



**Executive Committee**

March 27, 2007

**DUTIES AND RESPONSIBILITIES OF ICA OFFICERS**

Glossary

Specific terms used in this document (unless modified by context) shall be interpreted as follows:

- a) “ICA” and “Association” means the International Cartographic Association
- b) “The Statutes” and “The By-laws” refer to the current set of Statutes and By-laws, as ratified by the General Assembly of Delegates of the ICA held in Moscow, August 4 and 9, 2007.
- c) “member” can refer to either member nation or affiliate member (according to Article 3 of the Statutes), but requires to be clarified in context.
- d) “Executive Committee” refers to the Executive Committee of the Association (Articles 12-14).
- e) “Officers” are officers of the Association, as defined in Articles 12, 24 and 27 of the Statutes.

**1 PRESIDENT**

- 1.1 Shall preside (when present) over all regular and extraordinary General Assemblies, meetings of the Executive Committee, and, when appropriate, other activities of the Association (Article 12 of the Statutes). In the case of unavailability, the President may delegate to the First Vice-President the authority to perform presidential duties.
- 1.2 Is charged with the general management and supervision of the affairs and operations of the Association.
- 1.3 Shall assign duties to other members of the Executive Committee when needed.
- 1.4 Shall, with the Secretary General and Treasurer, or another officer appointed by the Executive Committee, sign all official ICA documents.
- 1.5 Shall present a written and oral report to the General Assembly at the end of the 4-year term of office.
- 1.6 Shall determine the domicile of the Association (Article 15).
- 1.7 Shall invite to ICA events suitable additional persons, as observers or guests, including persons who are not from a member nation of the ICA.
- 1.8 Shall be an additional, ex officio member of the Publications Committee
- 1.9 Shall appoint a Committee for the Selection of Award Recipients after each General Assembly to serve until the next General Assembly.
- 1.10 Can call a meeting of the Executive Committee at any time deemed to be necessary.

**2 SECRETARY-GENERAL and TREASURER**

- 2.1 Is responsible for the administration and general operation of the Association.
- 2.2 Shall keep full and accurate accounts of all receipts and disbursements of the Association, and shall deposit all monies and other valuable effects in the name and to the credit of the Association in banks as deemed to be appropriate by the Executive Committee.
- 2.3 Must submit to the auditors, in good time, all necessary documents to enable them to provide to the General Assembly of Delegates a complete report on the accounts, and on the financial position of the Association.



- 2.4 Must fulfil the requirements of the relevant tax authorities.
- 2.5 Must submit the accounts to the General Assembly of Delegates.
- 2.6 Shall record all facts and minutes of all proceedings of the Executive Committee (or delegate someone to do so).
- 2.7 Shall be an ex officio member of the Publications Committee.
- 2.8 Shall serve in the ICA Fund for Supporting Cartography and Geographic Information Committee.
- 2.9 Shall serve all notices required to members and the Executive Committee.
- 2.10 Shall be the custodian of all books, papers, records, correspondence, contracts, and other documents belonging to the Association that he/she shall make available when authorised by the Executive Committee.
- 2.11 Shall keep contact with the archiving function at IGN France, and deliver documents for archiving to IGN France in a timely manner.
- 2.12 Shall notify the members (national and affiliate) and the ICA News Editor the results of elections and decisions made at the General Assembly immediately after this meeting.
- 2.13 Distribute a 'date-book', which gives an alarm to be shared with all EC members, well before the stated times. This might mean that in early January, reminders shall be sent to the Contact on each National Committee of the deadline for items such as motions, etc. This might also apply to those items which have to be done three months before the General Assembly of Delegates or the International Cartographic Conference.

### 3 IMMEDIATE PAST-PRESIDENT

- 3.1 Shall serve as an officer of the Association and a member of the Executive Committee.
- 3.2 Shall perform such duties as the President may assign.

### 4 VICE-PRESIDENTS

- 4.1 Shall assist and deputise for the President in performing different presidential tasks and perform general duties as a member of the Executive Committee.
- 4.2 Act as a liaison person to allocated commissions and working groups. The duties of this 'Executive Liaison' are listed in a separate section below.
- 4.3 Other duties which may be undertaken by Vice-Presidents in collaboration with the Secretary General and Treasurer including:
  - a) Organising a meeting of the chairpersons of commissions and working groups every two years at each International Cartographic Conference.
  - b) Organising a meeting with the heads of national member organisations at each General Assembly and, if possible, at the International Cartographic Conference between two General Assemblies.
  - c) Providing assistance to the Secretary General and Treasurer for all practical and final details relating to the refereeing for Travel Awards, liaising between the awardees, the Executive Committee and the Local Organising Committee.
  - d) Assisting the Secretary General and Treasurer to organise the Barbara Petchenik Award Competition.
  - e) Providing a liaison role with *sister societies*.

Specific guidelines will be provided to undertake these tasks.

