



International Bureau for Epilepsy

## **Role Description**

### **President, International Bureau for Epilepsy (IBE)**

#### **Introduction**

This role description is intended to provide guidance only as to the type of activity, the duties, responsibilities and the level and range of authority of the position of President of the IBE.

This role description should be read and understood in conjunction with the Constitution and Bye-Laws of the International Bureau for Epilepsy, which take precedence in all matters.

This role description should also be read and understood with reference to the document 'Legal obligations of members of the International Executive Committee', which outlines fiduciary duty.

The official language of IBE is English. The President should have a sufficient command of spoken and written English in order to effectively discharge his/her duties and responsibilities.

The role of President of IBE can be demanding of both time and energy. Predictably, carrying out the role will require substantial and regular travel on a worldwide basis.

- Within the framework of the Constitution and Bye-Laws of IBE, and in collaboration with the International Executive Committee, the President shall provide leadership and direction for IBE, whilst recognising and enabling the appropriate contributions of others, ensuring the organisation's plans and activities are implemented in accordance with IBE policy.
- The President shall preside at meetings of the International Executive Committee and the General Assembly.
- The President shall ensure that he/she works collaboratively with his/her colleagues on the International Executive Committee.
- He/She shall chair the Management Committee comprised of the President, Secretary-General and Treasurer of IBE.
- He/She shall be an ex-officio member of other IBE Commissions, Committees, Working Groups, Task Forces and other bodies established by IBE and as required by agreed terms of reference.
- He/She shall serve as required on other committees, working groups and representative bodies both within and outside of IBE; for example the Global Campaign Advisory Board and International Epilepsy Congress Organising Committees.
- He/She shall otherwise represent the International Executive Committee and the members of IBE as required.
- The President shall preside jointly and collaboratively with the President of the International League Against Epilepsy (ILAE) at meetings of the Joint Executive Committees.

- He/She shall be a member of the Joint Management Committees of IBE and ILAE.
- He/She shall serve as an ex-officio member of the Executive Committee of the International League Against Epilepsy.
- The President shall liaise closely with the President of the International League Against Epilepsy (ILAE) when necessary on matters of mutual interest to IBE and ILAE.
- He/She shall be an authorised signatory on behalf of IBE on all legal documents and other instruments.
- He/She shall make reports to the International Executive Committee and the General Assembly of IBE members as required.
- He/She shall provide line management of IBE's executive staff, in particular the Executive Director, including providing regular supervision, annual appraisal and work monitoring.

*February 2005*