**IOWA PSYCHOLOGICAL ASSOCIATION**

**POLICIES & PROCEDURES MANUAL (Updated November 2023)**

EXECUTIVE COUNCIL POSITION DESCRIPTIONS

President ……………………………………………………………………………………………….

President-Elect ………………………………………………………………………………………..

Past-President ………………………………………………………………………………………...

Treasurer ……………………………………………………………………………………………....

Recording Secretary…………………………………………………………………………………..

APA Representative ………………………………………………………………………………….

IPA Representatives ………………………………………………………………………………….

State Advocacy Coordinator………………………………………………………………………….

Diversity Liaison…………….………………………………………………………………………….

Federal Advocacy Coordinator……………………………………………………………………….

Student Division Representative & Representative-Elect………………………………………….

IPA CONTRACTOR POSITION DESCRIPTIONS

Director of Professional Affairs (DPA)……………………………………………………………

Executive Director (ED)……………………………………………………………………………

Bookkeeper…………………………………………………………………………………………

Lobbyist……………………………………………………………………………………………..

Training Director……………………………………………………………………………………

POLICIES OF THE EXECUTIVE COUNCIL

IPA Annual Sponsorship ………………………………………………………………………...

Budget Surplus Policy………………………………………………………………………...…….

Time Frame for EC Action Items, Discussion Items, and Written Reports ……….………

Agenda …………………………………………………………….………………………………….

Review of Minutes …………………………………………………….……………………………..

APA Representative Reimbursement ……………………………………………………………..

Reimbursement for Conducting IPA Business …………………………………………………...

Avoiding Conflicts of Interest ……………………………………………………………………….

Revision of Policy and Procedures Manual ……………………………………………………….

Quorum ……………………………………………………………………………………………….

Voting by E-mail ……………………………………………………………………………………..

IPA Membership voting procedures……………………………………………………………….

Council Member Meeting Attendance …………………………………………………………….

Ethics Continuing Education ……………………………………………………………………….

Continuing Education ……………………………………………………………………………….

APA Candidate Endorsement ………………………………………………………………………

Financially Supporting Member …………………………………………………………………….

Document Retention …………………………………………………………………………………

Ethics ………………………………………………………………………………………………….

Joint Venture …………………………………………………………………………………………

Ethical Conduct Related to IPA Operations………………………………………………………

Accounting and Auditing Matters ……………………………………………………………………

Introducing Social Justice Issues …………………………………………………………………

E-list Subscriber Guidelines and Rules/Courtesy Guidelines (Updated 2020) ………………

IPA Awards

IPA Committees

**EXECUTIVE COUNCIL POSITION DESCRIPTIONS**

**PRESIDENT (Updated 2.5.2022)**

Responsibilities

To serve in the office of President in collaboration with President Elect and Past President.

