

ICAR draft JOB DESCRIPTION

POSITION TITLE: CHIEF EXECUTIVE

Facility: International Operations of ICAR and Service ICAR
Location: To Be Agreed with ICAR Board
Reports to: Board of ICAR and the BOARD of Service ICAR
Appointed by: Board of ICAR

POSITION SUMMARY

To lead the ICAR Executive Team in executing the strategic plan of ICAR including goals for growth in membership, financial sustainability and services delivered through Service ICAR.

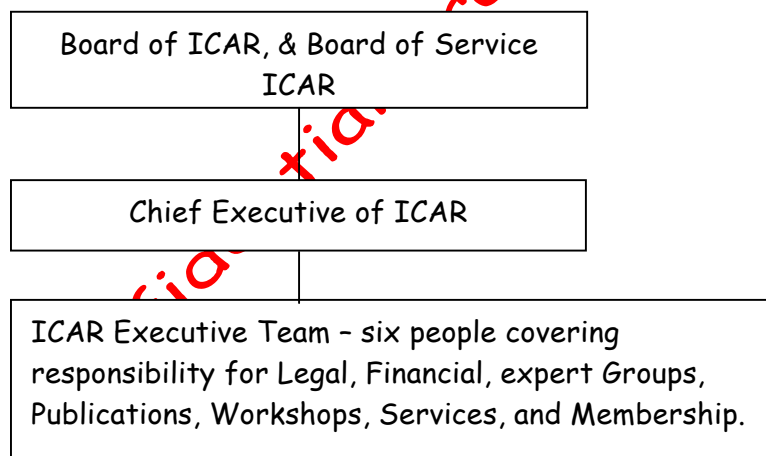
DIMENSIONS:

Number of people reporting to you: Currently six in the ICAR Executive Team comprising three currently located in the Rome Office and three currently located in other parts of the world. Includes full/part time staff, consultants and contractors.

Annual Budget: €1 million and expected to grow to €2 million by 2019.

Number of Members: 105 and expected to grow to 200, covering all main animal production regions of the world by 2019.

ORGANISATIONAL RELATIONSHIPS



MAJOR CHALLENGES

Build and maintain an effective and highly productive, ICAR Executive Team.

Grow ICAR into a worldwide, authoritative and respected, membership and service based, organization covering the field of farm animal recording.

Deliver highly relevant and highly valued services to ICAR members based on efficient ICAR business processes taking full advantage of development is technology.

Ensure that ICAR guidelines and ICAR visibility, ICAR IT infrastructure, and the ICAR web site are up to date and generate maximum benefit and exposure to all members.

MAIN RESULTS

The Chief Executive, as the appointed leader of the ICAR Executive Team, has overall responsibility for leading and managing the delivery of the main results for ICAR and Service ICAR which are:

No.	Main Result	Objective
1	Leadership	Establish and maintain an open, collaborative, trusting and professional working relationship with ICAR members, the Board of ICAR, the Board of Service ICAR, and the ICAR Executive Team.
2	Direction	Ensure that ICAR's strategic plan is reviewed annually, amended to take account of changes in circumstances, and strongly supported by the ICAR Board, ICAR members and the Executive Team.
3	Operations	Build and maintain ICAR's capability, including through own active participation, to support its communications, expert Groups, guidelines, and deliver professional services (through Service ICAR).
4	Financial	Ensure the short and long term financial viability of ICAR and Service ICAR.
5	Expertise	- To ensure the ICAR Executive Team has the range of expertise required to guide, direct and perform the operations of ICAR and Service ICAR. - To play an active role through the use of own (CE) expertise and knowledge in the operations of ICAR and Service ICAR.

The following table lists the currently (31st July 2014) identified business processes that the Chief Executive is primarily responsible for. These may be amended from time to time in consultation with the position holder, in which case the latest version shall apply.

The achievement of the Objectives above, and the contribution made to the Outputs below, as well as the nature of the working relationships will be considered in assessing performance at annual review.

No.	Name	Description	Outputs
A1	Contract for Annual ICAR Meeting	Negotiate and agree host and venue for annual ICAR meetings (Technical Workshop and Biennial Meetings in alternating years).	Signed hosting agreement. Notification to General Assembly three years in advance. Conference website established.

No.	Name	Description	Outputs
B1	Organise ICAR Board Meeting	Set date, and venue for ICAR Board meeting.	Agreed date and venue of future meeting(s). Schedule of meetings for next twelve months.
B2	Agenda and Papers for ICAR Board	Develop agenda, and distribute papers for ICAR Board meeting not later than 10 days before meeting.	Agenda. Chief Executives report. Financial Report. Other reports related to Agenda.
F8	Audit	Audit of ICAR and Service ICAR by inspectors and, if required, by independent auditors.	Adopted audited accounts. Corrective actions based on Auditors Report.
M2	Set membership fees	Establish membership fees for ICAR on multiyear basis.	Membership fees agreed and ready for use in invoicing members.
M3	Remove members	Remove from membership organisations that do not comply with membership terms and conditions.	Member is notified they are no longer a member of ICAR. Updating of the internal database. ICAR website updated.
M4	Membership promotion	Promotion of the benefits of ICAR membership to potential new members according to agreed targets and priorities.	New member ready to sign-up.
R1	Maintain relationship with International Body	Identify, evaluate, negotiate and maintain relationship between ICAR and an international body working in a related field to ICAR.	Memorandums of understanding signed Appointment of ICAR representative(s) Group composition modifications
R2	Representation of ICAR	On-going representation of ICAR in its relationship with an international body.	Updated guidelines Modified memorandums of understanding
S1	New service development	A new (free or paid) ICAR service to be provided through Service ICAR arises from the work of ICAR Groups and is established according to a formal approval procedure.	New service to be provided by Service ICAR approved in principle.

