

# Guidelines for ICA Officers

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## 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.

## PRESIDENT

- 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 a Vice-President or the immediate Past-President the authority to perform presidential duties.
- 2) Is charged with the general management and supervision of the affairs and operations of the Association.
- 3) Shall assign duties to other members of the Executive Committee when needed.
- 4) Shall, with the Secretary General & Treasurer, or another officer appointed by the Executive Committee, sign all official ICA documents.
- 5) Shall present a written and oral report to the General Assembly at the end of the 4-year term of office.
- 6) Shall determine the domicile of the Association (Article 15).
- 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.
- 8) Shall be an additional, ex officio member of the Publications Committee
- 9) Shall appoint a Committee for the Selection of Award Recipients after each General Assembly to serve until the next General Assembly.

- 10) Can call a meeting of the Executive Committee at any time deemed to be necessary.
- 11) Shall represent the Association at those international events which the EC determines.
- 12) Shall provide a liaison role with sister societies and the Joint Board of Geospatial Information Societies.
- 13) Shall be the primary contact for formal communication between members and the Executive Committee.

## SECRETARY-GENERAL & TREASURER

- 1) Is responsible for the administration and general operation of the Association.
- 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.
- 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.
- 4) Must submit the accounts to the General Assembly of Delegates.
- 5) Must fulfil the requirements of the relevant tax authorities.
- 6) Shall record all facts and minutes of all proceedings of the Executive Committee (or delegate someone to do so).
- 7) Shall be an ex officio member of the Publications Committee.
- 8) Shall serve on the ICA Fund for Supporting Cartography and Geographic Information Committee.
- 9) Shall serve all notices required to members and the Executive Committee.
- 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.
- 11) Shall keep contact with the archiving function at ENSG France, and deliver documents for archiving to ENSG France in a timely manner.
- 12) Shall notify the members (national and affiliate) and the ICA News Editor of the results of elections and decisions made at the General Assembly immediately after this meeting.

- 13) Shall keep all members informed of the schedules and deadlines for business of meetings and the General Assembly such that EC and national delegates are aware of their responsibilities and opportunities in driving the business of the association.. 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.

## **IMMEDIATE PAST-PRESIDENT**

- 1) Shall serve as an officer of the Association and a member of the Executive Committee.
- 2) Shall perform such duties as the President may assign.
- 3) Shall act as the primary liaison between the Executive Committee and the Advisory Board, acting as chair of the latter.

## **VICE-PRESIDENTS**

- 1) Shall assist and deputise for the President in performing different presidential tasks and perform general duties as a member of the Executive Committee.
- 2) Shall act as a liaison person to allocated commissions and working groups, and report on such liaison to each Executive Committee meeting. The duties of this 'Executive Liaison' are listed in a separate section below.
- 3) Other duties which may be undertaken by Vice-Presidents in collaboration with the Secretary General & Treasurer include:
  - 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 & 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. Organising a meeting of students and young persons at each ICC.

Specific guidelines will be provided to undertake these tasks.

Also, Vice-Presidents:

- 4) Are expected to attend all Executive Committee Meetings (1-2 per year).
- 5) Are expected to read ICA correspondence and agenda books and react to them as appropriate.
- 6) Are expected to maintain an overview of ICA Web pages.
- 7) May be called upon to represent ICA at appropriate events with a contribution towards travel costs from ICA.
- 8) Shall receive, on request, an honorarium of 500 Euros per annum to contribute to travel and subsistence costs related to EC meetings.
- 9) Shall receive free registration for each International Cartographic Conference.

## **COMMISSIONS AND WORKING GROUPS**

Commissions are established and renewed by decisions of the General Assembly, responding to proposals from member nations which present Terms of Reference and a nomination for chair. Commissions may be renewed by the General Assembly..

Working Groups are established by the Executive Committee in response to a perceived immediate need for ICA involvement in a topic, or in response to a request from any member nation. EC also define the Terms of Reference and appoint the chair of the Working Group.

All Commissions and Working Groups must:

- 1) Fulfil the specific terms of reference as approved by the General Assembly of Delegates.
- 2) Disseminate information on their subject matter to the ICA member nations and to the international cartographic community: Commissions and Working Groups are encouraged to do this through publications, for which advice from the Publications Committee can be sought.
- 3) Where indicated in their Terms of Reference, continue the provision of experts for workshops in developing countries when requested and devote part of ICA's efforts to the strengthening of cartographic communities in developing countries by disseminating cartographic knowledge in situ.
- 4) Coordinate their activities with other ICA Commissions, whenever possible.
- 5) Coordinate activities with Commissions of other international organisations if this is in the interest of the aims and objectives of ICA. In addition, Commissions are encouraged to liaise with bodies such as

- Commissions of sister societies on the JBGIS; PAIGH, GEOSS and all other international organisations with which ICA has signed Memoranda of Understanding; affiliate members of ICA; and all national and regional mapping agencies.
- 6) Appoint a vice chair, who will be able to deputise for the chair. This person must be from a different member nation to the Chair.
  - 7) 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.

