



EXECUTIVE HANDBOOK

*“ The ICP is dedicated to the development, support and promotion of school leadership globally”
(Vision statement)*

ICP is an Association of Associations with ~ 40 member associations, (with a combined membership in excess of 200, 000) and a limited number of Associate Members and Individual Members.

Beginnings:

The ICP was founded in 1990 by 9 nations: Australia, Canada, Germany, Japan, The Netherlands, Switzerland, USSR, UK and USA. Today the ICP has members from across the globe including many of the original members as well as new members from Africa, Finland, Singapore, New Zealand, France and India.

ICP is focused on growing membership, providing a forum for rich conversations about leadership, listening to different voices and working together to support education for all.

Our Vision:

The ICP is dedicated to the development, support and promotion of school leadership globally.

Our Strategic Priorities:

- To establish networks and provide regional and global support
- To increase brand cohesiveness and improve sustainability
- To establish and strengthen advocacy for school leaders
- To identify and promote collaborations and partnerships

Our Objectives:

ICP aspires to encourage a sense of belonging and active participation in the worldwide education community by:

- Promoting and improving educational outcomes globally,
- Promoting the undertaking of research that will be of benefit to the education community generally,
- Promoting the exchange of people, sharing of ideas, dissemination of research findings and broad distribution of professional publications,
- Advocating for and encouraging the development of more significant resources for education which in turn fosters international understanding and goodwill, respect for human rights and dignity across all races and cultures,
- Promoting and encouraging equal opportunity for all young people through increasing their capacity to access and benefit from education,
- Actively developing and promoting robust pedagogical and leadership initiatives which have a capacity to increase system, school and individual capital,
- Entering into partnerships with like organisations for the purposes of enhancing educational opportunities for groups and individuals that has previously been denied them; and,
- Ensuring that the structures, processes and working relationships, which exist within the International Confederation of Principals (ICP) Council, Executive and associated legal entities reflect good governance.

Governance:

A copy of the ICP constitution, policies and guidelines are available at www.icponline.org It is the responsibility of all Executive members to regularly visit the website and ensure that they are aware of any changes or regulatory updates.

Executive

The Executive manages the daily business of ICP. The Executive consists of the President, President Elect or Immediate Past President and four Regional Representatives and one General Representative.

All members of the Executive are elected. Council elects the ICP President for a period of two years, serving as President Elect in the year prior to taking office and as Immediate Past President in the year immediately following their term in office. Council elects the Regional and General Representatives for two-year terms. The term for all elected positions shall commence on 1st January in the year following the election meeting.

N.B By Laws – Rules of the International Confederation of Principals define all positions

Rule 12. Duties of the President

(1) The President shall:

- a. Act as spokesperson and representative for the ICP or designate a person to do so.
- b. Receive invitations to national events and attend or arrange attendance where possible.
- c. Seek opportunities for interaction with international organisations, which may have benefit to ICP.
- d. Receive and act upon applications for membership
- e. Preside over all ICP official events.

Rule 24. Executive Committee

(1) The affairs of the Confederation shall be managed by the Executive Committee.

(2) The Executive Committee:

- a. Shall control and manage the business and affairs of the Confederation; and
- b. May, subject to these Rules, the Act and the Regulations, exercise all such powers and functions that are required by these Rules to be exercised by general meeting if the members of the Confederation; and
- c. Subject to these Rules, the Act and the Regulations, has power to perform all such acts and things as appear to the Executive to be essential for the proper management of the business and affairs of the Confederation.

(3) Subject to section 23 of the Act, the Executive shall consist of:

Rule 25. Executive Committee

(1) The Executive Committee shall consist of the Officers of the Council plus five elected Executive Committee members each of whom shall be elected at the appropriate annual general meeting of the Association.

(2) Notwithstanding that the ICP is an international organization representing many regions of the world, men and women educators, active principals and principals from multiple sectors, the Council shall vote for those members whom it feels will most effectively serve the Confederation on the Executive Committee.

