

## 2022–2024 Vice-President profile

The EAIE is seeking a Vice-President with a commitment to advancing the EAIE’s mission, purpose and values. The Vice-President serves on the Board, alongside the President and three other Board members. Together this group of leaders guides the future of the Association by developing and implementing the strategy as approved by the General Council. The General Council provides oversight for the long-term vision, budget and accounts of the organisation. As President-elect, the Vice-President serves on the Board for two years before leading the Association as the President for another two years. The President concludes his or her mandate by sitting as the Immediate Past President on the General Council for two years.



### Role and responsibilities

The main focus of the Vice-President is in governing the Association. As part of the Board, this includes providing financial oversight for the organisation, and regularly monitoring and evaluating the organisation’s programmes and services to ensure that they remain in line with the strategic plan.

The Vice-President is consistently in communication with the EAIE President, Executive Director, volunteers and the international higher education community regarding the organisation’s direction. He or she keeps apprised of EAIE member interests through the Association’s various Expert Community Steering groups and Committees. The Vice-President endeavours to enhance the organisation’s public standing, acting as a representative in the field through a variety of means including conferences and participating in projects in the field. He or she is additionally responsible for chairing General Council and

Board meetings in the absence of the President, and leading strategic discussion within the Association. These two years are preparation for assuming the role of President.

In addition to responsibilities as the Vice-President, this person will eventually become the President and be responsible for the following:

- Chairing Board meetings
- Chairing General Council meetings
- Representing the organisation in the field through a variety of means including conferences and participating in projects in the field

Serving as the Vice-President offers the opportunity to lead the Association and be at the very centre of its activities. Professionally, the Vice-President is one of the primary representatives of the Association, receiving recognition, visibility and high-level networking opportunities that benefit both him or her and the institution for which he or she works.

However, it is also a considerable commitment that does require a significant amount of time. In addition to attending and actively participating in all scheduled meetings, the Vice-President should be comfortable with travelling for the role. In recognition of this substantial time commitment of both the Vice-President and President, remuneration for his or her institution is available.

### **Skills you will contribute to the Association**

#### **Proven performance as a leader**

A solid track record of using one's knowledge, talent, skills and vitality to contribute to the success of programmes, events or projects is essential for this position. Different from the role of a manager, a leader inspires and motivates stakeholders to achieve the vision set out for the Association.

#### **Strong problem-solving and decision-making skills**

Experience of adapting to unexpected circumstances combined with the ability to think critically and make swift, sound decisions regarding a course of action.

#### **Strategic and generative thinking skills**

As the Vice-President will eventually be responsible for leading strategic discussion, he or she should also be a diplomat and visionary, able to manage relationships with multiple stakeholders and also identify and articulate opportunities for the Association.

#### **Commitment to teamwork**

Many people contribute their efforts toward the realisation of the Association's goals and objectives. The Vice-President should have well-developed interpersonal and intercultural communication skills.

### **Sound judgment and integrity**

The role will require a commitment to the wider goals of the EAIE and this will at times mean subordinating special interests for the greater good of the Association, including the need to make decisions that may not be popular with some members.

### **Commitment**

A demonstrated commitment to the EAIE and its values, mission and goals is essential to the role, in addition to dedicating the time to serve.

### **Election criteria**

The following criteria applies to all nominations for the Vice-President:

- Established role within the international higher education field and the EAIE community as someone with knowledge and experience. This should be evidenced through participation in activities, which develop the field and prior engagement with EAIE through volunteering/contributing to the work of the Association.
- Evidence of serving in a leadership role, preferably in international higher education, with three to five years at Board level, or equivalent.
- Experience of developing and implementing strategy and managing change.
- Excellent communication skills and public speaking experience.
- Ability and capacity to commit the time required to carry out the duties.

### **Other desirable criteria:**

- Diplomacy
- Open-minded
- Global perspective
- Pro-active

### **Eligibility criteria**

- Nominees must be members of the Association.
- Any member may be nominated for the position of Vice-President.
- Members may nominate themselves or be nominated by another member.
- The nomination must be supported by four other members, in addition to the proposer, from at least three different countries in writing.
- If a nominee having an appointed position within the Association is elected, he/she must step down from his/her appointed position.
- A nominee must sign a declaration of conflict of interest.
- A nominee must hand in an election statement to be published during the elections.
- A nominee may stand for a maximum of two positions, as long as he/she fulfils the profile criteria for both positions and indicates his/her preferred position in his/her election statement.