



**2007/DIV.04rev  
(Original)**

**International Council of Museums  
Operating Policy**

**OP 04.02**

**SUBJECT:** Director General

**DATE:** June 1, 2007

**PURPOSE:** The purpose of this Operating Policy (OP) is to define the responsibilities and promote understanding of the Director General's role.

**REVIEW:** This OP will be reviewed in March of even-numbered years by the President, Treasurer, and other persons selected by the President with recommended revisions presented to the Executive Council by April 15.

**POLICY:**

1. The Director General is an employee of ICOM and along with the other employees constitutes the Secretariat.
2. **The Director General is appointed by the President in consultation with the Executive Council, at such salary and on such conditions of employment as the Council may determine. The Director General is employed under contract and is subject to annual review.**
3. The President in consultation with the Executive Council may initiate separation procedures to remove the Director General should such action be warranted.
4. The Director General of ICOM is its chief executive officer, and is responsible to the Executive Council for the efficient and effective administration of ICOM and for the operations of the Secretariat. In day-to-day matters the Director General is subject to direction by the President. The Director General shall, subject to agreement of the Executive Council in relation to any **permanent** positions specified in the rules, be responsible for the appointment and dismissal of Secretariat staff, whose conditions of employment [including job descriptions and salary grades] shall be set out in Staff rules.
5. **The Director General is the secretary of record for the Executive Council and shall fulfil that role in accordance with the directions of the President.**

**6. The Director General as chief executive officer of ICOM is of primary importance to the successful operations of the organisation. The Director General is to provide leadership for the Secretariat staff, coordinate the activities of the organisation, investigate and initiate fundraising activities, and serve as an advocate for ICOM. Although the Director General is subject to the Executive Council directives and works closely with the President,**

**Under the President's direction the Director General is responsible for:**

- Promoting the interests of ICOM;
- Coordinating and facilitating services to members;
- Facilitating the daily operations of the Secretariat;
- **Implementing organisational activities as articulated within the operational policies, Statutes, and mission of ICOM;**
- Coordinating and facilitating secretariat services to meetings of the Advisory Committee and the General Assembly;
- Actively participating in the formulation of the Strategic Plan;
- Preparing, realising, evaluating and reporting on ICOM's programme of activities in accordance with the organisation's Strategic Plan as approved by the General Assembly;
- **Ensuring the proper financial operations of ICOM, including the payment of all accounts, the keeping of appropriate records, and the preparation of proper financial statements;**
- Coordinating and facilitating the work of the International Committees, Standing Committees, and Task Forces;
- Maintaining communication with committees, organisational members, and the public;
- **Assisting the UNESCO [and other identified entities] in the realisation of its activities;**
- Fundraising on behalf of ICOM and its programmes and policy objectives.
- Initiating and maintaining communication with Standing Committees, Task Forces and Working Groups;
- **Fulfilling other tasks and duties as assigned.**

7. The **Director** General shall publish on a regular basis an information bulletin or newsletter in the official languages of ICOM that shall be sent to all members in good standing.

8. The **Director** General may, with the approval of the Executive Council and in accordance with the approved programme, procedure, and budget of ICOM, either on behalf of ICOM alone or in association with other international, national, public or private organisations, publish such other publications relevant to the work of ICOM as are required in such languages as are deemed appropriate.

9. The **Director** General may make such publications available to members of ICOM and to other persons by sale or otherwise.

10. The **Director** General is responsible for the care and maintenance of the UNESCO-ICOM Museum Information Centre, and shall provide such staff and

financial resources, as the Executive Council deems necessary for the operations of the Centre.

11. The **Director** General shall perform other assigned duties appropriate to the operation of ICOM as the international organisation of museums and museum professionals that is committed to the conservation, continuation and communication to society of the world's natural and cultural heritage, present and future, tangible and intangible.