



**International Association for Intangible Cultural Heritage (IAICH)
Association Internationale pour le Patrimoine Culturel Immatériel
(AIPCI)**

Headquarters: Paris, France | Website: <http://iaicheritage.org>

Document Reference: TOR-GOV-2026-01-EN

Date: January 2026

TERMS OF REFERENCE

Administrator (Board of Directors)

Call for Nominations — Recommendation-Led Recruitment

1. POSITION SUMMARY

Title:

Administrator (Member of the Board of Directors)

Role Type:

Statutory governance; fiduciary oversight; collective decision-making

Compensation:

Unpaid / voluntary (pro bono)

Term:

3 years, renewable (subject to statutory election/confirmation)

2. ROLE PURPOSE

To serve as a statutory Administrator and contribute to the Board's collective governance, ensuring the Association's:

- **Mission integrity:** Upholding the ICH safeguarding mandate.
- **Legal compliance:** Ensuring good governance and adherence to French association law.

- **Financial stewardship:** Providing risk oversight and financial management.
- **Strategic direction:** Guiding institutional credibility and long-term goals.

3. STATUTORY OPERATING PARAMETERS

Board size: 2–7 Administrators

Frequency: At least twice per year (additional meetings as needed)

Format: In person and/or via secure videoconference (or any other secure electronic means)

Quorum: At least half of Administrators present/represented

Voting: Simple majority of votes cast; President holds a casting vote in the event of a tie

4. CORE RESPONSIBILITIES

Administrators act collectively; individual Administrators do not act unilaterally unless expressly delegated.

A) STRATEGY & INSTITUTIONAL DIRECTION

- Define and monitor multi-year and annual priorities aligned with the statutes and mission.
- Evaluate major initiatives, partnerships, and reputational implications.

B) GOVERNANCE, COMPLIANCE & INTERNAL CONTROLS

- Ensure robust governance, compliance with French association law, and alignment with internal rules.
- Adopt and amend internal regulations consistent with the statutes and governance framework.

C) FINANCIAL STEWARDSHIP & RISK OVERSIGHT

- Review and oversee budgets and annual accounts; promote prudent financial management.
- Monitor legal, operational, and reputational risks and ensure proportionate mitigation.

D) ORGANISATIONAL STRUCTURING

- Decide on the creation and supervision of chapters, committees, and other structures as needed.
- Ensure accountability of any bodies operating under the Association's name.

E) EXECUTIVE OVERSIGHT

- Appoint, supervise, and, where necessary, revoke the Secretary-General and oversee the operational Secretariat within the Board's remit.

F) INTEGRITY & CREDIBILITY

- Uphold ethical standards, confidentiality, and conflict-of-interest discipline.
- Support proportionate due diligence for high-profile appointments and partnerships.

5. ELIGIBILITY

Administrators may be:

- Individuals, or
- Permanent representatives of legal entities (institutional members), duly authorised to act on their behalf.

6. SELECTION CRITERIA

This call is recommendation-led and targets senior, credible governance profiles.

A) REQUIRED NOMINATION CHANNEL

Candidates must be supported by a recommendation from an eligible recommender (see Section 11). The Association prioritises recommendations originating from:

- Leaders of relevant international organisations in the ICH/culture sphere;
- Ministers or equivalent senior public officials;

- Representatives of international bodies (including UNESCO National Commissions or comparable structures); and/or
- Current IAICH(AIPCI) leadership.

B) EVALUATION CRITERIA (SUBSTANCE)

Shortlisting and selection focus on:

1. **Governance competence:** Board-level or comparable leadership experience; ability to operate at fiduciary/oversight level.
2. **Integrity & reputational strength:** Strong ethical standing; low reputational risk; willingness to undergo proportionate due diligence.
3. **Mission alignment:** Demonstrable commitment to safeguarding intangible cultural heritage.
4. **Strategic contribution:** Capacity to advise on international positioning, partnerships, institutional credibility, and risk.
5. **International relevance:** Networks and cross-cultural competence appropriate to an international association.
6. **Availability & discipline:** Preparedness, confidentiality, and collegial decision-making behaviour.

