



Board of Directors Job Description

Purpose

As representatives of the membership of IPPA, the Board of Directors is the primary force pressing the Association to the realization of its opportunities for service and the fulfillment of its obligations to the membership, to the Association as a single entity, and to the field of positive psychology.

Core Responsibilities

1. Planning

- Approves the Association's mission and reviews Association management's performance in achieving it. Association management is defined as the President, the Board of Directors, and the Executive Director.
- Annually assesses the ever-changing environment (to ascertain membership needs/demands) in which the Association functions and approves the Association's strategy in relation to it.
- Annually reviews and approves the Association's plans for funding its strategy.
- Reviews and approves the Association's programs plan and directions.

2. Organization

- Regularly discuss with the Executive Director matters that are of concern to him/her or to the Board of Directors.
- Engage in succession planning by ensuring that the organizational strength and employee base can substantiate long range goals.
- Annually review the performance of the Board (including its composition, organization, and responsibilities) and take steps to improve its performance.

3. Operations

- Review results achieved by management and members as compared with the organization's mission and annual and long-range goals.
- Be certain that the financial structure of the organization will adequately support its current needs and long-range strategy.
- Provide candid and constructive criticism, advice, and comments on any aspect of the association.

4. Audit

- Ensure that the Board and its committees are adequately informed of the financial condition of the organization and its operations through reports or any appropriate method.
- Ensure that published reports properly reflect the operating results and financial condition of the association.
- Establish appropriate policies to define and identify conflicts of interest throughout the agency and is diligent in its administration and enforcement of those policies.
- Approve and engage independent auditors.
- Review compliance with relevant material law affecting the organization and its programs and operations.

Additional Responsibilities

- Attend Board meetings, be available for phone consultations and actively participate in all such meetings, using fair, professional judgment and due care in conducting the business of IPPA.
- Learn about IPPA by reading financial reports and other IPPA documents, and keep abreast of IPPA programs and management.
- Be fully prepared for Board meetings, reading agenda book and having background knowledge in which to participate.
- Exercise Board powers in good faith to serve the interest of IPPA.
- Maintain your membership in IPPA.
- Participate on Board e-mail listserv.
- Fulfill any assignments as committee members, Board liaisons or representatives of the association within predetermined timelines.
- Encouraged to serve as Chair or member of at least one committee
 - Support and encourage growth and development of committee members and project team leaders
 - Advise and serve as a resource to committee project team
 - Remain abreast of assigned committee/team activities, act as liaison reporting to the board of directors
 - Submit reports to President and Executive Director
- Work to develop new leadership and recommend potential Board members to the nominating committee.
- Avoid conflict of interest and indicate when there is a conflict of interest.
- When appropriate, keep IPPA matters confidential.
- Remain current with the activities of IPPA by following its publications, issues and interests.

Time Commitment

An average of one hour per week is needed to submit reports and conduct conference calls with President and Association staff leaders.