### **The responsibilities of the Commission / Working Group Chairpersons are:**

- 1) Membership:  
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 representatives have the task of disseminating information about the Commission and raising interest within their national cartographic and GI science community. In addition, Commission and Working Group chairs are entitled to invite and include any individual to become members of the commission / working group (Statutes, Article 24) and should report all changes in membership to the President, the Secretary General & Treasurer and the Executive Committee contact. The Executive Committee recommends that normally a Commission / Working Group would have a limited number of active members, with a range of membership reflecting ICA's membership profile. Whilst recognising that many Commissions and Working Groups do work most effectively when their activities are geographically limited, it is at all times essential that a Commission or Working Group is not dominated by one nationality. Meetings of Commissions and Working Groups should be open to any individual, Commissions and Working Groups may include corresponding members with a main task of dissemination of information within their national cartographic and GI science community.
- 2) Budget and finance

Manage the budget presented by the Secretary-General & Treasurer, request additional funds from the Association if necessary, and inform the President, the Secretary General & Treasurer and the EC contact of all proposed requests for outside funds made to international or other funding agencies.<sup>1</sup>

#### **3) Reports**

Submit all official Commission / Working Group statements and a bi-annual report on activities to the Executive Committee liaison person (content below), with a copy to the editor of ICA News to ensure widespread dissemination. A brief report must be presented on the first day of ICA conferences about the activities of Commissions and Working Groups over the previous two years. The commissions are also specifically required to present summary reports of their work during their four-year term of office in advance of each General Assembly of Delegates (Statutes, Article 24), and respond to questions from delegates. Assistance in preparing such reports (in the form of a summary poster and as a compilation of the regular bi-annual reports to EC) will be offered by the Secretary-General & Treasurer.

#### **4) Publications**

Work with the Chair of the Publications Committee on all proposed publications of the Commission / Working Group according to the rules of procedure for publications (Statutes, Article 27)

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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. All payments for Commission / Working Group business must be supported by receipts. The President and the Secretary General & 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) 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 & Treasurer.

**6) Archiving**

Ensure that as much information as possible about the activities of the Commission / Working Group be preserved on paper (stamped with an ICA logo), and sent to the Secretary-General for archiving purposes.

**7) International Cartographic Conferences**

Assist the Local Organising Committee of ICCs to manage the Programme for each ICC. This may involve responding to requests for comment about themes for the conference, but primarily it will require active participation in the review of submissions. It is expected that Commission Chairs will respond promptly to requests to review submissions, assist in determining the status of submissions (accepted refereed, submitted papers, posters), and monitor corrections after review. Commission / Working Group Chairs will also be expected to chair technical sessions during ICCs.

**8) Arrange and promote a 'business meeting' of the Commission / Working Group during each ICC.** This event will be scheduled in the ICC timetable and will give an opportunity for the Commission / Working Group to meet, to reflect on recent and future activities, and to promote itself to any and all conference participants.

**9) Arrange and promote Commission / Working Group activities in the periods between ICCs which assist in meeting the Terms of Reference.** Such activities can include 'pre-conference workshops' in a venue close to the ICC, and Commission Chairs can expect some assistance in establishing local contacts to effect such workshops.

**10) Attend a briefing/induction meeting immediately after the General Assembly at which they are appointed.**

**11) Prepare an Operational Plan, which will acknowledge the Terms of Reference approved by the General Assembly and which will be used to set achievable targets for the Commission for a four year period. The Operational Plan may be revised after two years.**

**EXECUTIVE LIAISON FOR COMMISSIONS AND WORKING GROUPS**

The responsibilities of the Executive Liaison are to:

- 1) Provide assistance to the Commission / Working Group to carry out its terms of reference.**

- 2) Become involved in the work of the Commission / Working Group.**
- 3) Serve as spokesperson for the Commission / Working Group at Executive Committee meetings and be prepared to elaborate on its annual report.**
- 4) Attend, whenever necessary or possible, meetings of the Commission / Working Group.**
- 5) Give the President and Secretary General & 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**

Bi-annual reports on the work of each Commission / Working Group must be submitted to the Secretary-General & Treasurer on 1 January and 1 July each year. A short form is made available by the Secretary-General for completion. Alternatively a fuller text document could form the report, but it must include the following information:

- 1) Name of Commission / Working Group**
- 2) Chairperson**
- 3) Terms of Reference**
- 4) Co-Chair / Deputy Chair, Members and 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) Details of 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 and July 3, 2011.*