**PRESIDENT-ELECT**

The election to the office of President-Elect shall require a commitment of Three (3) years of service to the Association: One (1) year as President-Elect; One (1) year as President; and One (1) year as Immediate Past President. A President shall not be eligible to serve again as the President-Elect until the completion of the year of service as Immediate Past President. The President-Elect shall succeed the President in office and perform such duties as are delegated by the President, Council of Representatives or the Association. The President-Elect shall serve as the presiding officer of the Association in the absence or incapacity of the President. It shall be the responsibility of the President-Elect to serve as a member of the Executive committee and the Council of Representatives. The President-Elect shall use the term of office to become fully familiar with the affairs of the Association. In the event that the President shall not serve a full term for any reason, the President-Elect shall succeed for the remainder of the term, and continue through the elected term.

**TREASURER**

It shall be the responsibility of the Treasurer to serve as a member of the Executive Committee and the Council of Representatives. The duties of the Treasurer shall be to have custody of all funds of the Association and to ensure they are deposited in the name of the Association in such bank or banks as the Council may direct. The Treasurer shall have the authority to sign checks and drafts or execute payments on behalf of the Association as provided by the By-Laws, a vote of members of the Association or the Council of representatives. The Treasurer's signature or authorized printed facsimile thereof shall counter-sign all checks. Such payments shall be originated by the Treasurer, the Executive Director or by the Office Manager. The Treasurer shall keep a full record of all money received and all money paid out and shall report thereon to all Executive Committee meetings and Council of Representative meetings. The Treasurer shall arrange at all reasonable times for exhibit of the books of accounts to any member of the Association. The term of office for Treasurer shall be three years except for the first elected term that begins after the date of the adoption of these By-Laws, which shall be two years.

**IPA ACADEMIC SECTION: CHAIR ROLE DESCRIPTION**

The Chairperson heads the Section. The Section members elect the Chairperson for a 2-year term. The Chairperson is nominated and elected in compliance with the Policies and Procedures of the Election Committee of the IPA. The IPA Election Committee shall conduct the nominations and elections. The Chairperson has responsibility for the general supervision of the affairs of the Academic Section and for making decisions in the best interest of the Section. This includes but is not limited to the following:
1. One of the major mechanisms for the Chair to represent academic constituents is through attendance at IPA Council meetings. In order to implement that aspect of the role, the Chair attends each quarterly [Saturday] meeting of the IPA Council; this time commitment is approximately 6 hours. However, it should be noted, this is not inclusive of travel time to commute to quarterly meetings. 2. The Chairperson has the authority to appoint a section Member to the following position for a 2-year term:
a. **Associate Chairperson** — Shall serve as Section Chairperson whenever the Section Chairperson is unavailable and who may assist the Chairperson in fulfilling Section responsibilities. 3. Plan meetings & activities to engage academic psychologists in psychology education. 4. Communicate with Section members and increase their visibility by sponsoring nominations for the professor of the year at the annual IPA convention. 5. Promote career profiles in professional education on the IPA web page. 6. Develop and monitor a two-year plan for increasing Academic section membership. 7. Make decisions regarding allocation of Academic Section monies. 8. Promote knowledge of research and evidence based practice in psychology education by scheduling workshops and conferences in addition to sponsoring presentations at the annual IPA convention. 9. Work with IPAGS to increase knowledge and understanding of the profession and the

integration of scholarship and clinical practice. 10. Work with ECP Section to encourage students on internship to understand the importance of participation in IPA as a key component of their professional development. 11. Establish and maintain collaborative working relationships with other IPA Sections. 12. Submit an annual summary report to the Council & President on section activities each June at the quarterly meeting of Council. 13. Submit written contributions to the quarterly IPA newsletter. 14. Participate in other activities at the request of the IPA President or elected Council, including but not limited to: a. Participate in ad hoc committees and task forces as requested; b. Assist with fund raising activities for Federal and state PACs; c. Assume an active role in both the retention and recruitment of new IPA members, as well as section members. This includes making calls to member psychologists. d. Assist with the annual IPA convention as requested by President elect/President. **On a quarterly basis, the chair may anticipate an approximate range of 20-25 volunteer hours. Submitted to Council 6/21/2014 Mark Reinecke PhD ABPP**

