



* POSITION DESCRIPTION *

Title: President

Term & Related: One year, preceded by one year as President Elect and followed by one year as Past President (follows election as President Elect)

Answers To: IPA's Board of Directors

Bylaw References To Position:

The President shall be the principal executive officer of the Association and subject to the control of the Board, shall in general supervise and control all the business and affairs of the corporation, including the hiring for administrative positions authorized by the Board. He/she shall preside at all meetings of the members of the Board [and Executive Committee]. He/she may sign, with the Secretary or any other proper Officer of the Association any deeds, mortgages, bonds, contracts, or other instruments which the Board has authorized to be executed, and in general shall perform all duties incident to the office of the President and such other duties as may be prescribed by the Board from time to time. The President shall serve as the Past President for the next succeeding one (1) year term. The President is a member of the Executive Committee of the Board.

The President is a voting member of IPA's Board of Directors.

General

Description:

The President also performs the following duties:

- Works with Secretary and Executive Director to prepare an agenda and schedule at least three conference call meetings of the Board and one live Board meeting at the Annual Convention. The President chairs the meetings of the Board.
- Works with Secretary and Executive Director to prepare a monthly agenda and schedule monthly meetings of the Executive Committee. The President chairs the meetings of the Executive Committee.
- Serves as chief spokesperson for the association and represents IPA to the public.
- Provides vision and leadership for the association and directs the other officers in formulating policies and programs that further the mission and objectives of the association.
- Communicates with IPA members (via listserv, newsletter articles, etc.) on matters of importance to the organization and the field of psychology.
- Makes emergent decisions, in consultation with the Executive Committee and Executive Director, as needed regarding actions taken by the association.
- Recommends committee and task force chairs to the Board for approval. Monitors progress of committees and task forces. Also recommends individuals to fill interim vacancies of elected positions to the Board for their review and approval.
- Works closely with Executive Director to coordinate activities and projects.
- Keeps the Board and membership informed on the conditions and operations of the association.
- Prepares and presents a brief President's "State of the Association" message for the annual membership meeting.
- With Board input, provides nominees to the Governor for Board of Psychologist Examiner vacancies.
- Actively assists with membership recruitment.
- Serves as liaison to an IPA standing committee, as assigned by the Executive Committee.

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