



Office Holder Role Profile

VERSION: JULY 2025

The role of the Office Holders

1. The President of ICAEW is the senior member of ICAEW, elected by their ICAEW Council member peers into this role.
2. Council elects a candidate to the role of Vice President. Barring unforeseen circumstances, after 12 months the Vice President is elected to the role of Deputy President and then, after a further 12 months, to President. These three roles are known collectively as the Office Holders.¹
3. Once the term as President is complete, the individual is known as the Immediate Past President for 12 months, and finally the Past President for a further 12 months. It is at this point that the formal role is complete. The overall term is typically five years.

Ambassadorial activities

4. The key role of the Office Holders is to be the leading ambassadors for ICAEW, focusing on relationships with members and promoting the work of ICAEW to members, students, and other professional bodies, around the world.
5. Working in partnership with the Chief Executive and Chair of the Board, the Office Holders play a key part in developing and maintaining relationships with all stakeholders of ICAEW.
6. The purpose of the Office Holders' interactions with stakeholders is:
 - a. To help ICAEW build and maintain strong member engagement in support of ICAEW Strategy. This includes encouraging members to become actively involved in ICAEW through, for example, applying for positions on ICAEW committees and/or Council.
 - b. To help advance the profile and reputation of ICAEW with specific target audiences as part of a wider programme of engagement and influence.
 - c. To enable the Office Holders to contribute members' perspective and views into the development of ICAEW Strategy through their positions on the relevant governance bodies.
 - d. To support the implementation of ICAEW Strategy.
 - e. To promote ICAEW public policy: any public statements on policy matters made by the Office Holders must be aligned with ICAEW's position. The relationship with both members and volunteers is key to ensuring that we are all working together to

¹ The role and responsibilities of the Chief Executive and the Chair of the Board are laid out in their respective role profiles. The role and responsibilities of the Chair of Council is set out in the Operation of Council. Within these accountabilities, activities will be coordinated to maximise impact and make best use of the individuals' skills and expertise.

achieve the ICAEW Strategy and to ensure that members feel that they are integral to, and belong to, the ICAEW community.

7. The Office Holders lead on relationships with the network communities, international member communities and District Societies. These volunteer-to-volunteer relationships are important to ensure that ICAEW, international, regional and district groups work together to realise ICAEW Strategy and engage with the wider membership.
8. The relationships with other stakeholders will draw on the existing relationships, collective skills and experience of the Chief Executive, the Chair of the Board, and the Office Holders to help ICAEW to develop and maintain relationships with all stakeholders. Any assignment of relationship lead will take account of the expectations of the stakeholders in relation to who they wish to interact with at ICAEW.

Ex-officio roles on governance bodies of ICAEW

9. Office Holders will hold positions on governance bodies as set out below:

Governance body	President	Deputy President	Vice President
Annual General Meeting and Special Meeting	Chair, Ex-officio	Deputy Chair, Ex-officio	Alternate Deputy Chair, Ex-officio
Council	Ex-officio	Ex-officio	Ex-officio
Governance and Appointments Committee	Ex-officio	Ex-officio	Ex-officio
Returning Officer Committee	Ex-officio	-	-
ICAEW Board	Ex-officio	Observer	Observer
Volunteer Nomination Committee	Ex-officio	Ex-officio	Eligible for appointment

10. In these roles the Office Holders are there to bring forward the views of the membership of which they are aware and to ensure these views are considered in the development and implementation of ICAEW Strategy and policy.
11. The President is the only member to have a formal position both on Council and ICAEW Board. The President's role on the ICAEW Board is to ensure that the views of Council are properly represented to the Board and that the Board's deliberations are properly represented to Council.
12. In relation to appointments to the above ICAEW committees, the Office Holders bring insights from their network connections in support of creating a more diverse committee membership.
13. Office Holders will not become members of any other ICAEW boards or committees (e.g. advisory, or technical committees) in their capacity as an Office Holder.
14. Members of Council, including the Office Holders, are explicitly excluded from being members of any of the regulatory or conduct committees apart from the Regulatory and Conduct Appointments Committee.

15. The Immediate Past President² continues as a member of Council and is also a member, ex-officio, of the Governance and Appointments Committee. They are also eligible for appointment to the Volunteer Nomination Committee.
16. The Past President³ remains as a member of Council. They are also eligible for appointment to the Volunteer Nomination Committee.
17. The Office Holders may potentially be members of the various governance committees (i.e., those committees that report to the Governance and Appointments Committee and the ICAEW Board), and task and finish groups will be determined in accordance with the terms of reference of these bodies.
18. However, the Office Holders may observe and have a right to speak but not vote at other non-governance committee meetings, alerting the committee chair in advance, to build their awareness and understanding of the activities of these committees across ICAEW. This right to attend meetings excludes any committees that have a disciplinary or regulatory function.

