



# INTERNATIONAL CLARINET ASSOCIATION

## ICA President Elect

### Job Description

#### Qualifications:

1. Effective communication skills
2. Effective organizational management skills
3. A past history of engagement in ICA activities
4. Past leadership role in ICA desirable
5. Ability to meet deadlines
6. Ability to work cooperatively with others

#### Responsibilities:

1. Organize and administer the annual Young Artist Competition including selecting repertoire, communicating with entering contestants, forming adjudication committees, schedule semifinal and final rounds in cooperation with ClarinetFest® host, write and submit by publication deadline competition report for publication in *The Clarinet*
2. Attend all ICA Board meetings as full-voting participant
3. Attend all ICA General meetings at ICA ClarinetFest®
4. Participate in Board discussions (live, internet, and via email) in order to provide information and direction
5. Answer mail directed to ICA President Elect
6. Maintain confidentiality
7. Participate in furthering ICA objectives
8. Maintain files (Google Drive) to pass on to next President Elect
9. Communicate effectively and timely with other ICA officers and agents throughout the year
10. 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
11. Perform other duties as requested by the President
12. Promptly respond to ICA Board emails within 48 hours