

## **APPLICATION FOR ICF SWITZERLAND BOARD MEMBER OR AMBASSADOR**

*“If you think you’re too small to have an impact,  
try going to bed with a mosquito in the room.” - Anita Roddick*

- Are you attracted to possibilities that professional coaching opens in the world?
- Do you have time and talent to develop a closer relationship with ICF?
- Do you want to make a difference with a dedicated leadership team of professional coaches for the sake of developing the Art, Science and Practice of Professional Coaching?

### **Consider becoming an ICFS Board Member or an ICFS Ambassador!**

As an ICF Switzerland (ICFS) Board Member or Ambassador, you bring your professional experience, competencies and commitment to a leadership role inside ICF and ICF Switzerland. You have the opportunity to continue to develop your networking and relationship skills, participate in ICF Switzerland programs and experience other in-depth learning that comes with being a member of the ICFS leadership team.

As an ICFS Board Member or Ambassador, you will help to promote the key messages and priorities of ICF to coaches, potential clients and the general public. ICFS Board Members are elected by the members of ICF Switzerland. ICFS Ambassadors are appointed by the ICFS Board.

### **BENEFITS**

1. Chance to develop through learning, sharing and contributing with your peers
2. Great networking and visibility opportunities throughout the country and the world
3. Contribute tangibly to our growing profession
4. Collaborate with other coaches helping to advance the Art, Science and Practice of Professional Coaching - through online forums, networking events and Chapter events
5. Be a contributing leader of the leading global coaching association
6. For Ambassadors, to gain experience with ICFS Board members and potentially be elected to ICFS board in subsequent year(s)

### **ESSENTIAL SKILLS / COMPETENCIES**

1. \_\_\_ I am a professional with a strong successful business track record and am prepared to be an active and contributing team member from the start
2. \_\_\_ I communicate fluently (both verbal and written) in English and either German or French

3. \_\_\_ I am committed to help make a positive difference - in partnership with other people and organizations - to grow ICF and its vision of "making coaching an integral part of society"
4. \_\_\_ I am responsible and accountable; I can be counted upon to deliver on my promises!
5. \_\_\_ I am proficient with the internet (especially the ICF websites) and commit to stay up to date on ICF news and events on at least a monthly basis

## **ELIGIBILITY CRITERIA**

6. \_\_\_ I am a member in good standing of the ICF and ICF Switzerland
7. \_\_\_ I hold an ICF credential (ACC/PCC/MCC) OR am applying for the ICF credential
8. \_\_\_ I have been working as a professional coach for at least 2 years and have a current profitable coaching practice with at least 8 paying clients OR I am an internal coach where coaching is at least 50% of my job
9. \_\_\_ I have the time, energy and capacity to commit at least two days per month to deliver on agreed actions and responsibilities and see through to completion projects that I take on - including attendance at monthly telecalls and physical attendance at all quarterly board meetings
10. \_\_\_ I agree that at the time of election and, for the duration of their board membership, I have engaged a coach for my own personal development. I am committed to my own professional development and to representing the highest levels of professional coaching and "coach-like" behavior.
11. \_\_\_ I consistently live the ICF Values of Integrity, Excellence, Collaboration, Respect – and have a sense of humor
12. \_\_\_ I have read and agree to the ICF 2009 Strategic Plan and the three key priorities and understand that my role as an ICFS leader is to contribute to advance the:
  - a. **Values and Benefit of ICF Membership:** Support and grow chapters, including focus on leadership skills, member acquisition, retention and overall accountability.
  - b. **Professional Standards:** Lead by example and encourage coach-specific training and growing the number of credentialed coaches in Switzerland
  - c. **Image and awareness of the ICF Brand:** Develop a strong brand awareness in Switzerland of ICFS and the benefits for clients and media

\*\*\*\*\*  
**I agree to the above and to the ICF Policy: Fiduciary Duties and ICF Code of Ethics as stated in Appendices A & B and would like to apply for (check one or both below):**

