

ICAR draft JOB DESCRIPTION

POSITION TITLE: CHIEF EXECUTIVE

Facility: Rome Office
Location: Rome, Italy
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.

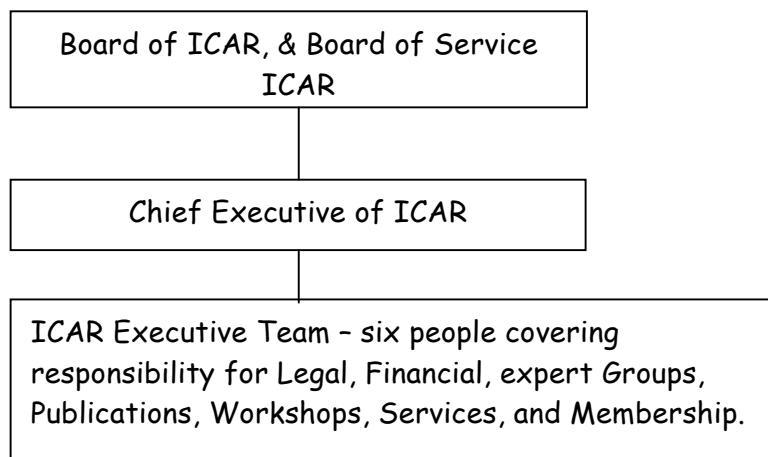
DIMENSIONS:

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 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.

Achievement relative to these four main results will be the major determinate used to assess the Chief Executive's performance.

The following table lists the currently identified business processes which the Chief Executive is primarily responsible for. These may be amended from time to time in consultation with the ICAR Board. The achievement of the Main Outputs will be a consideration in assessing the Chief Executive's performance.

No.	Main Result	Objective	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.
B3	ICAR Board Meeting	Hold ICAR Board meeting and create permanent record of decisions made by ICAR Board.	Decisions. Minutes.
F8	Audit	Audit of ICAR and Service ICAR by independent auditors.	Adopted audited accounts. Corrective actions based on Auditors Report.
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

No.	Main Result	Objective	Outputs
ST 1	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.
ST 2	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 responsible. These are also subject to change in consultation and agreement with the ICAR Board.

No.	Name	Inputs	Outputs
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
B2	Agenda and Papers for ICAR Board	Decisions of previous Board meetings. Matters under action. Reports due from Secretariat. Input from President	Agenda. Chief Executives report. Financial Report. Other reports related to Agenda.
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 re-imbursed.
F6	Member fee collection	Membership agreement. Member fees. Member details. Member payment record.	Invoices 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.

No.	Name	Inputs	Outputs
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.
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.
S2	New paid service from Service ICAR	Business plan for service prepared by relevant ICAR expert Group in consultation with ICAR Executive Team and presented for approval of Board of Service ICAR.	New service from Service ICAR.

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 experience 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 including competence in use of full range of information technologies for world-wide communication.3. Effective communication – written and verbal in English. | <ol style="list-style-type: none">4. Drive, and initiative with a results orientation.5. Ability and willingness to quickly learn new skills and knowledge.6. Ability to ensure effective communication with people who speak unfamiliar languages. |
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OTHER INFORMATION

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