



Role Description – Student Liaison

The role Executive Committee members play is an important one. The success of the ICS Executive Committee depends on the contributions made by each of its members. In general, the expectations of an ICS Executive Committee Member will be to:

- Attend all meetings.
- Review the agenda and accompanying materials prior to attending the meeting.
- Determine the purpose of the meeting is and decide in advance how and what to contribute.
- Do not hesitate to comment, criticize constructively or disagree.
- Keep in mind that the ICS Executive Committee has authority to decide and act, not individual members.

The role and its responsibilities are outlined in detail below.

Role: Student Liaison

Role Purpose:

- Main point of contact for queries as related to ICS education or membership

Role Duties and Responsibilities:

- Answer queries as to the ICS Professional eligibility for membership as well as study options and other qualifications offered by ICS
- Provide clarification for Professional Qualifying Exams study options, student and examination registration, options for study such as Tutorship
- Ensure Board is aware of students that have successfully completed their exams and should be presented with their Professional Accreditation (usually distributed in Nov)
- To represent ICS in the community and promote its aims and ideals

Role Deliverables:

- Quarterly report to the Board on student inquiries and other requests for information
- Annual report presented at the AGM reviewing the past year's activities (number of students taken exams, number of students that have successfully completed

Role Time Requirements:

- Term is one year, beginning at the AGM
- Attend four Board Meetings during the year
- Attend AGM
- Average of 30 min/week