



* POSITION DESCRIPTION *

- TITLE:** Representative to APA Council of Representatives (COR)
- TERM AND ELECTIONS:** The term is for three years, beginning in January. During January of the year prior to a new term starting, APA will contact IPA and solicit a list of candidates. The deadline for submission of candidates to APA is February 15 for an election that begins April 15. The election runs for 45 days and closes around May 30. APA sends electronic ballots to persons who are members of both APA and IPA. APA requires that candidates are members of APA and of their state or provincial association. There is no prohibition against serving as a state officer and COR Representative simultaneously, although COR Representatives do disclose any conflicts of interest.
- ANSWERS TO:** COR Representatives have a fiduciary responsibility to APA.
- BYLAW REFERENCES TO POSITION:** This position is not referenced in the IPA bylaws. Traditionally, the IPA Board of Directors has invited the COR Representative to attend and participate in all open IPA Board meetings.
- GENERAL INFORMATION:** The Council of Representatives is part of APA's governance structure. It is a large, diverse legislative body that has sole authority to set policy and appropriate APA's annual income. It is composed of elected members from state/provincial/territorial psychological associations, APA divisions and the APA Board of Directors. Each state association currently has at least one representative to the Council.
- POSITION DUTIES:** Idaho's Representative on APA Council performs the following duties:
- Attend Council meetings, twice a year (normally 2 or 3 days in February in Washington, DC and 2 days in conjunction with the APA annual convention in August). Travel expenses are paid by APA.
 - Review the agenda books for meetings (normally received about two weeks prior to a meeting) and familiarize oneself with upcoming business items prior to the meetings.
 - Solicit input from IPA Board and members regarding issues appearing before the Council and inform IPA members of Council actions.
 - Review material and information posted on a Council Listserv.
 - Participate in webinars offered to Council members throughout the year on various issues (there is not time during the Council meetings to educate members and provide detailed data about the business items and upcoming topics).
 - Remind IPA members to cast their annual APA apportionment ballot.
 - Read the Council handbook, be familiar with APA structure and Bylaws and Association Rules.
 - Help orient incoming Council Representative upon completion of office.

Updated: 10/07/2019