

IPA Membership Committee Chair Job Description

The Idaho Psychological Association (IPA) Membership Committee Chair (hereafter referred to as “Chair”) will be a current Full Member or Fellow in IPA.

The Chair is responsible for scheduling and conducting committee meetings, either by phone or in person, no less than quarterly.

After a new membership application has been approved by the committee, the Executive Director (ED) will let the chair know of the approval. The Chair will then connect the new member to the chairs of committees of which the new member has expressed interest.

The Chair will keep a list of IPA members who are willing to serve as mentors to new members. The Chair will also solicit volunteers regularly (suggested times are December/January, prior to/at Annual Convention, and August/September). The Chair will also contact members individually as needed to solicit additional volunteers.

The Chair will assign all newly approved members a mentor. In assigning a mentor, consideration will be given to location and areas of interest.

The Chair will keep a record of mentor-mentee assignments.

The Chair will prompt communication between mentors and mentees at least three times per year (suggested times are December/January, prior to/at the Annual Convention, and August/September).

IPA Membership Committee Responsibilities

Members on the IPA membership committee are responsible for:

- Attending regularly scheduled meetings. If a committee member is unable to attend the meeting, he/she will contact the Chair or the ED prior to the time of the meeting.
- Voting, within three calendar days, to approve or deny membership to an applicant. If a committee member votes to deny membership, a reason must be given.
- Contributing to committee activities.
- Recruiting new and returning members.
- Reaching out to previous members whose memberships have lapsed to inquire about reasons for lapse and attempt re-engagement.
- Committee members are expected to serve for one year, with the option to renew their committee membership yearly.