7. TIME COMMITMENT

- **Minimum:** Two Board meetings per year, plus preparation time.
- Additional ad hoc meetings and written consultations may occur during launch phases.
- Expected responsiveness for urgent governance matters is reasonable and proportional.

8. REMUNERATION & EXPENSES

- **Unpaid / Voluntary:** The role is strictly pro bono.
- Reasonable mission-related expenses may be reimbursed subject to internal rules, prior approval where required, and supporting receipts.

9. ETHICS, CONFLICTS OF INTEREST & CONFIDENTIALITY

- **Conflicts of interest:** Must be declared promptly; recusal is required where relevant.
- **Confidentiality:** Board deliberations, documents, and drafts are confidential unless formally authorised.
- **Integrity checks:** The Association may conduct proportionate integrity and reputation checks to protect institutional credibility.
- **Data protection:** Personal information submitted will be processed solely for nomination evaluation purposes, stored securely, and accessible only to authorised personnel. Candidates may request access, correction, or deletion of their data by contacting the Secretariat.

10. APPOINTMENT PATHWAY

IAICH(AIPCI) distinguishes election (statutory rule) from interim continuity measures.

10.1 STATUTORY RULE — ELECTION BY THE GENERAL ASSEMBLY

Administrators are elected by the General Assembly in accordance with the statutes.

10.2 INTERIM VACANCY FILLING — PROVISIONAL CO-OPTION BY THE BOARD

Where a Board seat is vacant and where permitted by the statutes, the Board may provisionally appoint (co-opt) an Administrator until the next General Assembly.

10.3 MANDATORY FINAL CONFIRMATION — ELECTION BY THE NEXT GENERAL ASSEMBLY

Any provisionally co-opted Administrator must be submitted to the next General Assembly, which will proceed to election for the remaining term of office. Accordingly, provisional Board co-option does not replace General Assembly election; it only ensures continuity.

10.4 OPERATIONAL SELECTION PROCESS (FOR THIS CALL)

For the present call, recommended candidates are screened by the Secretariat for eligibility and integrity considerations. The process is

conducted by the Board, under the presidency of the President. Any interim appointment (co-option) is decided by a formal Board vote in accordance with the Board's applicable resolution and internal process. Final confirmation remains subject to General Assembly election as described above.

11. SUBMISSION REQUIREMENTS (NOMINATION PACKAGE)

Recommendation required — Please submit the following in English or French

REQUIRED DOCUMENTS

1. CV (max. 4 pages)
2. **Statement of Interest** (max. 1 page) — governance experience, intended contribution, availability, and any potential conflicts
3. **Nomination / Recommendation Letter (required)** — signed or sent from an institutional email address of an eligible recommender

ELIGIBLE RECOMMENDERS (NON-EXHAUSTIVE)

- Leaders of relevant international organisations in the ICH/culture sphere
- Ministers or equivalent senior public officials
- Representatives of international bodies (including UNESCO National Commissions or comparable structures)
- Current IAICH(AIPCI) leadership (President and/or Board members)

EXCEPTION (INTERNAL NOMINATION)

Where the nomination is made by current IAICH(AIPCI) leadership, a formal letter may be replaced by a signed recommendation note or a recommendation email from the recommender's official address.

CONDITIONAL SELF-NOMINATIONS

Self-nominations are accepted on a conditional basis; review will only commence once the required recommendation is received.

SUBMISSION

Send the full package to: secretariat@iaich.org
Subject line: **Nomination — Board (Administrator)**

Application Deadline: 25 February 2026

Shortlisted candidates may be invited to a brief virtual conversation.

DATA PROTECTION NOTICE

By submitting a nomination package, candidates consent to the processing of their personal data for the purpose of evaluation and selection. Personal information will be retained for the duration of the selection process and for a reasonable period thereafter in accordance with internal data retention policies. Candidates have the right to request access to, correction of, or deletion of their personal data by contacting secretariat@iaich.org.

IAICH(AIPCI) Secretariat

Paris, France | secretariat@iaich.org

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Document Date: January 2026