Objectives and Procedures

1. Assumes a one-year term in the office of President on January 1 following their President-Elect term, serving as an officer and a voting member of Executive Council for a 3-year commitment as part of the Presidential Triad.
2. The president confers with the presidential triad and uses discretion to delegate or collaborate with parties to carry out these objectives and procedures.
3. Schedule, set agenda, and facilitate meetings of the Executive Council which shall be held on a variety of days and times to accommodate the needs of EC members. Executive Council Meetings are scheduled each December for the following year, if possible, in February, April (at Spring Conference), June, August, October (at Fall Conference), and the first week of December. Additional meetings are at the discretion of the President. EC agenda and accompanying documents are made available to IPA leadership approximately one week prior to scheduled meetings.
4. Collaborate with ED to solicit requests for action items and EC reports from Executive Council members, Committee Chairs/Co-Chairs, Executive Director, and Contractors as appropriate.
5. Submits a written report for all Executive Council meetings.
6. The President acts to ensure that members are kept informed of relevant actions of the Executive Council through electronic communications and announcements at IPA events.
7. Meets with the President Elect and Past President routinely to discuss leadership matters and priorities directed to the Presidential Triad.
8. Responsible for Spring Conference (to be held in the spring of their Presidential year) with help from the Program Planning Committee.
9. Collaborates with Presidential Triad to prepare annual Business Meeting agenda.
10. Collaborates with the Presidential Triad to prepare an agenda for fall and spring award ceremonies. Collaborates with the Presidential Triad to contact all individuals whose nominations have been accepted to present their nomination letter and present award to recipient at the award ceremonies.
11. Write thank-you notes to all conference speakers for Spring, Fall, and other major conferences on behalf of IPA (Diversity Liaison and Diversity and Social Justice Committee Co-Chairs will write thank-you notes to presenters they arrange for trainings).
12. Collaborates with the Presidential Triad to recruit, approve, and communicate to the EC and IPA membership the timely appointments of committee chairs/co-chairs.
13. Collaborates with the Presidential Triad in planning and facilitating the IPA leadership orientation meeting.
14. Serves as Co-Chair of the Program Planning Committee.
15. Serves as a member of the Strategic Plan Committee
16. Rotates attendance within Triad for Finance Committee meetings.
17. Rotates attendance within Triad for Advocacy Team meeting.
18. Participates in committees as needed or appropriate in relation to the leadership role.
19. Attends the APA Practice Leadership Conference.
20. May serve as ED back-up for the Crisis Management/Emergency Preparedness Plan.
21. Participates in review of all annual contracts and individual review of all IPA contracted workers (with the Triad) utilizing the Contract Review Procedure
22. Represent Executive Council and membership to APA, including APA nomination requests, and to other organizations as needed.
23. Provide quarterly Presidential Review Blog posts.
24. Facilitate onboarding of the newly elected President Elect prior to the December EC meeting.
25. In collaboration with the Presidential Triad, mediate challenges that may arise in IPA.
26. Review and sign all contracts with speakers, vendors, and contracted workers.
27. President is encouraged to be a member of APA to foster shared advocacy efforts between IPA and APA.
28. Assumes other duties as agreed upon by the Presidential Triad.

**PRESIDENT-ELECT (Updated 2.5.2022)**

Responsibilities:

To prepare for office of President and serve as President when the current President is not available.

Objectives and Procedures:

1. Assumes a one-year term in the office of President-Elect on January 1 after the election, serving as an officer and a voting member of Executive Council for a 3-year commitment as part of the Presidential Triad.
2. Meets with the President and Past President routinely to discuss leadership matters and priorities directed to the Presidential Triad.
3. Responsible for planning the Spring Conference (to be held in the spring of their Presidential year) with help from the Program Planning Committee.
4. Collaborates with the Presidential Triad to prepare for annual Business Meeting agenda.
5. Collaborates with the Presidential Triad to prepare an agenda for fall and spring award ceremonies. Collaborates with the Presidential Triad to contact all individuals whose nominations have been accepted to present their nomination letter and to present award to recipient at the award ceremonies.
6. Collaborates with the Presidential Triad to recruit, approve, and communicate to the EC and IPA membership the timely appointments of committee chairs/co-chairs.
7. Collaborates with the Presidential Triad in planning and facilitating the IPA leadership orientation meeting.
8. Submits a written report for all Executive Council meetings.
9. Serves as Co-Chair of the Program Planning Committee.
10. Serves as Co-Chair of the Strategic Plan Committee.
11. Rotates attendance within Triad for Finance Committee meetings.
12. Rotates attendance within Triad for Advocacy Team meetings.
13. Participates in committees as needed or appropriate in relation to the leadership role.
14. Attends the APA Practice Leadership Conference.
15. May serve as ED back-up for the Crisis Management/Emergency Preparedness Plan.
16. Participates in review of all annual contracts and individual review of all IPA contracted workers (with the Triad).
17. President Elect is encouraged to be a member of APA to foster shared advocacy efforts between IPA and APA.
18. Assumes other duties as agreed upon by the Presidential Triad.