**IPA CLINICAL PRACTICE SECTION: CHAIR ROLE DESCRIPTION**

The Clinical Practice Section is headed by the Chairperson who is elected every 2 years by the Section Members. The Chairperson shall be nominated and elected in compliance with the Policies and Procedures of the Election Committee of the IPA. The IPA Election Committee shall conduct the nominations and elections. The Clinical Section is the largest section in IPA. The Clinical Practice Section (CPS) has 2 subsections: Forensic Subsection and Hypnosis Subsection which are funded by the CPS but have separate *associate subsection chairs* and activities e.g. workshops and speakers: on forensic issues; or, on specific areas of hypnotic interventions such as behavioral medicine or trauma. The Hypnosis Subsection has offered workshops and works with the President of the Chicago Society for Clinical Hypnosis. According to the section by-laws, the Chairperson shall have responsibility for the general supervision of the affairs of the Section and for making decisions in the best interest of the Section. This includes the following: 1. Represent the Section at quarterly Saturday IPA Council meetings. The Section Chairperson is a voting member of the IPA Council. If the Chairperson is unable to attend a Council meeting, s/he may appoint a representative to attend the meeting. 2. The Chairperson has the authority to appoint Section Members to the following position for a 2- year term: a. **Associate Chairperson** — Shall serve as Section Chairperson whenever the Section Chairperson is unavailable and who may assist the Chairperson in fulfilling Section responsibilities. 3. Plan Section meetings-recent activities include: a] promoting increased access to mental health care and creating integrated care in healthcare facilities in the community. b] promoting evidence-based and research-based training sessions for clinical psychologists. c] doing promotions with ECPs and IPAGS, e.g. having workshops on how to promote a psychologist's practice. 4. Maintain ongoing outreach communication with section members via email and phone. 5. Submit an annual summary report to the Council & President on section activities each June at the quarterly meeting of Council. 6. Make decisions regarding allocation of section monies. 7. Consistently submits written contributions to the quarterly IPA newsletter by the deadline. Encourage a strong focus on member accomplishments from the section in the newsletter. 8. Make decisions about and contributions to the content of the Section page on the IPA website. (e.g. the section started the referral program on the webpage program) 9. Work conjointly with other IPA sections on issues of mutual interest. In the past this has been primarily with the Health and Rehab Section. 10. Participate in other activities at the request of the IPA President or Executive Council, including but not limited to: a. Participating in ad hoc committees and task forces as requested. b. Assist with fund raising activities for Federal and state PACs. c. Assume a role in both the retention and recruitment of new IPA members. d. Assist with the annual IPA convention as requested by President-elect/President. **The CPS' Chair role will require approximately 8 hours per month, or 24-30 quarterly hours. Submitted to Council 6/21/14 Steve Kahn PhD.**

**IPA EARLY CAREER PSYCHOLOGIST [ECP]: ROLE DESCRIPTION OF CHAIR**

The IPA's ECP Section's purpose is identified in its Section by-laws. The Chairperson heads the Section. The Section members shall elect the Chairperson for a 2-year term. The Chairperson shall be nominated and elected in compliance with the Policies and Procedures of the Election Committee of the IPA. The IPA Election Committee shall conduct the nominations and elections. According to the section by-laws, the Chairperson shall have responsibility for the general supervision of the affairs of the Section and for making decisions in the best interest of the Section. This includes but is not limited to the following: 1. One of the major mechanisms for the Chair to represent their constituents is through attendance at IPA Council meetings. In order to implement that aspect of the role, the Chair attends each quarterly [Saturday] meeting of the IPA Council; this time commitment is approximately 6 hours. However, it should be noted, this is not inclusive of travel time to commute to quarterly meetings. 2. The Chairperson has the authority to appoint a section Member to the following position for a two-year term:

