

Co-Chair Annual IC3 Conference & Expo

About the IC3 Movement

The IC3 Movement's mission is to bring career and college counseling to every school. It is committed to providing purpose and direction to every young person across the globe so they may discover career paths through education. The IC3 Movement's work is driven by the values of inclusion and access and has reached 93+ countries through its various initiatives.

Learn more about the IC3 Movement: ic3movement.com

Role Overview

The volunteer-based Co-Chair of the Annual IC3 Conference & Expo will serve as a key member of the IC3 Movement's strategic leadership team. With focus on the annual conference, the Co-Chair will provide inspiration, vision, and thought leadership within the IC3 Movement to support the mission of counseling in every school. The Co-Chair will be a highly visible figure and will exemplify the interconnection between all critical aspects of the IC3 Movement. The Co-Chair will serve as an ambassador of the IC3 Movement, and inspire and mobilize support on a wide spectrum of stakeholders.

Commitment of Service

This is a progressive leadership role fulfilled over a two-year period, followed by one year of advisory service.

- Two years of dedicated service, with one year of advisory service
 - Year 1: Co-Chair [25% commitment, est. 10 hours per week]
 - Year 2: Chair [50% commitment, est. 20 hours per week]
 - Year 3: Past Chair [10% commitment, est. 4-5 hours per week]
- The annual term of volunteer service is 01 January through 31 December each year

Major Responsibilities

- Lead and direct all aspects of the Annual IC3 Conference & Expo, in collaboration with IC3 Leadership
- Communicate vision, set goals, and implement plans for:
 - Outreach, promotion, and awareness
 - Registration and attendance
 - Engagement [volunteers, session proposals and attendance, countries represented, scholarships, sponsors/institutional/organizational partners]
- Direct all aspects of knowledge-sharing content in collaboration with the IC3 Content & Research Committee
- Collaboratively direct the development of annual themes and sub-themes
- Oversee session proposal process and content curation
- Direct speaker management processes
- Recommend and recruit potential keynote speakers

- Develop and lead a network of Host Schools to support and provide leadership for related events
- Oversee event management functions, including: advising IC3 events team in planning and execution of events, finalizing overall schedule of events, and developing and implementing an engagement plan for the volunteer-based IC3 Leadership Committees
- Assume the role of overall master of ceremonies; select, invite, and train MCs to host major conference events, such as Inauguration and the Annual IC3 Awards
- Support the development of the global network of event-based partners and sponsors
- Assess overall impact of the Annual IC3 Conference & Expo by leading and implementing a system of feedback to support innovation and continuous improvement

Available Resources

- The IC3 Team: Dedicated professionals with expertise in communications, design, events management and operations, volunteer management, and partnerships
- IC3 Leadership Committees: Our body of volunteer-based committees motivated to the mission of counseling in every school. This includes, but is not limited to:
 - Outreach & Social Media
 - Content & Research
 - Inclusion, Diversity & Scholarship
 - Sustainable Development
 - Africa, Latin America & the Caribbean, and other Regional Committees
- Mentorship and leadership coaching by IC3 Leadership

Co-Chair and Home Institution Benefits

- Home institutions will be recognized as pillars of school empowerment and thought leaders in the field of career and college counseling
- Opportunity to affect fundamental, positive change on the mission to achieve counseling in every school
- Individual and institution details will be published on the IC3 website
- Recognition during Inauguration at the Annual IC3 Conference & Expo – IC3's flagship global event
- Professional mentorship by IC3 Leadership, and support and guidance by other top global leaders across IC3's volunteer leadership body
- Two complimentary registrations for the Co-Chair (and an additional institutional representative) to participate in the Annual IC3 Conference & Expo during each year of service
- One complimentary registration for each IC3 Regional Forum during each year of service
- Recognition in the online community through all forms of engagement on social media

Expectations of the Co-Chair

- Must be a full-time employee of a high school or accredited institution of higher education
- Will travel to travel to the conference host city at least twice each year:
 1. In January/February to lead an in-person meeting of the Host School Committee
 2. In August to attend the Annual IC3 Conference & Expo
- Will lead monthly Host School Committee meetings
- Will actively participate in all virtual monthly meetings of IC3 Leadership Committees, as well as IC3 All Committee Quarterly Meetings
- Must possess superior leadership and organizational skills
- Must exhibit excellent public speaking and written communication abilities
- Must have an extensive network within the field of international education with a focus on schools and universities

Expectations of the Home Institution

- Alignment with IC3's mission of counseling in every school
- Dedicated support in relieving their full-time employee of institutional duties to allow for adequate fulfillment of the responsibilities stated above
- Commitment to cover related expenses for travel, lodging, meals, and incidentals required to support this role

PRIMARY LOCATION: Remote [Global]

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