



* POSITION DESCRIPTION *

Title: Continuing Education Committee Chair

Term & Related: One Year (Appointed by Board)

Answers To: IPA's Board of Directors

**Bylaw References
To Position:**

The Continuing Education Committee is responsible for planning continuing education programs for psychologists. The committee also works with the President-Elect and the Executive Director to plan the Annual Convention.

The chairperson of each standing committee shall present a plan of work to the President and Board for approval (usually 30 days after the first Board meeting of the new fiscal year). All committee chairs and officeholders in the association agree to abide by the Approved Guidelines Regarding Representing IPA.

General

Description:

The Continuing Education Committee Chair also performs the following duties:

- Arranges and leads Committee meetings.
- Recruits Committee members from IPA's membership.
- Regularly attends conference call meetings of the Board and one live Board meeting at the Annual Convention for the purpose of reporting the C.E. Committee's activities. Will also present a report to the membership at the annual membership meeting.
- Maintains a professional relationship with the American Psychological Association Office of Continuing Education Sponsor Approval and strives to stay abreast of regulation developments and changes.
- Ensures that appropriate educational opportunities are available to all of IPA members.
- Strives to organize events that earn revenue for IPA.
- Assists Executive Director in completing Annual Reports and Five-Year Re-Application to maintain approval by the American Psychological Association to sponsor continuing education for psychologists.

All officers, delegates or representatives of the Association agree to abide by the Approved Guidelines Regarding Representing IPA (posted on the Leadership page of the website) when agreeing to serve in the position.

Updated: 04/16/17