a. **Associate Chairperson** — Shall serve as Section Chairperson whenever the Section Chairperson is unavailable and who may assist the Chairperson in fulfilling Section responsibilities. The Chair creates their team which may also include: treasurer, secretary, event planner/marketer; IPAGs liaison 3. Plan 6 Section meetings/year to engage ECPs and promote IPA as a resource: create a welcoming environment to promote ECP networking, bonding, and thriving within IPA 4. Promote to the IPA Council an understanding of the section's role in the profession of psychology. 5. Direct and oversee the ECP mentorship program. 6. Organize and create events of high interest to ECPs, including: networking events with other ECPs and senior psychologists; varied workshops to help ECP transition to work; multicultural competence for ECPs; obtaining direct feedback from ECPs and collaboration with other committees. 7. Promote ECP involvement in the IPA Council to demystify the workings of IPA. 8. Assist in transition planning for the incoming chairperson each summer. 9. Be a role model for section members on advocacy for the profession of psychology. 10. Submit an annual summary report to the Council & President on section activities each June at the quarterly meeting of Council. 11. Maintain outreach to ECP members via electronic & phone communications. 12. Submit written contributions to the quarterly IPA newsletter by the deadline. Encourage a strong focus on member accomplishments from the section in the newsletter. Seek section member input. 13. Make decisions regarding allocation of ECP monies. 14. Make decisions about and contributions to the content of the Section's page on the IPA website. 15. Work conjointly with other IPA sections on issues of mutual interest. 16. Participate in other activities in collaboration with the IPA President or elected Council, including but not limited to: a. Participating in ad hoc committees and task forces; b. Assist with fund raising activities for Federal and state PACs; c. Assume an active role in both the retention and recruitment of new IPA members, as well as section members. This includes making calls to member psychologists. d. Assist with the annual IPA convention as requested by President elect/President. **On a quarterly basis, the chair may anticipate spending approximately 60 volunteer hours. Submitted to Council 6/21/2014 Crystal Kannankerill Psy.D.**

**IPA HEALTH AND REHABILITATION: ROLE DESCRIPTION OF CHAIR**

The IPA's Health & Rehabilitation Section's purpose is identified in its Section by-laws. The Chairperson heads the Section. The Section members shall elect the Chairperson for a 2-year term. The Chairperson shall be nominated and elected in compliance with the Policies and Procedures of the Election Committee of the IPA. The IPA Election Committee shall conduct the nominations and elections. According to the section by-laws, the Chairperson shall have responsibility for the general supervision of the affairs of the Section and for making decisions in the best interest of the Section. This includes but is not limited to the following: 1. One of the major mechanisms for the Chair to represent their constituents is through attendance at IPA Council meetings. In order to implement that aspect of the role, the Chair attends each quarterly [Saturday] meeting of the IPA Council; this time commitment is approximately 6 hours. However, it should be noted, this is not inclusive of

