



Procedure for IEB and Internal Auditors Job Descriptions

A IEB

Art. 1 References in IPA Documents

Please refer to the following articles:

- IS art. 19: International bodies
- IS art. 23: Composition and tasks
- IR art. 16: Working methods

Art. 2 General IEB Skill Profile

- Strategic vision
- Analytical skills
- Experience in leadership and project management
- Communication skills
- Presentation expertise
- Representation skills
- Ability to communicate in one of the four IPA official languages
- Good proficiency in spoken and written English
- Ability to work on own initiative as well as part of a team
- Discipline to work to agreed deadlines
- Computer literacy

Art. 3 Permanent Tasks of IEB Members

- Uphold the ideals of the IPA
- Represent the IPA
- Represent the IEB when required
- Liaise with IPA sections
- Attend all IEB meetings (2-4 p.a.; 12 days)
- Attend the annual IPA World Congress (7 days)
- Communicate with IEB members and the IAC
- Provide items for the agendas
- Provide a yearly report
- Complete actions assigned within agreed time limits
- Carry out specific projects and research if requested

Art. 4 IEB Individual Job Descriptions

PRESIDENT

- Lead the current business of the IPA
- Define and implement the overall strategy of the IPA
- Ensure the development and recognition of the IPA
- Propose and develop an IPA PR strategy
- Deal with correspondence of general interest to the IPA
- Set the agendas for IPA World Congress and IEB meetings
- Chair the IEB meetings
- Chair the annual IPA World Congress
- Maintain contact with the sections
- Represent the IPA at official events
- Propose IEB motions, ensuring the development of the IPA
- Examine motions submitted by IPA sections (member of the IEB sub-committee in conjunction with the Secretary General, Head of Administration and Treasurer Finances)
- Validate and present the annual IPA report
- Report annually about the President activities

SECRETARY GENERAL

- Act as the right hand of the President in all matters
- Set the annual strategy of the Secretary General's tasks
- Prepare the draft of the annual IPA report
- Ensure the follow-up of the actions and decisions taken by the IEB and the IEC
- Be in charge of the affiliation process of new sections
- Analyse the documents of the new sections
- Ensure the adherence to the IPA documents
- Examine motions submitted by IPA sections (member of the IEB sub-committee in conjunction with the President, Head of Administration and Treasurer Finances)
- Write IEB motions
- Organise World Congresses, including the congress theme topic, (with the Treasurer Finances and the Head of Administration) in co-operation with the organising section
- Supervise the voting system at IPA world congresses and define the voting strength during the congress
- Collect and analyse data from allocated IEB liaison sections
- Compile data from IEB members relating to their liaison sections, in order to propose measures for development
- Report annually about the Secretary General's activities

CHAIRPERSON OF THE EXTERNAL RELATIONS COMMISSION (ERC)

- Maintain and enhance the IPA's recognition among international organisations
- Look for new partnerships with international organisations
- Propose a plan of action and goals for the term in order to develop the impact of the IPA among the international organisations, together with the designated members of the ERC
- Compile and disseminate the UN Quadrennial Report
- Propose and recruit ERC members with the sections' support and IEB agreement
- Take part in events of international organisations if appropriate
- Propose PR activities in relation to ERC activities
- Set the annual strategy of ERC tasks
- Collect and analyse data from allocated IEB liaison sections

- Report annually about the ERC activities

CHAIRPERSON OF THE PROFESSIONAL COMMISSION (PC)

- Define the projects for the PC
- Monitor the development of the professional projects
- Propose a plan of action and goals for the term
- Encourage the exchange of best practice on a professional level between sections
- Manage the Arthur Troop scholarship programme
- Develop and strengthen the IPA Police Exchange Programme
- Support and guide the IPA Young Police Officers' Seminars
- Set up projects such as conferences or seminars that will allow a better visibility and recognition of the IPA
- Liaise with sections' PC liaison officers
- Act as official representative of the IEB for Gimborn
- Propose and recruit PC members with the sections' support and IEB agreement
- Take part in professional events if appropriate
- Propose PR activities in relation to PC activities
- Maintain the PC Facebook page
- Liaise, support and provide advice to sections and members with regard to requests concerning the police profession
- Initiate and maintain relations with other international associations related to the police profession
- Set the annual strategy of PC tasks
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the PC activities

CHAIRPERSON OF THE SOCIO-CULTURAL COMMISSION (SCC)

