



## **MEMBERS' HANDBOOK**

*ICP is dedicated to the development, support and promotion of school leadership globally.*

*(Mission statement)*

## Introduction

The International Confederation of Principals (ICP) is an Association of Associations with ~ 40 member associations, (with a combined membership in excess of 200,000 school leaders around the world) and a limited number of Associate Members and Individual Members.

The ICP was founded in 1990 by 10 countries: Australia, Canada, Germany, Ireland, Japan, The Netherlands, Switzerland, USSR, UK and USA. Today the ICP has members from across the globe including many of the original members as well as new members from Africa, Finland, Singapore, New Zealand, France and India.

We aim to grow our membership and promote two-way communication in a variety of ways so that the views and priorities of our members are extensively shared (ICP Strategy 2021-2024-*concept*).

## Vision and Purpose

ICP supports a worldwide network of school leadership groups to advance equity and improved life chances for students. We will think globally, working together to promote school leadership worldwide as a valued profession. We will be building forward better

## Our Objectives (ICP Strategy 2021-2024)



## **Governance**

A copy of the ICP constitution, policies and guidelines are available at [www.icponline.org](http://www.icponline.org)  
All members are encouraged to regularly visit the website and ensure that they are aware of any changes or regulatory updates. The formal proceeding and activities of Council are described in the Constitution and Rules of ICP.

## **Language**

The language of the ICP is English; while ICP recognises that English is not the first language of all members, it is not financially feasible to employ a translator, however consideration and support must be given by all members to promote high quality communication.

## **Executive Committee**

The Executive manages the daily business of ICP. The Executive consists of the President, President Elect or Immediate Past President, four Regional Representatives and one General Representative.

All members of the Executive are elected. Council elects the ICP President for a period of two years, serving as President Elect the year prior to taking office and as Immediate Past President for the year immediately following their term in office. Council elects the Regional and General Representatives for two-year terms.

The Executive may elect to employ Officers of the Confederation. Finances and workload inform this decision.

The Executive meets face to face at least once a year and online at approx. eight occasions during any calendar year. The Executive, subject to finances, may meet face to face more than once in any given calendar year. Members of the Executive Committee commit to one face-to-face meeting and 75% of all online meetings.

*For further details on the roles and responsibility refer to ICP Constitution and By Laws*

## **Regions**

ICP recognizes four global regions represented in the Executive: Americas, Europe, Africa and Asia/Oceania. ICP maintains relationships with several regional Principal umbrella-organizations as ESHA (Europe) and ACP (Africa).

## **Finances**

The ICP fiscal year is from 1<sup>st</sup> January to 31 December. Members are invoiced by no later than April with the expectation that payment will be made within 31 days of receipt of the invoice. The majority of ICP funds are derived from member subscriptions, convention profit and capitation fees.

The ICP is an Incorporated Association (AOO51185K) registered Consumer Affairs Victoria <http://www.consumer.vic.gov.au/associations> and audited reports are presented annually at Council and forwarded to Consumer Affairs Victoria immediately after Council. Budgets are prepared by the Executive Committee and shared with Council.

## **Council**

The governing body of ICP is the Council. Council meets at least once a year for two to three days including the Annual General Meeting (see By Law 13) and professional learning activities. Timing of meetings is reviewed regularly and one Council meeting will occur immediately prior to the biennial ICP Convention.

The ICP Executive with the support of Member Associations host Council meetings. The hosting association/s determine the venue, date and works to negotiate the program with the ICP Executive. While an important focus of Council is ICP business, it is also an opportunity to gather and share knowledge, experience and expertise. The program is formulated around member feedback from the previous Council meeting and issues confronting members with hosting associations encouraged to add a local/national/regional flavor to the program.

All members are invited to attend Council and those members who attend are then referred to as the Councillors. Each member association may send up to three representatives to Council (the Councillors), however each association has only one vote. The member organisation shall nominate its head of delegation at the beginning of each ICP Council Meeting. This member of the delegation shall be the nominated voter for the member organization throughout the proceedings of the Council Meeting. Members may choose to have additional members attend as observers (By Laws 9.4). The Executive and the hosting association may also invite guests or observer members in accordance with the guest protocol

It is the responsibility of Councillors to ensure that information from Council is shared and distributed to their members in support of the work of ICP. Active participation in Council requires that individual member associations are aware of issues, themes and ways to contribute to the Council business. It is also important that member associations keep the ICP informed about issues from their individual contexts. Communication is fundamental to the practice of ICP (See Council Duties, By Law 10).

New Council attendees are encouraged to visit the ICP website, to review papers, policies etc. developed at previous Councils.

## **Biennial World Convention**

The biennial World Convention is the premier event for ICP. Members are asked to bid or nominate for the right to host a Convention. The host organization takes responsibility for organising and hosting the event however full financials and details of the organisation must be provided to ICP as part of the bid. Both parties sign a contract that states the financial relationship between ICP and the host, the use of ICP intellectual property and ICP branding. The host must abide by ICP policies and guidelines, available at [www.icponline.org](http://www.icponline.org)

Typically more than 1000 delegates attend ICP World Conventions; and it is recognised as a significant event on the global education calendar.

All potential hosts must ensure that they are familiar with ICP policy and procedures for hosting a convention.

**Member Database**

Leadership of Member Associations changes constantly and the ICP relies upon members to receive up to date information from individual associations. The Executive Secretary will contact members annually to ensure that all member data is accurate.

**Magazine**

Two to three times a year ICP publishes a (online) Magazine with relevant articles and information concerning our Mission and work around the globe.