\_\_\_\_\_ **ICF Switzerland Board Member**

\_\_\_\_\_ **ICF Switzerland Ambassador**

**Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

**Name (please print)** \_\_\_\_\_

**ADVANCING THE ART, SCIENCE AND PRACTICE OF  
 PROFESSIONAL COACHING**

## Appendix A

### ICF Policy: Fiduciary Duties

In order to ensure compliance with applicable laws and to protect the International Coach Federation (ICF) and its members, officers, directors and committee members from potential legal problems regarding conflicts of interest and violation of fiduciary obligations to ICF, ICF endorses and adopts the following statement of policy:

#### ***I. Duty of Loyalty***

Among the fiduciary obligations as an officer, director or committee member of a nonprofit corporation is a duty of loyalty to the nonprofit corporation. This includes supporting and not opposing directly or indirectly or taking any other stance against, the policies and positions duly adopted by ICF's Board of Directors. As a representative of ICF, officers, directors and committee members are obligated to maintain this duty of loyalty; it is not intended to, nor should it, discourage debate within Board or committee meetings. Such debate is encouraged and is part of the individual's responsibility in the deliberative process.

#### ***II. Duty of Care***

This duty (the level of competence expected of a Board or committee member) is often defined as the care that an ordinarily prudent person would exercise in a like position under similar circumstances. No longer are nonprofit directors subject to a lesser competence standard than are directors of for-profit corporations.

Board and committee members uphold an obligation to take association matters seriously and to devote time to consideration of issues facing the association. Board and committee members may not rubber stamp the proposals of the association's officers or staff without running the risk of breaching their fiduciary duty of care to the organization.

#### ***III. Confidentiality of Discussions***

In order to encourage and foster open and candid discussion at its meetings, the Board of Directors of ICF believes confidentiality must be maintained. Therefore, it is the policy of the ICF that each director and committee member shall keep confidential any and all information relating to discussions at its meetings unless compelled by legal process to disclose such information, or as otherwise agreed by the Board. While members are free to discuss actions adopted by the Board or a committee, disclosing any information concerning the discussion of such items during the meeting is prohibited.

#### ***IV. Conflicts of Interest***

Another fiduciary obligation of a nonprofit corporation officer, director and committee members is to avoid "conflicts of interest." A "conflict of interest" is generally defined as a transaction in which, because the individual is, either directly or indirectly, a party to the transaction or possible beneficiary of the transaction, there is or may be a conflict between the individual's fiduciary obligations to the International Coach Federation and the individual's personal or business interests. To avoid potential conflict of interest issues, ICF implements the following procedures:

- a. In any transaction involving the ICF and an ICF officer, director or committee member, or ICF and a corporation, partnership or other entity in which an individual is an officer or director or expects or intends to have a financial or other beneficial interest, such individual, prior to any discussion or decision concerning the transaction, shall fully disclose to the ICF Board or the ICF committee considering the transaction the material facts of the transaction and the individual interest or relationship
- b. Upon such disclosure, the individual shall take no further part in the meeting during which time the proposal is considered and voted upon.

c. After receiving such disclosure, prior to approving the transaction, the ICF Board or ICF committee must conclude that the transaction is “fair to ICF” and must approve the transaction without the participation or vote of the interested individual.

d. The interested individual’s presence at the meeting may be counted in determining quorum of the Board or committee as present, but that individual shall not vote on the transaction.

#### **V. ICF Opportunities**

Another fiduciary obligation prohibits an officer, director or committee member of the ICF from seizing a “corporate opportunity” for his or her company’s benefit or his or her personal benefit. This means that such an individual may not take advantage of a business opportunity in which the officer, director or committee member knows the ICF has a genuine interest and where such an association opportunity would be consistent with ICF purposes, mission and goals as a nonprofit corporation. Further, if the officer, director or committee member becomes aware of such an opportunity, he or she is obliged to so inform the ICF and allow the ICF to act first.

#### **VI. Participation in Deliberation and Actions**

In any case in which there is a question of loyalty, conflict of interest, or corporate opportunity raised, the officer, director or committee member shall not participate in the meeting for the entire time the matter is discussed and voted upon.

