



IPAC
INTERNATIONAL PERSONNEL ASSESSMENT COUNCIL

Board Position Description

Past President

The Past President of IPAC serves for the final year of a three-year cycle after completing the year as President. The primary responsibilities are to conduct board elections, facilitate the onboarding process for new officers, and advise the President, Past-President, and the board.

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

5 hours per month.

Major Duties

- Serves on the Marketing Committee.
- Typically chairs the Nominating Committee. Appoints up to two additional committee members.
- Recruits candidates for board positions and encourages them to complete board nomination forms.
- Creates ballots in appropriate format (currently Survey Monkey) for board elections.
- Assists with the onboarding process for new officers.
- Visits future and potential conference sites with other officers or committee chairs.
- Shares knowledge with the President-Elect and President.
- Performs other duties as an officer of the IPAC Board.

Specific Tasks

Monthly

- Attends board meetings.

Annually

- Facilitates election of board members.

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.