



## Vice Speaker of the International Congress Qualifications - 2018

### **Description:**

In this role, at the discretion or in the absence of the Speaker, you will provide management and oversight, demonstrating a commitment to excellence at all times for the International Congress. You will collaborate with all levels of leadership to meet the ITLS objectives in addition to having a passion for success and a proven record of successful strategic planning and implementation.

### **Key Competencies:**

Commitment, Teamwork, Reliability, Event Management, Communication

### **Primary Responsibilities:**

- Shall have all responsibilities as the Speaker at the discretion or in the absence of the Speaker.
- Support the agenda of ITLS and promote a positive outlook towards the future.
- Be a credentialed delegate to the International Congress at time of election.
- Preside over the annual meetings of the International Congress.
- Prepare or cause to be prepared the agenda and minutes for the International Congress.
- Ability to vote during the International Congress being a delegate.
- Coordinate with various teams and stakeholders as required.
- Submission of meeting minutes or other reports as deemed appropriate to keep the Board of Directors informed.
- Spend time understanding issues to informed and prepared to guide discussion and voting on issues facing the organization.
- Have voting input on:
  - Issues, policies, priorities, goals and objectives presented to the International Congress;
  - Nomination and election of members of the Board.

### **Qualifications:**

- Exceptional communication skills, both written and verbal.
- Strong team building skills and ability to motivate others.
- Team-player mindset and willingness to collaborate.
- Willing to take responsibility and act independently when necessary.
- Support of their home ITLS Chapter.
- Minimum of 2 years' experience with ITLS through committee involvement other formal activities
- Have attended 2 of the last 5 annual meetings of ITLS.
- Have an understanding of Robert's Rule of Order for meeting management.

### **Term:**

- Shall begin immediately upon election and shall last for a term of 3 years.
- In the event of death/ incapacity/resignation of Speaker or if the Speaker for any reason is unable or unwilling to serve during the term of office, the Vice Speaker shall succeed to the office of the Speaker for the remainder of the term.