



Position: Associate Member of the UK ICF Board – Membership Directorate: Special Interest Groups

Accountable to: Board of Directors and UK ICF Co-Presidents, reporting to the Director of Membership

Board Purpose and Scope

UK ICF is a Charter Chapter of the International Coaching Federation. It is both a professional membership association and a company limited by guarantee. The Board leads the UK ICF to achieve the vision and mission of the International Coaching Federation in the UK.

The ICF Vision: Coaching is an integral part of a thriving society, and every ICF Member represents the highest quality of professional coaching.

The ICF Mission: ICF exists to lead the global advancement of the coaching profession.

Core Values of the ICF: At ICF, we place diversity, inclusion, belonging and justice at the forefront of everything we do. In addition, we hold the following 4 values:

Equity	Professionalism
Collaboration	Humanity

The UK ICF has a responsibility to the members of this chapter to:

- Raise awareness of professional coaching and the ICF
- Provide opportunities for learning and development
- Support members to achieve ICF credentials
- Offer opportunities for networking and connecting
- Provide accurate and timely information
- Manage the business of the Chapter in a professional manner in line with ICF values

Associate Board Member Role

This is a volunteer post, focused on supporting the work of the UK ICF Board Directors. Each Associate Board Member's role is for a term of two years. An Associate Board Member may apply for a further two terms, up to a maximum of six consecutive years.

General Responsibilities of Associate Board Members

1. Uphold the Vision, Mission and Values of the International Coaching Federation
2. Contribute advice and support decision-making in relation to the UK ICF strategic priorities
3. Actively engage in operational delivery of projects relating to the remit of the role and UK ICF priorities
4. Drive forward and deliver on specific areas of responsibility

5. Manage and deliver projects effectively with the support and collaboration of chapter volunteers

The Associate Board Member for Special Interest Groups plays a key role in supporting, stewarding and developing UK ICF Special Interest Groups across the Chapter.

Special Interest Groups provide members with opportunities to connect around shared professional interests, practice themes, or areas of coaching specialism, supporting deeper learning, peer dialogue, and professional development within the coaching community.

The role includes supporting both established legacy SIGs and newly emerging groups, ensuring they operate in alignment with UK ICF strategy, values, and governance frameworks while maintaining the spirit of member-led community.

The ABM for Special Interest Groups works collaboratively with SIG Leaders and the board to support a thriving network of communities of practice across the UK Chapter of the ICF.

This role contributes to thought leadership, community stewardship, and the evolution of member engagement within the UK ICF ecosystem.

Key responsibilities:

Special Interest Group Leadership

- Act as a key point of contact and support for Special Interest Group Leaders
- Build strong, collaborative relationships with SIG leaders and facilitators
- Support SIG leaders to align with ICF & Chapter values, governance, and community standards
- Encourage shared learning and collaboration across SIGs, Local Coaching Groups and the activities within other Directorates
- Support SIG leaders in shaping meaningful, inclusive and engaging member experiences

Development of the SIG Network

- Support the growth and sustainability of Special Interest Groups within the Chapter
- Provide guidance on the creation and launch of new SIGs
- Support onboarding and orientation for new SIG leaders
- Steward the evolution of the SIG network as new areas of interest emerge within the profession
- Help ensure continuity and succession planning for SIG leadership

Community Engagement and Learning

- Champion vibrant communities of practice that enable members to explore themes, innovations, and emerging conversations within coaching
- Encourage collaboration and knowledge exchange between SIGs
- Support SIG leaders to design inclusive, engaging, and professionally enriching gatherings

Governance & Operations

- Work with the UK ICF operational team to support SIG administration and communication
- Ensure SIG activities align with Chapter governance and professional standards
- Support processes for establishing, reviewing, or evolving SIG structures
- Contribute to documentation and guidelines relating to SIG leadership

Collaboration & Representation

- Work closely with the Membership Director and the ABM for Local Groups
- Collaborate with other ABMs and Directorates to align across community initiatives
- Attend relevant Operations or Directorate meetings
- Represent the SIG network within the wider UK ICF Chapter where appropriate
- Attend Board meetings by invitation when relevant to SIG activity

The Board meets monthly, either in person or virtually. Associate Board Members (ABMs) are not Directors of the company but may attend Board Meetings by invitation when relevant to their area of focus.

ABMs also work within an overall 'Directorate' and attend virtual meetings relevant to their area. This ensures ABMs are supported and part of a wider network relating to their area, but have the autonomy to deliver the UK ICF objectives. The estimated time commitment from ABMs is **4-6 hours a week**.

Required Experience and Skills

In general, you will:

- Be a member of both ICF Global and the UK ICF Chapter
- Be committed to the vision and values of the ICF
- Be an experienced coach holding an ICF credential (or actively working towards one)
- Demonstrate strong relationship-building and communication skills
- Be comfortable working with and supporting volunteer leaders
- Show organisational awareness and sound professional judgement
- Be collaborative and able to work within a distributed leadership structure
- Have project management skills to lead and deliver initiatives working alongside volunteer team members

You may also:

- Have experience as a Board Director, Trustee, or organisational leader
- Have experience in community leadership, networks, or volunteer management

Benefits of being an ABM

- The opportunity to influence ICF strategy both within the UK and beyond

- Playing an active role within the UK ICF community as part of a motivated team, shaping and growing professional coaching in the UK
- Professional growth and enhanced profile within the ICF coaching community
- Opportunity to attend Board Meetings and develop non-executive skills
- Free access to Chapter events
- Satisfaction from contributing to the growth and evolution of the UK coaching profession
- Stimulation and development from working in a team of highly motivated volunteer leaders
- Ability to develop existing skills (and build new ones) in a supportive environment

Volunteer Opportunities

If you are keen to support the Directorate's mission but are unable to commit to a full board position, then please consider registering your interest in our ad hoc volunteering opportunities by submitting the ***Raise Your Hand as a Volunteer*** form.

The ICF encourages people from diverse backgrounds, institutions, and experiences to apply. The ICF does not and shall not discriminate on the basis of race, colour, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status, in any of its activities or operations. These activities include, but are not limited to, hiring and firing of staff, selection of volunteers and vendors, and provision of services. We are committed to providing an inclusive and welcoming environment for all members of our staff, clients, volunteers, subcontractors, vendors, and clients.