**PAST-PRESIDENT (Updated 2.5.2022)**

Responsibilities: To continue leadership by assisting the President as necessary, especially with future elected officers and member recognition.

Objectives:

1. Assumes a one-year term in the office of Past President on January 1 following their term as President, serving as an officer and a voting member of Executive Council for a 3-year commitment as part of the Presidential Triad.
2. Meets with the President and Past President routinely to discuss leadership matters and priorities directed to the Presidential Triad.
3. Submits a written report for all Executive Council meetings.
4. Responsible for Fall Conference (to be held in the fall of their Past Presidential year) with help from the PPC.
5. Serves as Co-Chair of the Program Planning Committee
6. Serves as Co-Chair of the Strategic Plan Committee.
7. Rotates attendance within Triad for Finance Committee meetings.
8. Rotates attendance within Triad for Advocacy Team meeting.
9. Collaborates with the Presidential Triad to recruit, approve, and communicate to the EC and IPA membership the timely appointments of committee chairs/co-chairs.
10. Participates in committees as needed or appropriate in relation to the leadership role.
11. Collaborates with Presidential Triad to prepare annual Business Meeting agenda.
12. Collaborates with the Presidential Triad to prepare an agenda for fall and spring award ceremonies. Collaborates with the Presidential Triad to contact all individuals whose nominations have been accepted to present their nomination letter and present award to recipient at the award ceremonies.
13. May serve as ED back-up for the Crisis Management/Emergency Preparedness Plan.
14. Participates in review of all annual contracts and individual review of all IPA contracted workers (with the Triad).
15. Collaborates with the Presidential Triad in planning and facilitating the IPA leadership orientation meeting.
16. President Elect is encouraged to be a member of APA to foster shared advocacy efforts between IPA and APA.

Assumes other duties as agreed upon by the Presidential Triad.

**­­­TREASURER (Updated 10.2.2021)**

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Responsibilities:

To ensure the fiscal accountability and stability of the association.

Objectives & Procedures:

The Treasurer reports to the Executive Council and is responsible for the oversight and completion of the following tasks:

1. Report to the Executive Council on the fiscal status of the organization and its budget at each Executive Council meeting. This includes a monthly reconciliation of all approved budgetary items. Treasurer reports to the Executive Council are to be delivered through a written report as well as supplemental verbal reports at Executive Council meetings.
2. Prepare a report of the financial status of the organization to be shared with membership in the organization’s Annual Report (due in April of each year) and present it to membership during the Annual Business Meeting of the association.
3. Propose a budget for the upcoming fiscal year to the Executive Council at the last meeting of each year. This budget is to be built in collaboration with the finance committee and IPA Standing Committees
4. Make aware or suggest recommendations to the Executive Council if there are necessary changes in the budget, accounting procedures, and/or expenditures.
5. Arrange for an independent audit of accounts as required by law and report the results of the audit to the Executive Council. The frequency of such audits should be at least once every 3 years.
6. Oversee payment of the bills of the Association as called for in the Bylaws and as directed by the Executive Council.
7. Register all checking and savings monies of the Association under the Iowa Psychological Association Federal Identification # 237154108.
8. Oversee the responsibilities of the bookkeeper in collaboration with the finance committee.
9. Prepare the necessary annual financial reports for the IRS (1099's) and Secretary of State prior to the due dates in collaboration with IPA’s accountant. This includes filing the Association's annual federal income tax report (990) prior to its due date.
10. Follow up to address unpaid or outstanding invoices.
11. Monitor and manage the timely payments of contracts to the IPA Bookkeeper, Executive Director, Lobbyists, Training Director, Director of Professional Affairs (DPA), and any other contractors of IPA as stipulated in their memorandums of agreement.
12. Chair the finance committee during this role’s three-year term.

