.2b).
- Encourage and support symposia and conferences in their region (4.3.2c).
- Endeavour to ensure national groups remain in good standing and vote at Council (4.3.2d).
- Take part in work of at least one Commission, Working Group or Committee (4.3.3).
- Ensure the nomination of a successor at least 6 months before the expiry of their term (4.3.5).
- Take part in the Steering Group of any Congress held in their region (6.2.2).
- Act as an ex-officio member of the organising committee of any Congress held in their region and liaise with the ExCom (6.2.3).
- Liaise with National Groups on the organisation of Regional Conferences (7.3.4).
- Chair meetings of NG delegates on to discuss matters of regional interest (7.3.6).
- Endeavour to provide oversight to Conferences held in their region (7.4).
- Invite winners of the Paul Marino Lecture award to present in their region (13.2).

(4) Governance principles of the Executive Committee

- The Executive Committee is responsible for the overall governance, management and strategic direction of the Association.
- The Executive Committee has ultimate accountability for all of IAEG's activities and performance.
- The Executive Committee is comprised of Vice Presidents who can only exercise their authority when acting as a collective.
Note: This could mean that Vice Presidents may still be held legally responsible for decisions of the Executive Committee, even though they may not have supported it individually.
- The Executive Committee must develop strategies to guide, monitor and control the Association's activities.
- The Executive Committee must make resources available to achieve the strategy and oversee their use.
- The Executive Committee must monitor the Association's performance.
- The Executive Committee must oversee processes to comply with legal and regulatory requirements.
- The Executive Committee acts collectively to provide governance and oversight of the Association.
- It is not practical for the Executive Committee to direct the day-to-day operations of the Association or to perform themselves the tasks necessary for the Association to achieve its goals. For this to happen, the Executive Committee must delegate some of its authority to working groups, committees or the Secretariat team (SG and Professional Secretarial Support) and the Treasurer.
- The President should oversee that the Executive Office works are properly organized in certain documents and/or presentation formats so they can be soundly presented to the Council members for voting (if needed).
- The President ensures that governance structures, committees and advisory bodies operate effectively in support of the Association's strategic direction.
- The President ensures the effective functioning and continuous improvement of the administrative structure of the Association, including coordination with National and Regional Groups and support mechanisms



(5) Time Commitment and International Engagement

This role will typically require a commitment of up to about 30 days per year, plus the time dedicated to the ExCom and Council meetings for this role.

(6) Financial Support and Resources

This is a volunteer role and as such there is no remuneration for the role of Vice-President. Expenses incurred in carrying out the role such as attending annual Council meetings are typically supported by the National / Regional Groups within the VPs region. Some expenses such as regional travel to support National Groups and attendance at mid-year ExCom meetings may be supported by the IAEG where this is approved in advance by the President.