



* POSITION DESCRIPTION *

Title: Vice President/President Elect

Term & Related: One year, followed by one year as President and another year as Past President (elected position)

Answers To: IPA's Board of Directors

**Bylaw References
To Position:**

In the absence of the President or in the event of his/her death, inability or refusal to act, the Vice President/President Elect shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President. The Vice President/President Elect shall plan the program for the Annual Meeting in conjunction with the Executive Director of the Association and the members of the Continuing Education Committee. The Vice President/President Elect shall perform such other duties as from time to time may be assigned to him/her by the Board [and Executive Committee]. The Vice President/President Elect shall serve as President for the next succeeding one (1) year term. The Vice President/President Elect is a member of the Executive Committee of the Board.

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

General

Description:

The President Elect also performs the following duties:

- Regularly attends conference call meetings of the Board and one live Board meeting at the Annual Convention. Chairs the Board meeting if President is unavailable.
- Regularly attends monthly conference call meetings of the Executive Committee. Chairs the Board meeting if President is unavailable.
- Assists Executive Director, Treasurer and Past President in preparing Organizational Development CAPP Grant application.
- Attends APA Practice Leadership Conference in Washington, DC in March. (If budgets allow, IPA covers portion of expenses; continuing education for psychologists is available for some activities at this event).
- Works closely with Executive Director and the Continuing Education Committee to plan IPA's Annual Convention. Coordinates speaker hospitality and introductions during Convention.
- Helps to promote Annual Convention.
- Recruits officer nominees and appointees to serve during term of presidency.
- Actively assists in membership recruitment.
- Serves as liaison to the Continuing Education Committee for 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