



## \* POSITION DESCRIPTION \*

- Title:** Representative on APA Council
- Term & Related:** Three years. Elected through APA-coordinated coalition of Idaho members of both APA and IPA. **Nominees must be members of both IPA and APA.** IPA is required to provide at least two nominees. May serve two consecutive terms. Assumes the office on the January 1 after the election.
- Answers To:** IPA's Board of Directors & APA Council of Representatives
- Bylaw References To Position:** See APA's Bylaws (Articles IV & V) and APA's Association Rules (Pgs 12 & 13).
- General Information:** The Council of Representatives is the legislative body of APA and has full power and authority over the affairs and funds of APA within the limitations set by the certificate of incorporation and the Bylaws, including the power to review, upon its own initiative, the actions of any board, committee, division or affiliated organization. Council is composed of representatives of divisions, representatives of state, provincial and territorial psychological associations (SPTAs) and the members of the Board of Directors. The number of representatives each division and SPTA will have is determined by an apportionment ballot that permits members to assign votes as they choose.
- Position Duties:** Idaho's Representative on APA Council performs the following duties:
- Attends Council's meetings, twice a year, normally for 2½ days in February and 1½ days in conjunction with the APA Annual Convention. APA pays for Council members' travel expenses for both meetings.
  - Council members receive agenda books for the meetings at least two weeks in advance of the meetings. Council members are expected to read the agenda materials prior to attending the Council meeting. All voting by Council takes place at the Council meetings.
  - Solicit input from IPA's Board and members regarding issues appearing before the Council and share that information, as appropriate, at Council meeting. Due to Council member's fiduciary responsibility to APA, Council member must make independent voting decisions based upon what is best for APA.
  - Council members are included on an email listserv and expected to review information provided on the listserv.
  - Council members are expected to participate in several webinars offered to Council throughout the year on various issues.
  - Council members are expected to inform their constituents of actions taken at Council meetings.
  - Help remind IPA members to cast their annual APA apportionment ballot.
  - Following completion of office, outgoing Council member shall orient the newly-elected Council member and transfer any pertinent materials.
  - Council member should read and understand Council handbook.

Updated: 04/16/17