travel time to commute to quarterly meetings. 2. The Chairperson has the authority to appoint a section Member to the following position for a two-year term:
a. **Associate Chairperson** — Shall serve as Section Chairperson whenever the Section Chairperson is unavailable and who may assist the Chairperson in fulfilling Section responsibilities. 3. Plan Section activities in order to engage psychologists and promote IPA as the optimal, relevant association for member's practice: be the go-to section resource. 4. Promote to the IPA Council an understanding of the section's role in the profession of psychology, as it exists at present. 5. Mobilize constituents at a grass roots level about health & rehabilitation issues relevant to the section. 6. Be a role model for section members on advocacy for the profession of psychology. 7. Submit an annual summary report to the Council & President on section activities each June at the quarterly meeting of Council. 8. Maintain outreach to section members via electronic & phone communications. 9. Submit written contributions to the quarterly IPA newsletter by the deadline. Encourage a strong focus on member accomplishments from the section in the newsletter. Seek section member input. 10. Make decisions regarding allocation of Health & Rehabilitation monies. 11. Make decisions about and contributions to the content of the Section's page on the IPA website. 12. Work conjointly with other IPA sections on issues of mutual interest. 13. Participate in other activities at the request of the IPA President or elected Council, including but not limited to: a. Participating in ad hoc committees and task forces as requested; b. Assist with fund raising activities for Federal and state PACs; c. Assume an active role in both the retention and recruitment of new IPA members, as well as section members. This includes making calls to member psychologists. d. Assist with the annual IPA convention as requested by President elect/President. **On a quarterly basis, the chair may anticipate an approximate range of 15-20 volunteer hours. Submitted to Council 6/21/2014 Carlos Quezada-Gomez PsyD.**

**IPA SOCIAL RESPONSIBILITY SECTION: ROLE DESCRIPTION OF CHAIR**
The Section for Social Responsibility is an elective section of the Illinois Psychological Association (IPA). Membership is open to all members of IPA. Section members are dues paying regular IPA members or Life Members of the IPA and shall have full voting rights. The Section for Social Responsibility purpose is identified in the Section by-laws (drafted 1997). The Section is headed by a Section Officer whose title is that of Chairperson. The Section Members shall elect the Chairperson for a 2 year term. The Chairperson shall be nominated and elected in compliance with the Policies and Procedures of the Election Committee of the IPA. The IPA Election Committee shall conduct the nominations and elections. According to the section by-laws, the Chairperson shall have responsibility for the general supervision of the affairs of the Section and for making decisions in the best interest of the Section. This includes the following: 1. Represent the Section at all IPA Council meetings. Currently these are quarterly Saturday meetings. The Section Chairperson is a voting member of the IPA Council. If the Chairperson is unable to attend a Council meeting, s/he may appoint a representative to attend the meeting. 2. The Chair or his/her designee shall maintain the records of all section meetings, engage in correspondence as needed, issue calls and notices of meetings, keep a full record of all monies received and all monies paid out and shall report these records to IPA and Section Members as needed. 3. Submit an annual summary report to the Council & President on section activities each June at the quarterly meeting of Council. 4. Submit articles to the quarterly IPA newsletter. When known, encourage a strong focus on member accomplishments from the section in the newsletter. 5. Promote the broad values of social responsibility for civil rights, human rights, peace, the public interest and social justice within the science and profession of psychology. 6. Plan Section meetings and activities that highlight the work of Section members in the area of social responsibility. 7. Maintain ongoing communication with Section Members. 8. Make decisions regarding allocation of Section monies. 9. Make decisions about and contributions to the content of the Section page on the IPA website. 10. Serve as a liaison to others within or outside of psychology

as it relates to the purpose of this Section. 11. Work conjointly with other IPA Sections on issues of mutual interest. 12. At the request of the President or Executive Council, the Section Chairperson may participate in other activities that are of benefit to the IPA. These may include, but not limited to: a. Participating in ad hoc committees and task forces as requested. b. Assist with fund raising activities for Federal and state PACs. c. Assume a role in both the retention and recruitment of new IPA members. d. Assist with the annual IPA convention as requested by President-elect/President. **Estimated approximate time for chairperson @ 20 hours per quarter. Prepared June 2, 2014 by Dr. Patricia Jones-Blessman.**