(3) The Executive shall consist of:

- a. The officers of the Association; and
- b. 4 Executive Members, 1 from each region elected by Council for a 2 year term

- c. 1 General Representative, to be elected by Council from any of the regions for a 2 year term.
Executive Committee members may not serve more than two consecutive terms.
- (4) The elected Executive Committee members may represent their respective ICP member organisation and could be part of their organization's delegation.

Current interpretation by the Executive Committee

When nominating for the position of General Representative on the Executive Committee it would be appropriate for the nominee to consider the contribution that he/she could make to the process of implementing the ICP strategic plan.

Refer to the By Laws for further detail relating to the Executive Committee

Rule 28. Meeting of the Executive Committee

- (1) The Executive Committee must meet at least 2 times in each year at such place and such times as the Committee may determine. The Executive Committee shall meet as required between Council Meetings to conduct the business of the Confederation as stated in the Constitution. Minutes of all Executive Committee meeting will be circulated to Council Members.
- (2) Special meetings of the Committee may be convened by the President or by any 3 members of the Executive Committee.

Current interpretation by Executive Committee

The Executive must meet face to face at least ONCE a year and online at least on 8 occasions during any calendar year.

The Executive, subject to finances, may meet face to face on more than one occasion in any given calendar year.

There is an expectation that Executive Committee members commit to one face-to-face meeting and 75% of all online meetings.

Finances

The ICP fiscal year is from 1st January to 31 December. Members are invoiced by no later than April with the expectation that payment will be made within 31 days of receipt of the invoice. The majority of ICP funds are derived from member subscriptions, convention profit and capitation fees.

The ICP is an Incorporated Association (A0051185K) registered Consumer Affairs Victoria (<http://www.consumer.vic.gov.au/associations>) and audited reports are presented annually at Council and forwarded to Consumer Affairs Victoria immediately after Council. Budgets are prepared by the Executive Committee and shared with Council.

Council

The governing body of ICP is the Council. Council meets at least once a year for two to three days including the Annual General Meeting (see By Law 13) and professional learning activities. Timing of meetings is reviewed regularly and one Council meeting will occur immediately prior to the biennial ICP Convention.

The ICP Executive with the support of Member Associations host Council meetings. The hosting association/s determine the venue, date and works to negotiate the program with the ICP Executive. While an important focus of Council is ICP business, it is also an opportunity to gather and share knowledge, experience and expertise. The program is formulated around member feedback from the previous Council meeting and issues

confronting members with hosting associations encouraged to add a local/national/regional flavor to the program.

All members are invited to attend Council and those members who attend are then referred to as the Councillors. Each member association may send up to three representatives to Council (the Councillors), however each association has only one vote. The member organisation shall nominate its head of delegation at the beginning of each ICP Council Meeting. This member of the delegation shall be the nominated voter for the member organization throughout the proceedings of the Council Meeting. Members may choose to have additional members attend as observers (By Laws 9.4). The Executive and the hosting association may also invite guests or observer members in accordance with the guest protocol. (see ICP policy and procedures for Guests and Observers)

It is the responsibility of Councillors to ensure that information from Council is shared and distributed to their members in support of the work of ICP. Active participation in Council requires that individual member associations are aware of issues, themes and ways to contribute to the Council business. It is also important that member associations keep the ICP informed about issues from their individual contexts. Communication is fundamental to the practice of ICP. (See Council Duties, By Law 10)

New Council attendees are encouraged to visit the ICP website, to review papers, policies etc developed at previous Councils.

The World Convention

The biennial World Convention is the premier event for ICP. Members are asked to bid or nominate for the right to host a Convention. The host organization takes responsibility for organising and hosting the event however full financials and details of the organisation must be provided to ICP as part of the bid. Both parties sign a contract that states the financial relationship between ICP and the host, the use of ICP intellectual property and ICP branding. The host must abide by ICP policies and guidelines, available at www.icponline.org

Typically more than 1000 delegates attend ICP World Conventions; and it is recognised as a significant event on the global education calendar.

All potential hosts must ensure that they are familiar with ICP policy and procedures for hosting a convention.

Member Database

Leadership of Member Associations changes constantly and the ICP relies upon members to receive up to date information from individual associations. The Executive Secretary will contact members annually to ensure that all member data is accurate.