#### **NOTE:**

The Policy shall, upon adoption by the ICF Board of Directors, become immediately effective and thereafter be distributed to each officer, director and committee member. **Each shall acknowledge receipt of the Policy, on a form** which also contains a statement that the officer, director or committee member will comply with the Policy, and is currently unaware of any transaction in which he/she is involved which would constitute a conflict of interest as defined, and that should a transaction arise, the officer, director or committee member will notify the Board or committee of the circumstances and act in accord with the Policy in respect to that transaction.

#### **ICF Fiduciary Duties/Conflict of Interest Agreement**

1. I agree that in view of my service as a Board Director or committee member of the International Coach Federation, that I will disclose any actual or potential conflict of interest or any situation that might give the appearance of a conflict of interest.

2. Upon request of the ICF Board President, I will submit a written statement disclosing my business or financial transactions undertaken since the beginning of the preceding calendar year (or at any time relevant) that I, any member of my family, or a significant other may have had with ICF or any group or individual doing business with the ICF or its contractors.

3. I further agree that I will not take part in discussions nor vote on any matter in which I, members of my family, or any significant other have a business or financial interest.

4. I agree that no part of the assets of the ICF shall inure, directly or indirectly, to my benefit, except to the extent I have performed services or for which I am entitled to reimbursement for expenses I have incurred on behalf of the ICF or as otherwise authorized by the ICF.

5. I recognize that any conflict of interest statement that may be required, as described above, is essential to the business operations of the ICF and, if requested, would constitute an essential part of this agreement.

6. I agree to abide by the ICF Policy Statement concerning Fiduciary Duties. I understand that my failure to abide by any aspect of the Policy Statement shall cause my directorship or committee membership to be subject to termination. International Coach Federation

2365 Harrodsburg Road, Suite A325 • Lexington, KY 40504 USA  
1.859.219.3580 • 888.423.3131 • Fax: 1.859.226.4411  
[www.coachfederation.org](http://www.coachfederation.org)

I agree to adhere to the Fiduciary Duties as stated in Appendix A and would like to apply for an ICF Switzerland role.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)

## ICF Code of Ethics

### Part One: Definition of Coaching

#### Section 1: Definitions

- **Coaching:** Coaching is partnering with clients in a thought-provoking and creative process that inspires them to maximize their personal and professional potential.
- **A professional coaching relationship:** A professional coaching relationship exists when coaching includes a business agreement or contract that defines the responsibilities of each party.
- **An ICF Professional Coach:** An ICF Professional Coach also agrees to practice the ICF Professional Core Competencies and pledges accountability to the ICF Code of Ethics.

In order to clarify roles in the coaching relationship, it is often necessary to distinguish between the client and the sponsor. In most cases, the client and sponsor are the same person and therefore jointly referred to as the client. For purposes of identification, however, the International Coach Federation defines these roles as follows:

- **Client:** The "client" is the person(s) being coached.
- **Sponsor:** The "sponsor" is the entity (including its representatives) paying for and/or arranging for coaching services to be provided. In all cases, coaching engagement contracts or agreements should clearly establish the rights, roles, and responsibilities for both the client and sponsor if they are not the same persons.

### Part Two: The ICF Standards of Ethical Conduct

*Preamble: ICF Professional Coaches aspire to conduct themselves in a manner that reflects positively upon the coaching profession; are respectful of different approaches to coaching; and recognize that they are also bound by applicable laws and regulations.*