Ex-officio roles at other bodies

19. There are other organisations where the ICAEW Office Holders may have a role ex-officio.
 - IFAC and ACE: The President may attend the annual meetings of the IFAC Council, and the Members' Assembly of Accountancy Europe (ACE).
 - Takeover Panel: An Office Holder may be selected as the most appropriate individual to represent ICAEW at meetings of the Takeover Panel. Technical support is provided via the Corporate Finance Faculty.
 - CCAB: An Office Holder is a member of the CCAB Board. The Chair position rotates between the CCAB bodies, and an Office Holder may be asked to be chair for part of their term on the CCAB Board.
20. These roles are shared amongst the Office Holders or, if appropriate, past Office Holders (provided they are on Council) or Council Members, with the intention that term of the positions on both the Takeover Panel and the CCAB are more than one year. Allocation of the roles is agreed amongst the Office Holders and approved by the Volunteer Nomination Committee.

Other

21. The President is expected to share information and insights gathered from interactions with stakeholders with the Chief Executive and advise them accordingly.
22. The President considers, and approves as appropriate, recommendations to appoint arbitrators, experts, valuers or mediators under the President's Nomination Scheme.

Attributes of Office Holders

23. To fulfil the role of President, the candidate should be confident, comfortable, and capable of engaging with a diverse range of stakeholders and differing views including:
 - with prospective students through to experienced and senior members of the profession, including those actively supporting ICAEW as volunteers

² Immediate Past President for the 12 months following the end of the term as President.

³ Past President for a term of 12 months following the end of the term as Immediate Past President.

- with members and leaders of other professional bodies
24. The Office Holders are called upon to make speeches, join panels and respond to questions at large events such as dinners, new member ceremonies and conferences, either in person or virtually, and to make pre-recordings and podcasts. The candidates should have the confidence to do so. Support is provided in the form of coaching in public speaking and speeches are developed by an in-house speech writer to suit the style of the speaker.
 25. As an ambassador for ICAEW, Office Holders must be passionate about ICAEW and demonstrate respect for ICAEW Members, ICAEW Staff and fellow Active Members and others with whom they come into contact. They should act in a manner aligned with the ICAEW Active Member Code of Conduct and ensure that their actions do not bring ICAEW into disrepute.⁴
 26. Office Holders must be committed to ICAEW's Strategy and respect the governance structure in place. They will have the ability to influence both ICAEW Strategy and governance but must also accept collective responsibility for the decisions of Council, Board and other bodies and ensure that any views expressed publicly are aligned with ICAEW's position and messaging.
 27. The Office Holders are also expected to contribute effectively at the governance body meetings they attend. They should be able to present their views coherently and persuasively, in a manner that is aligned with the ICAEW Active Member Code of Conduct; to accept collective responsibility for decisions made by those bodies; and to be held accountable as appropriate.

Time commitment of Office Holders

President

28. In addition to Council, the President will also be required to attend both Board and the Governance and Appointments Committee unless other ICAEW duties take precedence.
29. Council, ICAEW Board and GAC meetings equate to around 15 days per annum. However, additional time is needed to read papers and prepare for each of these meetings, leading to an overall estimate of 30-36 days per annum on governance duties. In addition, the President may allocate time to having meetings with other Office Holders, the Chair of Council, the Chair of the Governance and Appointments Committee, the Chair of the Board and the Chief Executive as necessary.
30. The time commitment needed for the ambassadorial element of the role of President is to some extent determined by the availability of the President. Plans to travel and meet with stakeholders are developed with the President taking account of their other commitments as well as considering the needs of ICAEW and the impact any such travelling will have on relationships with key stakeholders.
31. It is important that the President can dedicate sufficient time for preparing for these events by reviewing speeches, attending briefings, etc., as well as attending them.

⁴ If Office Holders or other Active Members or ICAEW Staff become aware of any change in this regard after the initial due diligence has been conducted, the Chair of the Governance and Appointments Committee should be informed.

Deputy and Vice President

32. The Deputy and Vice President have a less active governance role and therefore the time commitment required is also reduced. Their commitment to the Board meetings is one of observer rather than member. This means they can actively participate in Board discussions but cannot vote or count towards the quorum. As agreed between the Office Holders themselves, meetings may be necessary between the Office Holders and/or the Office Holders and the Chief Executive to prepare for Council or Board meetings and time should be allocated for this if needed.
33. In terms of ambassadorial duties, the time commitment of the Deputy and Vice Presidents is significantly less than that of the President. The Deputy and Vice Presidents may be asked to deputise for the President in this ambassadorial role, subject to their availability. On occasion, the Immediate Past President may also be asked to assist.

Remuneration and support

34. The roles of the Office Holders are not remunerated. ICAEW will provide support to enable the Office Holders to fulfil their role, for example, by making travel arrangements, providing briefings, and writing speeches. Expenses incurred in the role will be reimbursed in line with the relevant policy for Active Members.

President

35. The President will receive remuneration as a member of the ICAEW Board.
36. There is no expectation that the role of President is full time.

Agreed at May 2025 Governance and Appointments Committee, subject to minor changes for clarity suggested by GAC members after the meeting (concluded 11 July 2025)