

Role Descriptions: IAIABC [Regulation Committee](#) Leaders

Role Overview

Recruiting for Two Positions:

- IAIABC Regulation Committee Chair
- IAIABC Regulation Committee Vice Chair

Term: March 1, 2025 - December 31, 2025 (interim appointment; leaders welcome to apply for 2026-2027 two-year term)

Purpose: To lead and manage the Committee's activities, ensuring alignment with the IAIABC's mission and strategic goals

Key Responsibilities

Chair

1. Facilitate meeting discussions both in-person and virtually
2. Develop a succession plan by mentoring other leaders and Committee members

Vice Chair

1. Fill in for Chair as needed
2. Capture meeting minutes
3. Provide written Committee descriptions and updates no more than four times per year

Both Chairs and Vice Chairs

1. Leadership and Oversight: Develop, distribute, and facilitate meeting agendas and ensure productive discussions. Foster an open, collaborative, and productive culture with leaders, members, and the IAIABC community.
2. Strategic Planning: Develop and implement plans to achieve Committee goals. Coordinate with other committees and staff to ensure alignment with the IAIABC's strategic plan.
3. Communication: Regularly connect with members, liaisons, and other stakeholders, including the IAIABC Joint Committee Council (JCC).
4. Coordination: Collaborate with members to identify and secure presentations, speakers, content, and/or materials for in-person and virtual meetings.
5. Training and Development: Attend Committee Leader training courses as provided by the IAIABC.

Qualifications

Essential

- Employed by an IAIABC Member organization in good standing.
- Comfortable with public speaking and presenting to various audiences.
- Experience in managing projects from inception to completion while meeting deadlines.
- Ability to work effectively with diverse populations and understand cultural nuances.

- Commitment to the IAIABC's mission and values.
- Ability to travel to two in-person events per year.

Preferred

- Previous leadership experience.
- Ability to recruit, train, and manage volunteers effectively.
- Proficiency in analyzing data to inform decision-making and measure the impact of the Committee's work.
- Skills in planning and executing events that support specific objectives.

Time Commitment

- In-person attendance beginning on Sunday at [The Forum](#) and [Convention](#).
- Meeting frequency and commitment varies by Committee, but on average approximately 4 hours per month.

Benefits

- Leadership development: develop leadership skills, decision-making, conflict resolution, and strategic thinking.
- Collaborate and network: work with a diverse group of workers' compensation professionals, networking and building relationships, including fellow committee leaders, members of the Board of Directors, and committee members.
- Mentoring: opportunities to mentor and develop committee members in their careers and into future leadership roles.
- Communication skills: practice and refine written and verbal communication skills.
- Knowledge and expertise: gain a deeper understanding of industry issues, growing expertise on a variety of topics.
- Contribute: through committee work and sharing your knowledge, have a positive impact on the IAIABC's mission and vision.
- Project management skills: oversee committee tasks, timelines, resources, and other activities.

Application Process

- Please submit your [Committee Leadership application](#) by February 7, 2025.
- Applications will be reviewed by the IAIABC Board of Directors President, who will appoint both the Chair and Vice Chair by February 28, 2025.

Additional information regarding IAIABC Committees can be found in the [IAIABC Committee Handbook](#).

Please contact [Heather Lore](#), IAIABC Executive Director, with any questions.