#### Section 1: Professional Conduct At Large

##### As a coach:

- 1) I will not knowingly make any public statement that is untrue or misleading about what I offer as a coach, or make false claims in any written documents relating to the coaching profession or my credentials or the ICF.
- 2) I will accurately identify my coaching qualifications, expertise, experience, certifications and ICF Credentials.
- 3) I will recognize and honor the efforts and contributions of others and not misrepresent them as my own. I understand that violating this standard may leave me subject to legal remedy by a third party.
- 4) I will, at all times, strive to recognize personal issues that may impair, conflict, or interfere with my coaching performance or my professional coaching relationships. Whenever the facts and circumstances necessitate, I will promptly seek professional assistance and determine the action to be taken, including whether it is appropriate to suspend or terminate my coaching relationship(s).
- 5) I will conduct myself in accordance with the ICF Code of Ethics in all coach training, coach mentoring, and coach supervisory activities.
- 6) I will conduct and report research with competence, honesty, and within recognized scientific standards and applicable subject guidelines. My research will be carried out with the necessary consent and approval of those involved, and with an approach that will protect participants from any potential harm. All research efforts will be performed in a manner that complies with all the applicable laws of the country in which the research is conducted.
- 7) I will maintain, store, and dispose of any records created during my coaching business in a manner that promotes confidentiality, security, and privacy, and complies with any applicable laws and agreements
- 8) I will use ICF member contact information (e-mail addresses, telephone numbers, etc.) only in the manner and to the extent authorized by the ICF.

#### Section 2: Conflicts of Interest

##### As a coach:

- 9) I will seek to avoid conflicts of interest and potential conflicts of interest and openly disclose any such conflicts. I will offer to remove myself when such a conflict arises.
- 10) I will disclose to my client and his or her sponsor all anticipated compensation from third parties that I may pay or receive for referrals of that client.
- 11) I will only barter for services, goods or other non-monetary remuneration when it will not impair the coaching relationship.
- 12) I will not knowingly take any personal, professional, or monetary advantage or benefit of the coach-client relationship, except by a form of compensation as agreed in the agreement or contract.

### **Section 3: Professional Conduct with Clients**

**As a coach:**

- 13) I will not knowingly mislead or make false claims about what my client or sponsor will receive from the coaching process or from me as the coach.
- 14) I will not give my prospective clients or sponsors information or advice I know or believe to be misleading or false.
- 15) I will have clear agreements or contracts with my clients and sponsor(s). I will honor all agreements or contracts made in the context of professional coaching relationships.
- 16) I will carefully explain and strive to ensure that, prior to or at the initial meeting, my coaching client and sponsor(s) understand the nature of coaching, the nature and limits of confidentiality, financial arrangements, and any other terms of the coaching agreement or contract.
- 17) I will be responsible for setting clear, appropriate, and culturally sensitive boundaries that govern any physical contact I may have with my clients or sponsors.
- 18) I will not become sexually intimate with any of my current clients or sponsors.
- 19) I will respect the client's right to terminate the coaching relationship at any point during the process, subject to the provisions of the agreement or contract. I will be alert to indications that the client is no longer benefiting from our coaching relationship.
- 20) I will encourage the client or sponsor to make a change if I believe the client or sponsor would be better served by another coach or by another resource.
- 21) I will suggest my client seek the services of other professionals when deemed necessary or appropriate.

### **Section 4: Confidentiality/Privacy**

**As a coach:**

- 22) I will maintain the strictest levels of confidentiality with all client and sponsor information. I will have a clear agreement or contract before releasing information to another person, unless required by law.
- 23) I will have a clear agreement upon how coaching information will be exchanged among coach, client, and sponsor.
- 24) When acting as a trainer of student coaches, I will clarify confidentiality policies with the students.
- 25) I will have associated coaches and other persons whom I manage in service of my clients and their sponsors in a paid or volunteer capacity make clear agreements or contracts to adhere to the ICF Code of Ethics Part 2, Section 4: Confidentiality/Privacy standards and the entire ICF Code of Ethics to the extent applicable.

### **Part Three: The ICF Pledge of Ethics**

As an ICF Professional Coach, I acknowledge and agree to honor my ethical and legal obligations to my coaching clients and sponsors, colleagues, and to the public at large. I pledge to comply with the ICF Code of Ethics, and to practice these standards with those whom I coach.

If I breach this Pledge of Ethics or any part of the ICF Code of Ethics, I agree that the ICF in its sole discretion may hold me accountable for so doing. I further agree that my accountability to the ICF for any breach may include sanctions, such as loss of my ICF membership and/or my ICF Credentials.

*Approved by the Ethics and Standards Committee on October 30, 2008. Approved by the ICF Board of Directors on December 18, 2008.*

I agree to adhere to the ICF Code of Ethics as stated in Appendix B and would like to apply for an ICF Switzerland role.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name (please print)