**IPA WOMEN'S ISSUES SECTION: CHAIR ROLE DESCRIPTION**

The Women's Issues Section of the Illinois Psychological Association (IPA) is an elective section of the organization, open to all members of IPA. Its purpose is identified in the Section by-laws. A Section Officer whose title is that of Chairperson heads the Section. The Section Members shall elect the Chairperson for a 2-year term. The Chairperson shall be nominated and elected in compliance with the Policies and Procedures of the Election Committee of the IPA. The IPA Election Committee shall conduct the nominations and elections. According to the section by-laws, the Chairperson shall have responsibility for the general supervision of the affairs of the Section and for making decisions in the best interest of the Section. This includes the following: 1. Represent the Section at all IPA Council meetings. The Section Chairperson is a voting member of the IPA Council. If the Chairperson is unable to attend a Council meeting, s/he may appoint a representative to attend the meeting. 2. The Chairperson has the authority to appoint Section Members to the following position for a 2- year term:

a. **Associate Chairperson** — Shall serve as Section Chairperson whenever the Section Chairperson is unavailable and who may assist the Chairperson in fulfilling Section responsibilities. 3. Plan Section meetings and activities. 4. Maintain ongoing communication with section members, via electronic communication and contributions to the IPA newsletter. 5. Make decisions regarding allocation of section monies. 6. Make decisions about and contributions to the content of the Section page on the IPA website. 7. Serve as a liaison to other Women's organizations within or outside of psychology. 8. Serve as a liaison for IPA to the Women in Psychology Network of the Committee for Women on Psychology (CWP). 9. Work conjointly with other IPA sections on issues of mutual interest. 10. Participate in other activities at the request of the IPA President or Executive Council, including but not limited to: a. Participating in ad hoc committees and task forces as requested. b. Assist with fund raising activities for Federal and state PACs. c. Assume a role in both the retention and recruitment of new IPA members. d. Assist with the annual IPA convention as requested by Presidentelect/President. **Quarterly, the Women's section chair may anticipate volunteer time taking approximately 8-12hours. Submitted to Council 6/21/14 Ann Sauer PhD ABPP.**

**IPA GRADUATE SECTION (IPAGS): CHAIR-ELECT ROLE DESCRIPTION**

The IPA's Graduate Section is open to all members of IPA. Its purpose is identified in the IPAGs by-laws. The Section is headed by the Chairperson, who assumes the role after fulfilling one year of service as Chair-Elect. The Section Members shall elect the Chair-Elect. Given that the Chair-Elect role matures into that of Chairperson after one year, those nominated should know that their responsibilities are effectively for a two-year term. The Chair-Elect shall be nominated and elected in compliance with the Policies and Procedures of the Election Committee of the IPA. The IPA Election Committee shall conduct the nominations and elections. Broadly speaking, the Chair-Elect will be responsible for assisting the IPAGS Chairperson with IPAGS affairs. In the absence of the Chairperson, the Chair-Elect shall be responsible for leading and supervising the team in monthly meetings, scheduled plans and affairs, and shall attend quarterly IPA Council meetings. What follows is a detailed description of the role of Chairperson which the Chair-Elect will assume after one year of service.

According to the IPA section by-laws, the Chairperson shall have responsibility for the general supervision of the affairs of the Section and for making decisions in the best interest of the Section. This includes, but is not limited to the following: 1. One of the major mechanisms for the Chair to represent their IPAGs constituents is through attendance at IPA Council meetings. In order to implement that aspect of the role, the Chair attends each quarterly [Saturday] meeting of the IPA Council; this time commitment is approximately 6 hours. The Chair is a voting member of Council. However, it should be noted, this is not inclusive of travel time to commute to quarterly meetings. If the Chair is unable to attend a Council meeting, s/he may appoint a representative to attend the meeting. 2. Plan IPAGs meetings and high interest activities to engage graduate students in IPA. 3. Become a role model for IPAGs membership on Federal and state advocacy for the profession. 4. Maintains ongoing communication with IPAGs members, via electronic communication and written contributions to the IPA quarterly newsletter. Highlight IPAG member's achievements in newsletter. 5. Make decisions regarding allocation of IPAGs monies. 6. Make decisions about and contributions to the content of the IPAGs page on the IPA website. 7. Work collaboratively with other IPA sections on issues of mutual interest. 8. Submit an annual summary report to the Council & President on IPAGs activities at the June Council. 9. Be responsible for leading and supervising executive committee at all monthly meetings. 10. Work directly with IPA President and Executive Director on collaborative efforts between psychology graduate students and the national and/or state psychological associations[s]. 11. Represent IPAGs at events with local and national legislators with direction from IPA officers & APAPO federal advocacy coordinator. 12. Submit proposal for IPAGs panel discussion at annual IPA convention to IPA President-elect. 13. Organize efforts to recruit & retain IPAGS members across various campuses in Illinois. 14. Participate in other activities at the request of the IPA President or elected Council, including but not limited to: a. Participating in ad hoc committees and task forces as requested; b. Assist with fund raising activities for Federal and state PACs, recognizing the future depends on the success of legislative activities. c. Assist with the annual IPA convention as requested by President elect/President. **Approximate time commitment 24 hours per quarter. Submitted to Council 2/3/2017 Divya Jain.**

