



Position: Associate Member of the UK ICF Board – Credentialing Standards & Coaching Education Providers

Accountable to: Board of Directors and the UK ICF Co-President, reporting to the Co-Directors of Credentialing Standards & Coaching Education Providers

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 below 4 values:

Equity	Collaboration
Professionalism	Humanity

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

The 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 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

Functional Responsibilities of the Associate Board Member role

The ABM for Credentialing Standards & Coaching Education Providers supports ICF UK Chapter members in navigating their credentialing journey and collaborates with coaching education providers to elevate the quality of coaching education in the UK. This includes keeping members informed about requirements, credentialing pathways, and steps to accreditation while promoting ethical practices within the UK ICF community.

The role also involves working with education providers to understand industry needs, relay key insights to ICF Global, and ensure coaching education aligns with evolving standards and market demands.

- Develop and maintain comprehensive webinar programs for members, covering the ICF Credentialing process and ethics to ensure up-to-date knowledge and foster ethical practices within the community.
- Collaborate with the Global ICF Credentialing team and UK coaching education providers to align efforts, understand industry needs, and strengthen engagement through activities and listening sessions.
- Expand awareness of ICF Credentialing among training providers and their alumni, supporting the growth of ICF-accredited coaches in the UK.

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 Committee and/or Working Group 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 ICF UK objectives. The estimated time commitment from ABMs is **4-6 hours a week**.

Required Experience

In general, you will:

- Hold membership in both ICF and the UK Chapter
- Be committed to the ICF vision and the UK ICF strategy
- Be a team player and focus on the delivery of specific outcomes in line with a strategic plan
- Experience with managing organisational diversity initiatives and workplace DEIB
- Have a comprehensive understanding of the full ICF credentialing process
- Have a comprehensive understanding of the ICF Code of Ethics
- Be an experienced coach holding a current ICF credential
- 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

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 ICF UK 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
- Opportunity to increase networks and profile within the coaching profession
- Learning about the profession, the ICF and personal growth
- Opportunity to attend coaching-related events
- 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.