The International Conference of Information Commissioners (ICIC) is a permanent network which connects member Information Commissioners in order to foster the protection and the promotion of access to public information as a fundamental pillar to social, economic and democratic governance.

The ICIC is governed by its members who elect the Executive Committee. The elected Chair and Vice Chair of the Executive Committee administer the ICIC with the support of a Secretariat.

**Role of the Vice Chair**

The role of the Vice Chair is critical to the delivery and achievement of the ICIC vision, mission and goals. The Vice Chair fulfills its role by carrying out its responsibilities as a member of the Executive Committee as well as providing support to the Chair.

In accordance with the Johannesburg Charter, in the event where a Chair is absent, is unavailable, retires or the position becomes vacant, the Vice Chair will assume the roles and responsibilities of the Chair.

**Key Responsibilities:**

**Vice Chair as a member of the Executive Committee:**

- Lead the implementation of the strategic priorities decided upon by members at the annual meeting
• Lead the implementation of the resolutions decided upon by members at the annual meeting
• Monitor the progress of implementation of resolutions and any other matter mandated by the members at the annual meeting
• Support the development of the agenda of the annual meeting
• Encourage members to promote and participate in relevant international events and initiatives (for example, the International Day for the Universal Access to Information)
• Review membership applications
• Review host applications
• Review requests for amendments to the Charter
• Review and approve ICIC processes and amendments to ICIC processes as required
• Review and mediate any dispute brought forward by members

Vice Chair assuming the role of Chair:

• Host the secretariat of the ICIC
• Convene the meetings of the Executive Committee
• Set the agenda for and Chair the Executive Committee meetings
• Act as representative of the ICIC
• Act as spokesperson for the ICIC

Eligibility

Any member may present their candidacy to be Vice Chair of the Executive Committee in accordance with the election process and will be elected among the members of the Executive Committee.

The Vice Chair may step down from their role by written notice to the Chair. They may decide to continue as an Ordinary Member of the Executive Committee or to
step down from the Executive Committee entirely. If the latter, their seat remains vacant until the next election of the Executive Committee. A new Vice Chair must however be designated among the Ordinary Members.

**Duration of Mandate**

In accordance with section 21 of the Charter, members of the Executive Committee, including the Chair and Vice Chair serve for a maximum term of three years.

**Contact**

If you require further information or insight into the work of the Vice Chair, please contact the ICIC Secretariat on ICIC-secretariat@ico.org.uk