

## Officer Roles

Each of the division offices will be selected for a two-year term, with the first terms expected to commence on the last day of the World Congress.

For this cycle, self-nominated candidates will be vetted and appointed by the Division's Selection Committee. The President-elect serves for two years before automatically assuming the Office of President in the next cycle.

All candidates must be members of the Division and should familiarize themselves with the group's inaugural charter. Please note, all officer positions are volunteer roles. For more information, please see the frequently asked question section below.

### Division Offices

#### *Division President (required)*

The Division President is the highest-ranking officer in each Division. Some key responsibilities include but are not limited to:

- Fulfilling Division goals and objectives as laid out in the Division charter and fulfilling the goals set out in the Activity Report submitted to the Board of Director.
- Spearheading new initiatives for the Division and providing guidance and oversight to all projects created under the Division banner, as well as designating roles and responsibilities to other Division leadership members as needed.
- Ensuring that all necessary documentation is provided to the Executive Director and Board of Directors as required and in a timely manner, and with the assistance of the IPPA Division liaison, providing feedback to the Board of Directors on behalf of the Division.
- Acting as a voting ex-officio member of the Council of Advisors, participating in any COA meetings and voting as required.
- Role requires a minimum commitment of 2-5 hours per week.

#### *Division Secretary (Required)*

The Division Secretary & Chief of Communications serves as the chief administrative officer for the Division. Some of the key responsibilities include:

- Assuring the maintenance of records and compliance with Division and Association policies and procedures.
- Oversight of administration, including recording minutes of division meetings, initiating correspondence between the division and IPPA, and initiating formal communication between the Division and its members.
- Conducting, analyzing and communicating the annual member survey.
- Overseeing or coordinating with task force, leads, or others engaging in administrative initiatives, as instructed by the Division President.
- Serving on the Executive Committee.
- Role requires a minimum commitment of 2-5 hours per week.

*Division President-Elect (Required if Current President is Exiting)*

The Division President-Elect is the second-ranking officer in each division and assumes the President position at the next term. Some of the key responsibilities include:

- Supporting the Division President in fulfilling the goals and objectives of the Division by providing continuity to established programs and by formulating future programs.
- Assuming the responsibility of the Division President in their absence.
- Accepting responsibilities delegated by the Division President, such as overseeing special projects and being a committee member/project team liaison.
- Role requires a minimum commitment of 2-5 hours per week.

Preferred qualifications: Previous experience serving in a volunteer capacity for IPPA or a similar organization preferred. Preference will be given to people with formal positive psychology training and a track-record of successful publication or presentations at an IPPA World Congress or similar event.

*Additional Roles and Responsibilities put forth by Divisions as needed.*