

DUTIES OF THE ICAMT BOARD AND ITS MEMBERS

Collective Role the ICAMT Board

■ Governance and Oversight

- The Board is collectively responsible for the overall management and functioning of ICAMT, ensuring compliance with the ICOM Statutes and internal rules.
- It oversees ICAMT's strategic direction, programs, operations, and governance in accordance with ICAMT's mission and values.
- The Board includes all Board Members: Chair, Vice-Chair, Secretary, Treasurer and Ordinary Members. An Advisory Member is considered a non-voting Board member.

■ Administrative and Operational Responsibilities

- The Board oversees the preparation and logistics of ICAMT's Annual Conferences and General Assemblies.
- It ensures the preservation and organization of ICAMT's archives.
- It manages all committee affairs in alignment with ICOM's statutes and principles.

■ Meetings and Decision-Making

- The Board shall meet as often as necessary, but no less than once every two months.
- It convenes the ICAMT General Assembly and conducts its main business - reviewing past work and finances, and adopting a new triennial program, budget, and working group mandates.

■ Annual and Triennial Reporting

- The Board is responsible for preparing an annual report on ICAMT's activities and finances, to be submitted to the ICOM Secretariat.
- Upon request from the Secretary-General, the Board shall also prepare and transmit a report on ICAMT's work during the preceding triennium for submission to the Executive Board, the Advisory Council and the General Assembly of ICOM.

■ Representation and Voting

- When requested by the Secretary-General, the Board shall designate five voting members to represent ICAMT at the ICOM General Assembly and in elections for the Executive Council.
- If in-person representation is not possible, the Board must inform the Secretary-General of its intention to vote by proxy.

■ Advocacy and Engagement

- All Board members are expected to actively promote ICAMT's programs and activities.
- Members must dedicate sufficient time and effort to fulfilling their roles and responsibilities, including participating in at least 75% of Board meetings (virtual or in-person).

■ Communications and Transparency

- The Board shall ensure that all ICAMT members are regularly informed of planned activities and matters relevant to the work of the Committee.
- It may publish a newsletter or use other communication channels as deemed appropriate (e.g., ICAMT website and social media platforms).

Board Composition (9 - 11 members, elected every 3 years)

- The elected Board of ICAMT includes the Office - consisting of the Chair, Vice Chair, Secretary, and Treasurer - and up to 7 Ordinary Board Members, not exceeding 11 individuals in total.
- The election for the position of Chair is held separately, while the vote for the other Board applicants is conducted for the role of Board Members.
- The internal roles of the Office - Vice Chair, Secretary, and Treasurer - are assigned at the Board's first meeting following the election.
- The former Chair has the right to provide recommendations to the new Board, based on the experience during the previous three years of Board functioning.
- The Vice Chair is appointed by all Board members from experienced members who have served at least one previous term within an ICOM International Committee.
- To ensure geographic diversity, all members must adhere to country-based representation limits, with no more than two members from the same country serving on the Board. If more than two candidates from the same country receive an equal number of votes in the election, the decision will favor the candidate with more experience within ICOM.
- The former Chair shall remain on the Board for an additional one year as a non-voting Advisory Board Member, in order to support the effective functioning of the new Chair and the Board as a whole, when needed.
- Non-voting Observers may be invited by the Board to attend its meetings, if it deems it necessary.
- Each board member takes a 3-year terms, renewable once in the same role; no more than 6 consecutive years in one on the same position and maximum 12 years on board.

Duties of Chair (elected separately)

- Provides strategic leadership and oversees governance, operations, communication, and the work of the Secretariat (in collaboration with the Secretary), finances (with the Treasurer), activities, and projects.
- Ensures ICAMT's operations align with ICOM rules and principles.
- Convenes the Board and raises issues for discussion.
- Arranges the logistics of the ICAMT General Assembly, in collaboration with the Board.
- Organizes annual meetings, including venue selection and logistics.
- Leads negotiations with partners of the projects, prepares and signs agreements and other legal documents (with "Delegation of Authority" from the ICOM President) on behalf of ICAMT.
- Drafts and submits annual activity reports (in collaboration with the Vice-Chair) and financial reports (in collaboration with the Treasurer) to the ICOM Secretariat.
- Represents ICAMT at various levels: prepares reports (e.g., for annual or triennial conferences), and liaises with host institutions and the ICOM Secretariat.
- Participates in the annual ICOM Advisory Board meetings and the ICOM General Conferences.
- Participates in online meetings organized by the ICOM Secretariat.
- Communicates with Chairs of other national and international committees, as well as with ICOM regional alliances, standing committees and working group leaders, to plan joint initiatives.
- Participates in ICOM-organized events such as the General Assembly, Advisory Council sessions, and others.
- Works in collaboration with the Treasurer to identify and secure funding (from SAREC or other sources) to support ICAMT's planned activities.
- Promotes the visibility of the committee and works to grow its membership.
- Forming/reviewing Working Groups, appointing Coordinators, monitoring Working Group activities and finances.
- Amending by-laws (with General Assembly ratification), by-laws development.
- Bringing resolutions to members and implementing GA decisions.
- The Chair may not simultaneously hold any other national or ICOM Executive role.
- Liaises with the I with the ICOM Secretariat and Spokesperson for International Committees on matters relevance to governance of an International Committee.

