



IPAC
INTERNATIONAL PERSONNEL ASSESSMENT COUNCIL

Board Position Description

President

The President is the flag-bearer for IPAC, responsible for ensuring that the mission of IPAC is executed, managing finances to carry out the mission, and setting short- and long-term goals in support of the mission.

Term of Office

One year. The officer is elected for three years, serving the first year as President-Elect. The President-Elect then assumes the office of President for one year. After the year as President, the officer serves one year as Past President.

Time Commitment

10-20 hours per month, increasing in the lead up to the Annual Conference, and increasing further during the conference month itself.

Major Duties

- Chairs the board of directors. Sets board agendas and presides at all board meetings.
- Chairs the Annual Conference. Meets with the Annual Conference Chair to review conference planning. Designates committee chairpersons to carry out conference tasks. Visits conference site with other officers or committee chairs as desired.
- Chairs the annual IPAC Business Meeting held at the Annual Conference.
- Establishes ad hoc committees for short-term projects.
- Reviews and approves the Assessment Council News (ACN) final draft jointly with the President-Elect, Marketing Chair, and other designees. Gives final publication approval for the ACN.
- Reviews and approves policies and procedures manuals for each IPAC chapter jointly with the Continuity, Policy, and Procedures Committee Chair.
- Contributes to decisions regarding IPAC's use of emerging technologies, platforms, and service providers.
- Coordinates work between the Board, committees, other volunteers, and outside contractors. Establishes a system for assigning action items to contractors and monitors progress to ensure deadlines are met.
- Performs other duties as a member of the IPAC Board.

Specific Tasks

Upon Assuming Office

- Makes the following appointments (many of these positions are filled by people who are happy to continue):
 1. Accreditation Committee chair
 2. ACN Committee chair
 3. Innovations in Assessment Award Committee chair
 4. Student Paper Competition Committee chair
 5. Stephen E. Bemis Memorial Award Selection Committee chair
 6. Electronic Communications Network Committee chair
 7. Marketing Committee chair
 8. Membership Committee chair
 9. Nominating Committee chair (typically the Past-President) and up to two other Nominating Committee members
 10. Professional/Scientific Affairs Committee chair
 11. Personnel Assessment and Decisions chair/editor

Daily

- Reviews e-mails and responds as needed.

Weekly

- Communicates with Annual Conference Chair (typically by e-mail) about the annual conference.

Monthly

- Prepares for and chairs monthly board meetings.
- Reviews draft board meeting minutes prepared by IPAC Secretary.
- Collaborates with Membership and Marketing Chairs, and association management company, on the monthly IPAC newsletter.

Annually

- Selects the recipient of the Clyde J. Lindley Exemplary Service Award.
- Calls for nominations for the Stephen E. Bemis Memorial Award in coordination with the Marketing Chair.
- Coordinates calls for nominations for the Innovations in Assessment Award with the Committee and the Marketing Chair.
- Orders awards for outgoing board members, conference committee chairs, Student Paper Award, and the Innovations in Assessment Award.
- Presents awards or selects other award presenters at the Annual Conference.

Nonprofit Board Responsibilities

In addition to the tasks described above, IPAC Directors and Board members are responsible for:

- Ensuring the prudent use of all assets, including facilities, people, and good will;
- Ensuring activities and transactions are advancing the IPAC mission;
- Recognizing and disclosing any potential conflicts of interest;
- Making decisions in the best interest of IPAC, not in the best interest of individual board members, individual constituents, or individual affiliates;
- Ensuring IPAC follows applicable laws and regulations;
- Ensuring IPAC bylaws are followed; and
- Ensuring IPAC adheres to its stated purpose and mission.