**IPA REGIONAL COUNCIL REPRESENTATIVE: ROLE DESCRIPTION**

The Regional Council Representative [formerly area code representative] is an IPA member psychologist elected for a 2-year term that lives or works in the identified region.

The Representative votes at the IPA Council. The Representative has the following role obligations to his/her constituents: 1. Represent constituent views at quarterly IPA Council meetings. 2. Promote to the IPA Council, an understanding of the unique variables of the regional forces affecting practice. These may include, but are not limited to: the economic climate, market forces, and diversity of practices, plus the unique client population of each region. 3. Inform constituent psychologists of IPA initiatives and serve as an IPA resource on both Federal & state issues affecting the field. 4. Forward ideas on operations and issues affecting the science and practice of psychology in Illinois as part of the IPA governance team. 5. Provide opportunities for constituents to network with each other on clinical, legislative, and societal issues that interest them. 6. May establish, to the extent possible, IPA CE eligible workshops in the identified region. 7. Mobilize constituents at a grass root level on issues relevant to Illinois psychologists that IPA is supporting; 8. Undertake an active role in recruiting new IPA members in the identified regional area of representation. 9. Assume a role in promoting opportunities to ***retain*** IPA members in the identified regional area. 10. Assist with the annual IPA convention as needed per President-elect/President. 11. Participate in ad hoc committees and task forces as requested by the President. 12. Assist with fund raising activities for Federal and state PACs as requested by the IPA PAC chair or APAPO Federal Advocacy Coordinator. One of the major mechanisms for Regional Reps to represent their constituents is through attendance at IPA Council meetings. In order to implement that aspect of the role, Regional Representatives attend each quarterly [Saturday] meeting of the IPA Council; this time commitment is approximately 6 hours. However, it should be noted, this is not inclusive of travel time to

commute to quarterly meetings. At present, IPA task forces or committees typically meet via phone conferencing. Thus, commuting time will not apply when working on committees or task forces. It is anticipated the Regional Representative's role may take 1-2 hours weekly to assist with association governance. **On a quarterly basis, a Regional Representative to the IPA Council may anticipate volunteer time taking approximately 25 hours [not including commuting time to Council]. Regional Reps joint approval on 6/2/14: Drs. Bibby, Bidwell, Buckley, Dellorto, Hund, Saper, Womontree Submitted to IPA Council June 21, 2014.**