Also, Vice-Presidents:

4.4 Are expected to attend all Executive Committee Meetings (1-2 per year).

4.5 Are expected to read ICA correspondence and agenda books and react to them as appropriate.

4.6 Are expected to maintain an overview of ICA Web pages.

4.7 May be called upon to represent ICA at appropriate events with a contribution towards travel costs from ICA.

## 5 COMMISSIONS AND WORKING GROUPS

5.1 All Commissions and Working Groups must:

- a) Fulfil the specific terms of reference as approved by the General Assembly of Delegates.
- b) Disseminate information on their subject matter to the ICA member nations.
- c) Continue the provision of experts for workshops in developing countries when requested and to devote part of ICA's efforts to the strengthening of cartographic communities in developing countries by disseminating cartographic knowledge in-situ.
- d) Coordinate their activities with other ICA Commissions, whenever possible.
- e) Coordinate activities with Commissions of other international organisations if this is in the interest of the aims and objectives of ICA.
- f) Appoint a co-chairperson or deputy chairperson, who will be able to deputise for the chairperson.
- g) Ensure that the aspects of equal opportunity regarding gender, religion and race, and accessibility are taken into account in all actions and activities of the Commission.

5.2 The responsibilities of the Commission/Working Group Chairpersons are:

### a) Membership

Invite and include individuals to become members of the commission/working group (Statutes, Art. 24) and to report all changes in membership to the President, the Secretary General and Treasurer and the Executive contact.

Under the current Statutes of the Association every member nation and affiliate member may propose a representative in each commission/working group (By-law 7). The Executive Committee recommends that normally a commission/working group would have a limited number of active members. Commissions and Working Groups may include corresponding members with

a main task of dissemination of information within their national cartographic and GI science community.

b) Budget and finance

Prepare a budget and request funds from the Association, and inform the President, the Secretary General and Treasurer and the Executive contact of all proposed requests for outside funds made to international or other funding agencies.<sup>1</sup>

c) Reports

Submit all official commission/working group statements and an annual report on activities (following the framework specified in 6.4) to the Executive Committee, with a copy to the President, the Secretary General and Treasurer and the Executive Liaison, . The commissions are specifically required to present reports of their work to each General Assembly of Delegates (Statutes, Art. 24).

d) Publications

Work with the Chairperson of the Publications Committee on all proposed publications of the commission/working group according to the rules of procedure for publications (Statutes, Art. 27)

e) Information on activities

Write and inform the Executive Liaison of all commission/working group activities, and at any time raise issues of concern with the Executive Liaison or the President and the Secretary General and Treasurer.

Inform the cartographic and GI science community through the ICA News once a year (mid-March or mid-October).

f) International Cartographic Conferences

Assist the Local Organising Committee in the selection of abstracts.

## EXECUTIVE LIAISON FOR COMMISSIONS AND WORKING GROUPS

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<sup>1</sup> Note that the ICA policy is that members of commissions/working groups should have travel support guaranteed from national sources before they accept a position in an ICA commission/working group. It is understood that this is not always possible, but the ICA would prefer that commission/working group monies should not be used for travel. The request for ICA funds should be made on a project-related basis, for projects that are connected to the terms of reference, especially seminars and publications. Should additional monies for items not initially anticipated be needed, the Executive Committee will consider justified requests for these additional monies that must be specified in the annual report to the Executive Committee. For financial operations the commission/working group chairperson has to use a specific account under the name of the commission/working group and to give the account references to the Secretary General and Treasurer. The President and the Secretary General and Treasurer have to agree before any commission/working group makes application to an international or other agency for funds for support of its activities. The ICA cannot afford to have several of its groups applying independently to the same agency for funding. Such an uncoordinated approach would reflect on the ICA, ultimately jeopardizing all chances for success in raising funds.

### 5.3 The responsibilities of the Executive Liaison are to:

- a) Provide assistance to the commission/working group to carry out its terms of reference.
- b) Become involved in the work of the commission/working group.
- c) Serve as spokesperson for the commission/working group at Executive Committee meetings and be prepared to elaborate on its annual report.
- d) Attend, whenever necessary or possible, meetings of the commission/working group.
- e) Give the President and Secretary General and Treasurer advice on matters pertaining to the commission/working group which arise between meetings of the Executive Committee.

### FORMAT OF COMMISSION AND WORKING GROUP REPORTS

#### 5.4 The following format should be used by Commission and Working Group chairpersons when submitting reports to the Executive Committee, especially for the General Assembly.

1. 1) Name of Commission/Working Group
  - 2) Chairperson
  - 3) Terms of Reference
  - 4) Co-Chair/Deputy Chair
    - Members
    - Corresponding members
  - 5) Activities according to the terms of reference
    - (i) If the work was completed.
    - (ii) If not, the progress made.
    - (iii) If the programme should have been completed.
    - (iv) How this could be achieved.
  - 6) Seminars
    - (i) Time and places of any seminars held
    - (ii) Attendance
  - 7) Publications
    - (i) Planned Publications
    - Publications produced
      - (ii) Publications submitted to the Publication Committee
      - (iii) Progress on outstanding publications
  - 8) Meetings
    - (i) Detail of meetings held
    - (ii) Attendance
    - (iii) Outcomes
  - 9) Finance
    - (i) Detail any expenditure
    - (ii) Use of ICA funds
    - (iii) Use of other funds
  - 10) Future of the Commission/Working Group
  - 11) Comments

*Adopted by the Executive Committee, August 8, 2007.*