- Define the projects for the SCC commission
- Monitor the development of existing social and cultural projects
- Propose a plan of action and goals for the term
- Encourage the exchange of best practice on a social and cultural level between sections
- Be responsible for the international management of the IPA houses and other accommodation
- Follow the International Youth Gathering project and Youth Holiday Programme
- Liaise with sections' social and cultural liaison officers
- Act as official representative of the IEB at the House Managers' Meeting
- Propose and recruit SCC commission members with the sections' support and IEB agreement
- Monitor and develop IPA travel activities
- Co-ordinate international sports events
- Initiate and support international cultural events
- Take part in social and cultural events if appropriate
- Propose PR activities in relation to SCC activities
- Maintain the SCC Facebook page
- Liaise, support and provide advice to sections and members with regards to requests concerning social and cultural topics
- Set the annual strategy of SCC tasks
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the SCC activities

HEAD OF ADMINISTRATION

- Manage and set the goals of the IAC
- Oversee the official IPA website and all official social media of the IPA
- Set the annual strategy of the Head of Administration's tasks
- Keep all IPA documents updated in the four official IPA languages
- Propose measures to assist with the administrative development of the IPA and the IEB
- Ensure the follow-up and development of new technologies from a PR aspect
- Organise World Congresses (with the Secretary General and the Treasurer Finances) in co-operation with the organising section
- Oversee the preparation of documents for the IPA World Congress
- Examine motions submitted by IPA sections (member of the IEB sub-committee in conjunction with the President, Secretary General and Treasurer Finances)
- Communicate relevant dates for IPA World Congresses and IEB meetings
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the Head of Administration, IAC, webmaster and archivists' activities
- Have responsibility for trademark issues regarding the IPA logos
- Act as IEB liaison with the UK Section's NEC, owners of the IAC office building

TREASURER FINANCES

- Manage the assets of the association
- Set and defend the annual budget
- Supervise the yearly financial management of the IPA
- Devise a medium-term financial strategy
- Set the annual strategy of the Treasurer Finances' tasks
- Balance the annual accounts
- Invoice the sections for the annual levy based on up-to-date membership numbers
- Pay the bills
- Organise the financial management of the IPA World Congress and IEB meetings
- Advise the board (with the Treasurer Social Affairs) on any financial implications of decisions taken and inform them about their financial duties and responsibilities
- Organise World Congresses (with the Secretary General and the Head of Administration) in co-operation with the organising section
- Keep up-to-date with financial and accounting legislation
- Be in charge of the annual payment to IBZ Gimborn
- Prepare and organise the internal and external auditing of the accounts
- Examine motions submitted by IPA sections (member of the IEB sub-committee in conjunction with the President, Secretary General and Head of Administration)
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the Treasurer Finances' activities

TREASURER SOCIAL AFFAIRS

- Assist the Treasurer Finances
- Set the annual strategy of Treasurer Social Affairs' tasks
- Manage miscellaneous financial contributions of the treasury
- Organise IEB meetings
- Collect data in case of emergencies / catastrophes and co-ordinate the aid
- Advise the board (with the Treasurer Finances) on any financial implications of decisions taken and inform them about their financial duties and responsibilities
- Take care of the IPA membership card
- Collect and reimburse travel and accommodation costs for relevant participants at IPA World Congresses, IEB meetings and any other meetings as agreed by the IEB

- Be in charge of IPA gifts, IPA promotional items and IEB members' visiting cards
- Collect and analyse data from allocated IEB liaison sections
- Report annually about the Treasurer Social Affairs' activities

VICE PRESIDENT

- *Take the President's place in case of the President's absence or incapacity*
- *Remain in close contact with the President in all matters*

B Internal Auditors

Art. 5 References in IPA Documents

Please refer to the following articles:

- IS art. 19: International Bodies
- IS art. 26: Auditing
- IR art. 15: Agenda

Art. 6 Skills Profile Internal Auditors

- Financial background preferable
- Experience in dealing with treasury issues
- Accounting skills
- Strategic vision
- Analytical skills
- Ability to communicate in one of the four IPA official languages
- Good proficiency in spoken and written English

Art. 7 Internal Auditors Job Description

- Take part in an internal auditors meeting once per year in order to examine the annual IPA accounts provided by the International Treasurers (balance sheet plus income and expenditure)
- Monitor and evaluate how well the finances of the Association are governed, that internal decisions and processes are working and respected, i.e. verifying the adequacy between decisions taken by the IEC / IEB and the action of the Treasury
- Provide a written report for the attention of the IEC which will, if accepted, release the Treasury and the IEB of the responsibility of the accounts and the financial result
- Provide an oral report at the annual IPA World congress based on the conducted audit
- If required, act as consultants, advising the IEB on how to improve the financial management of the Association

This Procedure for IEB and Internal Auditors Job Descriptions was adopted by the IEC during the IPA World Congress in Cyprus 2015 and entered into force on 16 October 2015. It replaces any previous documents relating to IEB and Internal Auditors job descriptions.

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