

The Chief Executive Officer (CEO) is responsible for the leadership, operations, financial management and strategic development of the International Law Association (ILA). The CEO will work closely with the Officers, senior management team (Management Committee), Executive Council and staff (Membership Secretary) in addition to other stakeholders and suppliers to achieve the aims of the ILA in the study, clarification and development of public and private international law.

The main responsibilities of the CEO are as follows:

A. Management Committee (MC) & Executive Council (EC)

- i. Liaison including providing information and support to ILA Officers (Executive Chair, Hon. Treasurer, Secretary General (SG) and Director of Studies (DOS), Diversity and Inclusion Officer (DIO) and Media Officer in particular), as well as the MC and EC;
- ii. Preparing and circulating relevant documentation as required for MC and EC meetings, in an efficient and timely manner, and in consultation with the relevant Officer;
- iii. Preparing and facilitating all physical and/ or hybrid meetings including dates, venue (physical/ online), catering and AV requirements;
- iv. Attendance, minute taking and follow up from meetings;
- v. Maintaining Appointments tracker and working with SG to ensure timely elections of officers in accordance with the ILA Constitution;
- vi. General oversight of such sub-committees as may be established and of ILA policies including the Diversity, Equality and Inclusion Policy.

B. Finance & Office

- i. Arranging regular meetings with ILA Hon. Treasurer;
- ii. Processing all banking and financial transactions (including invoices, expenses and issuing receipts) for ILA Headquarters (HQ) and ILA British Branch (BB) in consultation with the Hon. Treasurer and SG (where appropriate);
- iii. Completing monthly reconciliation of all financial transactions (ILA HQ & ILA BB) on XERO and statements to the accountant;
- iv. Preparing and monitoring annual budget in consultation with the Hon. Treasurer;
- v. Preparing financial information (ILA HQ & ILA BB) for the accountant to draft Annual Accounts; liaison with Treasurer(s) for signature and approval by the EC;
- vi. Issuing Branch contributions and individual invoices on behalf of Branches via database/ XERO; follow up on payment queries and issue receipts;
- vii. Regular review of suppliers to ensure cost-effectiveness;
- viii. Administration of the ILA's Headquarters' Office, including post, IT and liaison re: lease renewal;
- ix. Maintaining records with the Charity Commission including updated information on Trustees and submission of Annual Return and Annual Accounts in a timely manner;
- x. Issuing appeals and identifying potential new income streams in conjunction with the Hon. Treasurer and MC.

C. Branches & Membership

- i. Maintaining the list of ILA Branches and updating website with documentation and any changes to Officers as advised;

- ii. Maintaining and updating the ILA database containing ILA member records in conjunction with the Membership Secretary;
- iii. Facilitating the opening or closure of ILA Branches in consultation with the SG, Hon. Treasurer and EC;
- iv. Managing and supporting the part-time Membership Secretary;
- v. Completing administration on behalf of ILA BB including maintaining members records, issuing invoices, liaison suppliers, organising and facilitating Officers' meetings and assisting with organisation of Branch events where appropriate.
- vi. Supporting the Membership Secretary in facilitating the ILA Student Membership Review and implementation of any outcomes;
- vii. Working with the Media Officer to disseminate information about ILA Branches and their activities;
- viii. Reviewing and drafting updated Branch establishment and governance guidelines in consultation with SG and MC.
- ix. Review and update compliance with GDPR regulations.

D. Director of Studies (DOS) & Committees

- i. Arranging regular meetings with the ILA DOS;
- ii. Processing all ILA Committee nominations (including liaison with Committee Chairs) in accordance with Committee Guidelines to circulate for approval at EC meetings;
- iii. Updating ILA website to add new or finalised Committees and Study Groups;
- iv. Updating ILA member records to include Committee/Study Group membership;
- v. Supporting the DOS with uploading Committee Reports and Resolutions (French & English) onto the ILA website in advance of the ILA biennial conferences;
- vi. Identifying new opportunities for dissemination of Committee and Study Group outputs as well as potential publication or subscription income streams in conjunction with the DOS.

E. Biennial International Law Conferences & Events

- i. Assisting with the organisation of the biennial, regional and other ILA conferences and meetings;
- ii. Working with the Media Officer to disseminate information about ILA conferences and events;
- iii. Attending biennial conferences (Austria 2026) and managing ILA HQ office on site, supporting ILA HQ Officers, Scholars and host Branch local organising committee (LOC);
- iv. Administering the ILA's Scholarship Fund and managing all aspects of the Scholarships application and award process in conjunction with the Chair of the Scholarship Committee; supporting selected Scholars in facilitating their attendance and on site at the conference;
- v. Co-ordinating and collating content and arranging publication of the biennial conference report post-event, and the sale or distribution of such reports and other ILA work products;
- vi. Continuing to develop the Biennial International Conference Guidelines and Expression of Interest process in addition to implementing current Guidelines, including MOU with the host Branch and reporting requirements for future events;
- vii. Developing and organising a series of events and publishing associated blogs in partnership with ILA branches and other relevant international organisations.

F. Strategic Planning & Policy

- i. Reviewing and updating ILA Policy tracker (internal and external) and associated policies in conjunction with the relevant Officers especially the Diversity, Equality and Inclusion Policy and the Media Policy;
- ii. Continuing to work with Executive Chair on review and identification of key areas to develop in ongoing strategic planning.

G. Other

- i. Submitting relevant activity reports to the UN and other international organisations to maintain ILA accreditation;
- ii. Applying for relevant UN ground passes and other meeting accreditation on behalf of ILA members in accordance with the Accreditation Policy.
- iii. Maintaining the ILA's archive in the office and liaison with any archivist or other person granted access to such archive.

International Law Association
2 June 2025