

## **IPPA PRESIDENT ELECT**

The International Positive Psychology Association (IPPA) President-Elect serves as the second highest elected officer in the Association. It is understood that, in accordance with Association Bylaws, the President-Elect will assume the Presidency at the end of his/her term. All efforts of a President-Elect are designed to prepare for that moment. While serving, the President-Elect may formulate and/or prepare ideas (or vision statement) for the future for implementation with support of the Association's Executive Director, in accordance with recent IPPA strategic plans.

As determined by the Bylaws, the President-Elect is expected to serve on the Board for a period of six (6) years to fulfill term responsibilities according to the Presidency track of IPPA, including a two-year period as President-Elect, a two-year period as the President, and a two-year period on the Board as Immediate Past-President. For IPPA, through the term, the President-Elect is expected to serve as Chair of the Association's World Congress (on Positive Psychology), which includes responsibilities such as experience planning (delegates/attendees), speaker solicitation and review, recruitment of reviewers or judges (as needed), supporting exhibitor or sponsorship sales efforts, site selection and participating in site-visit (as needed), working with the Executive Director on development of a budget for World Congress (which would require Board approval), developing partnerships, promoting World Congress to affiliated or allied organizations, creating schedules for various programming, and performing various other duties as may be needed in coordination with Executive Director and the partners, providers and vendors hired by the Association to offer support in planning, production, and/or delivery of the World Congress.

The President-Elect will provide continuity of programs, goals, and objectives of the Association in keeping with Policies established by the Board of Directors and by the Executive Director.

It is expected that to meet the responsibilities of this position, a President-Elect should expect to dedicate two (2) and four (4) hours weekly on the business of the Association, and it is likely to increase by four to five times in the 9 to 12 months leading to the World Congress, given tasks necessary to produce and to host a conference and event the size of the IPPA World Congress.

## **DUTIES, RESPONSIBILITIES, AND AUTHORITY**

Within the limits of the Articles of Incorporation, Bylaws and Policies, the President-Elect has commensurate authority to accomplish and is responsible for the duties as set forth below:

1. Assumes and discharges all duties of the President in the event of absence or inability of the President to perform the presidential duties.
2. Performs responsibilities and duties preparatory to assuming the Presidency.
3. Assists or makes recommendations to the President and/or Executive Director in appointing committees or shall recommend members for Council of Advisors and Divisions, as requested.
4. Formulates ideas in partnership with the IPPA Executive Director for possible implementation upon assuming Presidency provided it is compliant with all Association's Policies, Strategic Plan or has been previously reviewed and approved by the Board.

5. Provides continuity and prioritizes programs and policies already approved and implemented.
6. Attends meetings of the Board and business meetings of the Association, or provides to the President or Executive Director notice if unable to attend, subject to the Bylaws and Policies.
7. Accepts responsibilities or assignments delegated by the President, such as representing the President and/or the Association with allied organizations, and other duties as appropriate.
8. Consults with the President and the Executive Director on matters related to implementation of the duties and responsibilities related to the position of President-Elect.
9. Cooperates with other Directors of the Association, including Secretary and the Treasurer, all the Committees, and the Executive Director in preparation of the Association's annual budget.
10. Agrees to adhere to Association policies related to the protection of Association confidential materials, and those regarding conflicts of interest, the proper safeguarding and storage of IPPA information and governance policies (e.g., whistleblower) as may be required of the entire Board for compliance, filing, and/or legal or fiduciary disclosure purposes from time to time.

#### RELATIONSHIPS

1. Responsible to the President and the Board of Directors, subject to the Bylaws and Policies.
2. Considered a member of the Board of Directors with the right to vote, subject to the Bylaws.
3. Serves as "right arm" of the President and alerts the President on industry needs, programs, and involvements designed to help the Association meet its' mission.
4. Representing IPPA, the President-Elect must exercise tact, diplomacy, and sureness of fact.

#### MEETINGS

By virtue of the office, the President-Elect of the Association serves on the Board of Directors for the Association. The Board of Directors meets regularly, currently monthly or thereabouts, for approximately 90 minutes each month. Meetings are generally attended virtually (electronically) by the Board. The President-Elect is expected to be in attendance at meetings, and committee meetings or briefing sessions that may provide information about matters facing the Association.

The President-Elect may receive invitations from groups to participate in their functions but may not speak for the Association without prior approval from the President, in coordination with the Association's Executive Director. The President-Elect may share in responsibility for developing agenda items for Board meetings, and shall fully participate in planning of the Board meeting at which he/she will be inducted as the Association's President (which generally occurs at the time of the World Congress, currently held biennially in various parts of the world).

#### CORRESPONDENCE

Great care must be taken by the President-Elect when writing on topics that may be deemed to be an Association position or Policy, or at any time such could be construed as a position of the Association. All statements must be factual, and personal opinions expressed must be labeled as such so as not to have such statements or opinions interpreted as a stand of the Association.