Summary: *The Chair provides strategic leadership and oversees all aspects of ICAMT's governance, operations, partnerships, and representation. They coordinate with the Board and ICOM, lead meetings, manage reports, secure funding, promote visibility, and ensure compliance with ICOM rules.*

Duties of Vice-Chair

(assigned by the Board at the Board's first meeting following the election)

- Supports and assists the Chair with administrative tasks, grant involvement and strategic matters.
- Represents the ICAMT Chair in their absence (e.g., at meetings and conferences) in person or online.
- Collaborates with the Chair to ensure implementation of decisions taken by the board.
- Participates in ICAMT Fund meetings together with the Chair.
- Reviews annual and project reports before submission.
- May lead grant applications (e.g., SAREC and others).

Summary: *The Vice Chair supports the Chair in administrative and strategic tasks, represents them when absent, ensures implementation of Board decisions, reviews reports, participates in funding meetings, and may lead grant applications.*

Duties of Secretary

(assigned by the Board at the Board's first meeting following the election)

- Organizes and coordinates Board meetings, including scheduling, logistics, and minute-taking.
- Manages internal communications, including newsletters, calls for papers, and member updates.
- Monitors IRIS membership database provided by ICOM and reports on membership data to the board.
- Handles individual correspondence with Committee members, responding to inquiries in coordination with the Chair or Vice-Chair when necessary.
- Supports governance functions by coordinating voting during the General Assembly and ensuring clear communication with members.
- Maintains and archives official documents, including meeting minutes, financial records, and reports.
- Shares relevant records with the ICOM Secretariat.

Summary: *The Secretary organizes Board meetings, manages internal communications and correspondence, maintains membership records, supports voting procedures, and archives official documents, ensuring proper communication with members and the ICOM Secretariat.*

Duties of Treasurer

(assigned by the Board at the Board's first meeting following the election)

- Manages ICAMT's bank account and oversees all financial transactions.
- Prepares annual and triennial budgets in coordination with the Chair; tracks all income and expenses, including those related to conferences and meetings.
- Collects and maintains all necessary financial documentation (agreements, invoices, etc.).
- Handles overall financial administration, including budgeting, fund management, payments, and account oversight.
- Presents financial reports to the Chair and Board during meetings or upon request.
- Prepares and submits the annual financial report to ICOM in accordance with their requirements.
- Monitors expenditures for regular and special projects.
- Participates in ICAMT Fund meetings.
- Ensures the monitoring and maintaining of financial inflows such as donations and grants.
- Manages funds and budgeting for conferences, workshops and other ICAMT events.

Summary: *The Treasurer manages ICAMT's finances, including budgeting, fund oversight, and reporting. They handle financial documentation, monitor income and expenses, submit reports to ICOM, and manage funding for events and special projects.*

- Support the full range of Board functions across all areas of activity, contributing to ICAMT's strategic and operational goals.
- Participate actively in Board governance, including regular meetings, the Annual General Assembly, and decision-making processes.
- Members unable to meet participation requirements must inform the Executive Committee; repeated non-fulfillment of duties may result in being asked to step down from the Board while retaining ICOM membership and benefits.
- Assist in filling Board vacancies if needed and uphold ICAMT's statutes and values.
- Contribute to the planning, coordination, and delivery of ICAMT's annual meetings, conferences, workshops, and other events.
- Carry out special projects assigned by the Chair or the Board, and collaborate with Board Office and other members as required.
- Participate in working groups and task forces (led by convenors), and, if needed, assist in establishing new ones.
- One Ordinary Board Member with appropriate skills is responsible for managing ICAMT's website and social media platforms (e.g., LinkedIn, Facebook, Instagram, and X), under the supervision of the Chair and/or Vice Chair.
- One Ordinary Board Member is responsible for collecting materials for publications, in collaboration with the Board and relevant stakeholders.

Summary: *Ordinary Board Members (up to 7 elected) support all ICAMT activities, participate actively in governance, contribute to events and special projects, and may take on specific roles such as managing communications or publications. Active engagement is required, and failure to fulfill duties may lead to removal from the Board.*

Open Positions
for ICAMT Board 2025-2028 Elections

- Chair
- Vice-chair
- Secretary
- Treasurer
- 7 positions for the Ordinary Board Members

Current ICAMT Board Members
applying for the next term in the Board

Maddalena d'Alfonso, *Italy*
Danusa Castro, *Italy*
Marina Martin, *Switzerland*