

Connecting the global community of scholars,
practitioners, and students who move the
field of positive psychology forward.

IPPA Division Leader Orientation

What to Know as a Division Leader

- ✧ All Division Officers are to abide by the IPPA Code of Conduct (see following pages).
- ✧ Division Presidents are ex-officio voting members of the [Council of Advisors](#) for their term duration.
- ✧ Division Officers [serve 1 to 2-year terms](#) that correspond with the World Congress. Division leaders oversee succession planning as well as nominations and elections.
- ✧ Committee Leads are appointed by Division Officers and may serve one- or two-year terms.
- ✧ Officers are expected to lead the task of filling all Division leadership roles and recruiting volunteers. This includes setting up and executing [volunteer orientations](#) to ensure that everyone understands their role within the Division.
- ✧ It's the responsibility of the Division leadership to ensure that the IPPA website is updated at each transition to provide the current names, bios, and headshots for all officers, as well as any changes to the mission or charter.
- ✧ Officers are required to provide an [activity report](#) for the previous year by March 1st of the current year, which will be shared with the Board of Directors and Council of Advisors.
- ✧ All Division hosted webinars, meetings, retreats, etc., are to be hosted through IPPA's Zoom account. Send requests for new events to info@ippanetwork.org.

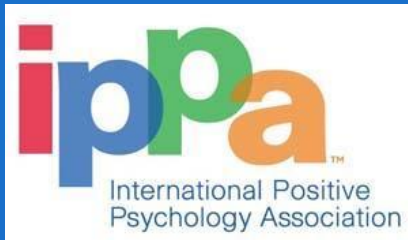
What to Know as a Division Leader (cont.)

- ✦ Make sure that you are added to the Division event calendar by sending an email to info@ippanetwork.org.
- ✦ Leadership is expected to schedule and hold regularly (recommended monthly) meetings, as well as provide Division focus and maintain an internal calendar of events for the Division.
- ✦ Your regular participation on IPPA Engage is requested, both to post Division events and to encourage discussion amongst members. Visit <https://myaccount.ippanetwork.org/engage> to join Engage.
- ✦ Regular membership engagement through contribution to the Monthly News Roundup is requested to keep IPPA members informed of current and upcoming events for the Division.
- ✦ A [Constant Contact account](#) has been set up for each Division to be used to communicate with Division members regularly.
- ✦ Liz Corcoran is the IPPA Board liaison. For any questions or concerns that you may have that you'd like to pass on to the Board, please contact her at efcorcoran79@gmail.com.



Member Code of Conduct

- 1. Non-Endorsement.** IPPA members may not use their status as a member to imply any kind of endorsement of themselves or their work.
- 2. Scope of Power.** No member may certify, license, or otherwise issue credentials on behalf of IPPA. No member may enter into an agreement (financial, legal, marketing, program-related) on behalf of IPPA with any external entity without prior written permission from IPPA's Executive Director. No member may represent IPPA to the media without express permission from IPPA's Executive Director or Director of Communications
- 3. Conflict of Interest.** Volunteers will not knowingly hold, assume, or accept a position in which interests conflict with commitment or role. In the event that a volunteer might have a financial or professional conflict of interest, he or she must disclose the conflict of interest and recuse him or herself from the activity. Volunteers must not benefit financially from their role with IPPA, or use their position for self-promotion



Member Code of Conduct (cont.)

4. **Membership confidentiality.** Members may not use, distribute, member information (e.g. member emails) for any personal gain. Information may be used for IPPA membership and division leadership purposes only.

4. **IPPA Volunteers must:**
 - Maintain an active IPPA membership
 - Attend required leadership team meetings (if applicable)
 - Adhere to the member code of conduct when in their role



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Thank you!!