



# INTERNATIONAL CLARINET ASSOCIATION

## International Vice President

Job Description

### Qualifications:

1. Working knowledge of computer programs and cloud-based applications to include Microsoft Office Suite and Google Suite
2. An essential component of this post is access to a large international of clarinetists and industry representatives with the potential for positive communication and serving as a leader of the international constituency
3. Must possess strong organizational skills
4. Must meet deadlines
5. Must enjoy working with people

### Responsibilities:

1. Attend all ICA Board meetings as full voting participant
2. Attend ICA Business Meeting at ICA ClarinetFests®
3. Attend all ICA Country and Continental Chair meetings
4. Participate in Board discussions (live, internet, and via email) to provide information and direction
5. Present international oral report at ICA Business Meeting at ClarinetFests®
6. Write minutes for ICA Country and Continental Chair meetings and distribute to the chairs
7. Lead the International Council and bring the decisions and propositions to the ICA Board
8. Track nominations for new Country and Continental chairs
9. Work closely together with the international constituency
10. Prepare annual ICA Business meeting report for publication in *The Clarinet* (September 1 Deadline)
11. Maintain confidentiality
12. Participate in furthering ICA's objectives
13. Maintain files (Google Drive) and train and update next elected International Vice President
14. Serve as ex-officio member of special and standing committees (except the nominating committee), as assigned by the President, to ensure that all committees have an ex-officio member present
15. Perform other duties as requested by the President
16. Promptly respond to ICA Board emails within 48 hours