**IPA MILITARY SECTION: CHAIR ROLE DESCRIPTION**

The IPA's Military Section's purpose is identified in its Section by-laws. The Chairperson heads the Section. The Section members shall elect the Chairperson for a two-year term. The Chairperson shall be nominated and elected in compliance with the Policies and Procedures of the Election Committee of the IPA. The IPA Election Committee shall conduct the nominations and elections. According to the section by-laws, the Chairperson shall have responsibility for the general supervision of the affairs of the Section and for making decisions in the best interest of the Section. This includes but is not limited to the following: 1. One of the major mechanisms for the Chair to represent their constituents is through attendance at IPA Council meetings. In order to implement that aspect of the role, the Chair attends each quarterly [Saturday] meeting of the IPA Council; this time commitment is approximately 6 hours. However, it should be noted, this is not inclusive of travel time to commute to quarterly meetings. 2. The Chairperson has the authority to appoint a section Member to the following position for a two-year term:
a. **Associate Chairperson** — Shall serve as Section Chairperson whenever the Section Chairperson is unavailable and who may assist the Chairperson in fulfilling Section responsibilities. 3. Plan Section activities in order to engage psychologists and promote IPA as the optimum relevant association for IPA Military Section member's practice: be the go-to section resource. 4. Promote to the IPA Council an understanding of the section's role in the profession of psychology, as it exists at present. 5. Mobilize constituents at a grass roots level on Military issues relevant to the section. 6. Be a role model for Military section members on advocacy for the profession of psychology. 7. Submit an annual summary report to the Council & President on section activities each June at the quarterly meeting of Council. 8. Maintain outreach to section members via electronic & phone communications. 9. Consistently submit written contributions to the quarterly IPA newsletter by the deadline. Encourage a strong focus on member accomplishments from the section in the newsletter when known. Seek section member input. 10. Make decisions regarding allocation of Military section monies. 11. Make contributions to the content of the Section's page on the IPA website. 12. Work conjointly with other IPA sections on issues of mutual interest. 13. Participate in other activities at the request of the IPA President or elected Council, including but not limited to: a. Participating in ad hoc committees and task forces as requested; b. Assist with fund raising activities for Federal and state PACs; c. Assume an active role in both the retention and recruitment of new IPA members, as well as section members. This includes making calls to member psychologists. d. Assist with the annual IPA convention as requested by President-elect & President. **On a quarterly basis, the chair may anticipate approx. 15-20 volunteer hour commitment. Submitted to Council 6/21/14 Elva Johnson-Pompa Psy.D.**

**IPA REPRESENTATIVE TO APA COUNCIL: JOB DESCRIPTION**

The IPA Representative to the American Psychological Association (APA) Council of Representatives (COR) is elected by IPA members who are also APA members to serve a three-year term. APA sends out the ballot. The duties and responsibilities of the APA Representative, who must be a member of both APA and IPA are: 1. To represent and advance the interests and concerns of the IPA and Illinois psychologists in the APA Council of

Representatives; 2. It is suggested that the Representative participate in the APA COR Caucus of State, Provincial, and Territorial Representatives as well as Division 31. 3. The Representative has a fiduciary responsibility to APA; 4. To report to the IPA membership the business, actions, and concerns of the APA; 5. To sit on the Executive Committee of the IPA; 6. To participate fully in the mission, agenda, and work of the IPA; 7. To report on relevant actions of the APA in the quarterly IPA newsletter and on the web site/list serve as appropriate. **Submitted by Dr. Cliff Saper on Friday, February 3, 2017.**