No.	Name	Description	Outputs
S2	New service from Service-ICAR	Establish Services Term and Conditions, and operational details for new Service	New service ready to be launched by Service ICAR.
S3	New service delivery	Recruit and sign-up a new Service User/Provider for one (or more) of services delivered by Service ICAR or Interbull, as appropriate.	New Service User/Provider.
S4	Service amendment	Make a change to the operational details of a service being delivered through Service ICAR (or Interbull). (Technical change has always the origin in change of the ICAR Guideline)	Service amendment.
S5	Set Service fees/COMMISSIONS	Establish and update fees to be charged for services provided by Service ICAR (or Interbull).	Service Fees.
ST1	Review Staff Performance	Review performance of staff (including contractors) relative to agreed performance expectations and agree corrective actions including any further training and dismissal.	Signed and agreed performance outcomes including corrective actions and initiatives to develop skills and knowledge. Dismissal is the ultimate sanction for poor performance.
ST2	Appoint Staff	Recruit and appoint staff (or contractors) with the skills and expertise required by ICAR or SICAR.	Staff including contractors appointed with defined contracts.
W1	Organise Special Workshops	Negotiate, and agree host, venue, program, budget for special workshop(s) to achieve defined ICAR goals.	Workshop agreement. Notification to potential interested parties. Workshop forum / website established.

DECISION MAKING PROCESSES

The following table lists the key decisions relating to ICAR Business Processes for which the Chief Executive is currently (31st July 2014) responsible. These are also subject to change in consultation and agreement with the ICAR Board in which case the most recent version of the ICAR Business Processes will apply.

No.	Name	Inputs	Outputs
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No.	Name	Inputs	Outputs
A6	Record Annual ICAR Meeting	Presentations. Written papers. Verbal presentations. Program.	All papers and presentations available via ICAR website. Technical Bulletins (Interbull and for any special ICAR Group workshop). Production of Proc. and/or any informative material (videos, PPT, Summaries).
A7	General Assembly	Minutes of previous meetings Decisions of ICAR Board Financial Reports President's Report Chief Executive's Report Draft Agenda Feedback from ICAR Board	Papers distributed to members in advance of General Assembly. Minutes of General Assembly.
B4	Record of Board Meetings	Board papers. Board discussions. Board decisions.	Minutes for approval by Board at next meeting.
F4	Pay Bills	Invoices from suppliers. Orders placed with suppliers.	Suppliers paid and notified.
F5	Reimburse expenses.	Expense claims with supporting documentation. Approvals to incur expenses.	Expenses reimbursed.
F6	Member fee collection	Membership agreement. Member fees. Member details. Member payment record.	Request of membership fee payment issued. Payments received. Overdue membership fees list.
F7	Service user fee collection	Service User agreement. Service fees. Service usage levels and related details.	Invoices issued. Payments received. Overdue membership fees list.
M1	New member	Promotion of ICAR via meetings, workshops, and individual contacts. Application for membership. Background information about applicant. Feedback from ICAR Board Feedback from existing members Type of member - full or associate	Member of ICAR.

No.	Name	Inputs	Outputs
P1	Publish Technical Bulletin	Workshop with significant technical content. Papers and presentations covering a common theme. Decision by ICAR Board and or workshop organisers to have a permanent record of workshop presentations and outcomes.	Bulletin available from ICAR website. Printed copies available where agreed and funded. Circulation through e-mail alerts.
W4	Create Permanent Record of Workshop	Technical sessions. Presented papers. Presentations made. Workshop discussion outcomes.	Material on ICAR Website.

WORKING RELATIONSHIPS

Main Contacts	Nature or purpose of contact
President of ICAR BOARD	Information of activities, consultation in relation to decisions, identification and dealing with issues related to Members and Executive Team.
Chairperson of Service ICAR BOARD	Identification and dealing with issues related to customers and services provided by Service ICAR.
Executive Team	Building and maintaining an effective team-working environment, ensuring team members are focused and dealing with priority matters, ensuring overall team is highly productive.

KNOWLEDGE, EXPERIENCE AND COMPETENCIES REQUIRED FORMAL QUALIFICATIONS

Essential	Desirable
Post Graduate qualification in one of the areas of expertise required in the ICAR Executive Team.	Masters or PhD degree in discipline relevant to animal recording.
Business management knowledge and skills.	Continuous improvement and Total Quality Management knowledge and skills.
Team Building skills.	Five years experiences in leading an effective team.
Proven written and spoken communication skills at professional level.	Five years experience in using full range of tools and techniques for effectively communicating in an international environment.

COMPETENCIES REQUIRED

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| <ol style="list-style-type: none"> 1. The ability to inspire teams, build teams, and excel in quickly establishing trust with people from all cultures. 2. Technical knowledge and experience in the field of animal | <ol style="list-style-type: none"> 4. Effective communication – written and verbal in English. 5. Drive, and initiative with a results orientation. 6. Ability and willingness to quickly learn new skills and knowledge. |
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recording.

3. Competence in use of full range of information technologies for worldwide communication.

7. Ability to ensure effective communication with people who speak unfamiliar languages.

OTHER INFORMATION

Must be prepared and able to travel to all parts of the world.

Confidential Draft 17th August 2014