



IPAC
INTERNATIONAL PERSONNEL ASSESSMENT COUNCIL

Board Position Description

President-Elect

The President-Elect of IPAC serves for one year assisting the President and performing budgeting and conference preparation duties to prepare for their term as President. This officer assumes the duties of the President in the temporary absence of the President. The President-elect succeeds to the office of President for the proceeding term.

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

4-6 hours per month before the Annual Conference and 8-10 hours per month after the Annual Conference, with an increase in the month of the strategic planning meeting (if one is held).

Major Duties

- Assists and shadows the President to learn the duties of the office and stay informed about organization issues and events.
- Performs the duties of the President when the President is unable to do so.
- Attends monthly board meetings and strategic planning meetings.
- Reviews and approves the Assessment Council News (ACN) final draft jointly with the President, Marketing Chair, and other designees.
- Chairs the Continuity, Policy, and Procedures Committee.
- Visits future and potential conference sites with other officers or committee chairs.
- Prepares budget for the upcoming year.
- Coordinates work of the association management company.
- Performs other duties as a member of the IPAC Board.

Specific Tasks

Daily

- Reviews e-mails and responds as needed.

Monthly

- Attends monthly board meetings.

- Reviews and votes to adopt board meeting minutes prepared by IPAC Secretary.
- Meet with the next year's Conference Chair to discuss progress.

Annually

- Coordinates with the Stephen E. Bemis Award Committee Chair on the collection of nominees for the upcoming year.

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.