

ICOM COMMS - Call for Candidates and Election of Extraordinary and Ordinary Members to the Executive Board - 2025-2028

July 7:

- Announce the Call for Candidates

August 7:

- Deadline for members to offer their candidacy for one of the following: Chair, Vice Chair, Treasurer, Secretary, five (5) Ordinary Members

by August 30:

- The COMMS Board will review candidates, confirm finalists, and make the announcement of candidates to ICOM COMMS membership according to ICOM's Guidelines for the Election of the Board of International Committees for the Term of Office 2025-2028
- Announce Invitation to General Assembly (GA) scheduled for November. The invitation will include the candidates for election to the board.

November 7:

- Open the platform for voting one week before the ICOM COMMS General Assembly

November 15:

- ICOM COMMS General Assembly (GA) will take place in person in Dubai and on Zoom worldwide.
 - Close the vote during the GA. The results will be announced during the GA.
 - Report results of votes to ICOM Secretariat.
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ICOM COMMS Call for Candidates

The Board of ICOM COMMS - Communications, Marketing and Audience Engagement announces a call for members to offer their candidacy for one of the following: Chair, Vice Chair, Treasurer, Secretary, or one of five (5) Ordinary Members to serve for the Term of Office 2025-2028, from the board election in 2025 through the board election in 2028.

We welcome COMMS members from all global regions to offer their candidacy to be "hands-on" board members who will encourage member engagement, support our Vision and Strategic Goals, and help guide the Committee through a robust calendar of activities. Before offering your candidacy, please review [COMMS Vision and Strategic Goals](#), and the eligibility requirements and duties of the extraordinary members, below.

Requirements for Eligibility:

- Only ICOM members in good standing who are members of the International Committee are eligible to stand for election
- Student, Honorary, and Supporting Members are not entitled to hold an elected office in ICOM
- A candidate may apply for a single function only as Chair, Vice Chair, Treasurer, Secretary, or Ordinary Member. (A list of duties for each is provided below.)
- No Member of the Board shall serve in the same position for more than six (6) consecutive years
- No Member of the Board shall remain in office for more than twelve (12) consecutive years

Submit your Candidacy:

If you fit the criteria, please complete the web form, available at this link (insert link), in English only:

The form calls for submission of the following:

- Curriculum Vitae or Resumé
- **Biography** (up to 150 words)
- **Candidate's Statement** (up to 250 words) must include which position you are applying for (Chair, Vice Chair, Treasurer, Secretary, or Ordinary Member), why you are qualified, and how you can contribute to ICOM COMMS's Vision and Strategic Goals.
- **Head Shot jpg** to be used to announce candidacy (if eligible)
- **LinkedIn link** (optional)

All personal information is required to submit this online form. You may decline to provide your personal data. In this case, however, you will not be able to submit your online form in a correct and valid manner. Please see the General Data Protection Regulation (GDPR) - a link to this document will be included in the web form and in the instructions:

<https://acrobat.adobe.com/id/urn:aaid:sc:us:80326a4b-343a-410d-ba1c-5a0972afc326>

The application also includes the following statement:

By standing as a candidate, I confirm that I am fully aware that, if elected, my term of office will end at the next elections to be held in 2028.

All applications will be reviewed by the COMMS Board review committee. Please be available for a conversation about your candidacy as needed. If you are eligible to be a candidate, you will be informed by late August.

All selected candidates will be listed on the Web-based voting platform for members to vote one week or more before the ICOM COMMS General Assembly in November. During the General Assembly, the vote will be closed and the results announced.