**IPA ORGANIZATIONAL & BUSINESS CONSULTING PSYCHOLOGY SECTION CHAIR: ROLE DESCRIPTION**

There shall be a Section Officer whose title will be Chairperson. The Chairperson shall have responsibility for the general supervision of the affairs of the Section and make decisions in the best interest of the Section. The Section Members shall elect the Chairperson for a two-year term. The Chairperson will have the authority to appoint Section Members to the following positions for a two-year term: 1. Associate Chairperson – Shall serve as Section Chairperson whenever the Section Chairperson is unable to. May be appointed by the Chairperson to assist in fulfilling Section responsibilities. Will provide assistance to Chairperson in planning section meetings and activities. May attend and represent the Section at IPA Council meetings at the request of the Chair or by a majority of the Section membership. 2. CE Coordinator – Will be responsible for keeping all required records and obtaining speaker credentials and learning objectives in order for Section programs to be eligible to award CE credits for attendance. Will coordinate with the IPA Continuing Education Chair to issue CE certificates, and will assist the Section chair in identifying speakers and presenters of interest to the membership. The section Chair generally has oversight of the Section treasury, unless the section bylaws specifies otherwise [e.g. appointment of a treasurer, spending limit without section approval]. This means that the chair can approve Section expenditures unless otherwise limited as per above. The section Chair is a voting member of Council and is expected to attend the quarterly Council meetings and to actively participate in the governance of the Association. Section chairs have a responsibility to mentor future leaders and to ensure that leaders will follow them in office so that the section remains vibrant and a service to the membership. In addition, the section Chair attends to section management & program selection, in addition to: 1. Attending and running section meetings; 2. Participates in other board [Council] responsibilities, including but not limited to: a. Calling new IPA members; b. Calling existing IPA members; c. Legislative activities; d. Attendance at IPA convention, and performs other convention responsibilities**. It is estimated that on a quarterly basis, management of this Section is estimated to include an additional 6 hours to attend the IPA Council Meeting. Submitted to Council 6/21/14 Steven Rothke PhD ABPP Chair.**

**IPA SEXUAL ORIENTATION & GENDER IDENTITY CHAIR ROLE DESCRIPTION**

The IPA's Sexual Orientation & Gender Identity Section's [SOGI] purpose is identified in its Section bylaws. The Chairperson heads the Section. The Section members shall elect the Chairperson for a two-year term. The Chairperson shall be nominated and elected in compliance with the Policies and Procedures of the Election Committee of the IPA. The IPA Election Committee shall conduct the nominations and elections. According to the section by-laws, the Chairperson shall have responsibility for the general supervision of the affairs of the Section and for making decisions in the best interest of the Section. This includes but is not limited to the following: 1. One of the major mechanisms for the Chair to represent their constituents is through attendance at IPA Council meetings. In order to implement that aspect of the role, the Chair attends each quarterly [Saturday] meeting of the IPA Council; this time commitment is approximately 6 hours. However, it should be noted, this is not inclusive of travel time to commute to quarterly meetings. 2. The Chairperson has the authority to appoint a section Member to the following position for a two-year term: a. **Associate Chairperson —** Shall serve as Section Chairperson whenever the Section Chairperson is unavailable and who may assist the Chairperson in fulfilling Section responsibilities. 3. Plan Section activities in

order to engage psychologists and promote IPA as the optimum relevant association for SOGI member's practice: be the go-to section resource. 4. Promote to the IPA Council an understanding of the section's role in the profession of psychology, as it exists at present. 5. Mobilize constituents at a grass roots level about SOGI issues relevant to the section. 6. Be a role model for section members on SOGI advocacy for the profession of psychology. 7. Submit an annual summary report to the Council & President on section activities each June at the quarterly meeting of Council. 8. Maintain outreach to section members via electronic & phone communications. Ideally connect directly with each section member at least once per year 9. Consistently submit written contributions to the quarterly IPA newsletter by the deadline. Encourage a strong focus on member accomplishments from the section in the newsletter when known. Seek section member input. 10. Make decisions regarding allocation of SOGI monies. 11. Make decisions about and contributions to the content of the Section's page on the IPA website. 12. Work conjointly with other IPA sections on issues of mutual interest. 13. Participate in other activities at the request of the IPA President or elected Council, including but not limited to: a. Participating in ad hoc committees and task forces as requested; b. Assist with fund raising activities for Federal and state PACs; c. Assume an active role in both the retention and recruitment of new IPA members, as well as section members. This includes making calls to member psychologists. d. Assist with the annual IPA convention as requested by President-elect& President. **On a quarterly basis, the chair may anticipate approximately 15-20 volunteer hours as the time commitment. Submitted to Council June 21, 2014 Margo Jacquot PsyD.**