Questions? Contact secretary.comms@icom.museum

List of Duties of ICOM COMMS Extraordinary Board Members:

Chair: The Chair is responsible for the running and administration of the Committee in accordance with the aims of the Committee and ICOM overall guidelines, rules, and regulations, including but not limited to the following:

- Signs agreements and other legal documents on behalf of the Committee in agreement with “Delegation of Authority” from the ICOM President
- Supervises the progress and content of any project initiated by the Committee
- Oversees finances and approves payments in collaboration with the Treasurer
- Oversees the Strategic Plan progress
- Manages the negotiation and collaboration between ICOM-COMMS and partners and Organizing Committees for annual conferences and the triennial conference
- Plans and moderates the Board meetings
- Writes the Annual Report to ICOM, based on input and review from Board Members
- Oversees communication and collaboration with sustainable partners and other organizations or individuals pertinent to the Committee
- Participates in the annual ICOM Advisory Board meetings in Paris and the ICOM General Conference
- Participates in online meetings organized by the ICOM Secretariat, and if unable to attend
- Deputizes a Vice Chair or other Directory Board member to attend specific meetings
- Liaises with the ICOM Spokesperson for International Committees on matters relevance to governance of an International Committee
- Liaises with the ICOM Secretariat representative for International Committees
- Communicates with the ICOM President and Director General on relevant matters concerning the Committee and ICOM
- Raises upcoming issues with Board members for information or discussions
- Is responsible for timely and substantive communications with ICOM COMMS Committee members across all global regions and platforms including, but not limited to e-newsletter, social media, email, and online forums, such as Zoom

Vice Chair: The Vice-Chair supports the Chair in their role, including but not limited to the following:

- Supports the Chair in carrying out her/his duties, at their request
- Supports the Chair by representing COMMS and promoting its objectives and activities
- Replaces the Chair in his/her absence or if he/she is unable to perform their duties
- Convenes and chairs meetings on behalf of the Chair if they are absent
- Collaborates with the Chair to ensure implementation of decisions taken by the board
- Monitors the Treasury in collaboration with the Treasurer and the Chair

To sum up: The Vice Chair has a priori, a supporting role. However, in case of absence of the Chair or vacancy, he/she must envisage to assume the role of the head of the Committee.

Treasurer: The Treasurer works closely with the Chair and the ICOM Finance Department, and assumes responsibilities regarding the budget and the annual financial report, including but not limited to the following:

Monitors the financial policy adopted, the transparency and proper functioning of the financial and accounting system, and the financial capacity of the Committee

- Oversees and provides advice on projects and their financing
- Works in close collaboration with stakeholders (ICOM bodies, Standing Committees, Working Groups, the Statutory Auditor, third parties, etc.
- Ensures the compliance of the Committee with ICOM Financial Guidelines
- Regularly reviews the financial forecasts and budgets
- Ensures the control of the financial flows
- Ensures the monitoring and maintaining of financial inflows such as donations and grants
- Ensures the optimization of the financial processes
- Monitors the preparation and monitoring of grant applications with the relevant stakeholders, including the budget allocated for each activity
- Drafts and submits the annual financial report to the Committee and submits it the ICOM Finance Department.

To sum up: The Treasurer has an important role in monitoring and controlling the financial situation of the Committee, ensuring that it is transparent, and actively communicating it to the Chair, Board, and members.

Secretary: The Secretary works closely with the chair and is proactive in carrying out timely and accurate board communications, monitoring membership, and maintaining important documents, including but not limited to:

- Polls board members to schedule board meetings and organizes agendas
- Attends board meetings and keeps accurate minutes
- Presents minutes to the board for approval
- Maintains, updates, and archives official board documents and publications, including minutes and bylaws, ensuring their accuracy, accessibility, and preservation, in electronic and hard copy form
- Responds to member inquiries and carries out membership correspondence in a timely manner in cooperation with the Chair
- Monitors IRIS membership database provided by ICOM and reports on membership data to the board
- supports Chair by assisting in compilation and presentation of accurate information for annual narrative report and other reports, and meetings.

To sum up: The Secretary has an important role in ensuring the accuracy, preservation, and accessibility of official and other important board records and documents and supports the smooth flow of timely information between the chair, the board, and committee members around the world.

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