**RECORDING SECRETARY (Updated 8.4.2021)**

Responsibilities: The Recording Secretary is a voting member and Officer of the Executive Council. The Recording Secretary is elected by membership for a 3-year term. The primary duty of the Recording Secretary is to record minutes of official business conducted by the Executive Council.

Objectives and Procedures:

1. Elected to a 3-year term on the Executive Council, which begins on the January 1 following the election.
2. Responsible for keeping minutes of Executive Council meetings, IPA Annual Business Meetings, as well as any other IPA meetings, as needed.
3. Responsible for keeping minutes of any Executive Council business that occurs via email vote. These minutes shall include the motion, who made and seconded the motion, a concise summary of the discussion, the outcome of the vote as declared by the IPA President, and pertinent next steps.
4. All official meeting minutes should include the following guidelines (adapted from the [Nonprofit Risk Management Center](https://nonprofitrisk.org/resources/e-news/fact-sheet-on-board-minutes)):
   1. Names of those members who are present and who are absent.
   2. The time the board meeting begins and ends.
   3. The existence or absence of a quorum.
   4. A concise summary of the actions taken by the board.
   5. The names of the persons making and seconding motions.
   6. A summary of votes, indicating when motions were adopted by unanimous votes or the breakdown in yeas and nays and abstentions. Information specifying how individual Executive Council members voted should *not* be included.
   7. Reference to supplemental documents introduced during the meeting.
   8. A summary of discussion points, which should include concise statements of the issues raised and concerns reflected during the discussion. Specific individuals need not be named in the minutes regarding discussion points or concerns raised.
   9. A summary of key action items, future steps, and who will take them.
   10. The name and title of the person responsible for taking minutes.
5. Send the draft minutes of the previous meeting to the Executive Director for distribution to the Executive Council within 2 weeks prior to the meeting.
6. Keep a complete file of all approved minutes and send them electronically to the Executive Director and WEB committee chair/co-chair after approved.

**APA REPRESENTATIVE (Updated 10.2.2021)**

Responsibilities: To represent Iowa and State Psychological Associations as an elected member of APA’s Council of Representatives (COR). APA’s Council of Representatives is the legislative body of APA and has full power and authority over the affairs and funds of the association.

Objectives and Procedures:

1. Assume the office on the January 1 after the election. The APA representative is a voting member of the IPA Executive Council and serves concurrently with their 3 year term on COR.
2. Prepare for APA Council of Representatives meetings by reviewing the agenda and supporting documents and webinars, attending relevant caucus meetings and town halls, seeking out other information as needed to understand issues coming before the COR body, and obtaining the views of the Executive Council members when necessary.
3. Attend scheduled meetings of APA Council of Representatives.
4. Attend IPA Executive Council Meetings.
5. Serve as communication link between APA and IPA.
6. With assistance from Central Office, submit written reports to the IPA Executive Council and verbal reports to members at Business Meetings.
7. Obtain reimbursement within budget for expenses by submitting receipts to the Treasurer. Expenses are reimbursed in accordance with the policy for reimbursement. Reimbursement for other expenses will not be made without prior approval from the Treasurer or retrospective approval from the IPA Executive Council.
8. Following completion of office, forward any materials to be archived to IPA Central Office, identify any materials for the IPA Central Office file, and identify any materials to be destroyed. The outgoing APA representative shall orient the newly elected APA representative prior to the January 1 of the new term, and transfer pertinent materials to the new representation.
9. Encourage participation in APA by psychologists in the State.
10. Help keep State Association policies in line with APA standards.
11. Keep IPA informed of APA developments by providing information through the E-List.
12. Present annual report of activities at the Association Annual Business meeting.

**IPA REPRESENTATIVES (6.5.2021)**

Responsibilities: To represent the general membership of IPA and act as liaison to members by inviting their input, conveying their requests to council, responding to their requests, and encouraging their continued support of IPA.

Objectives and Procedures:

Two Members are elected and each serve a 3-year term on the Executive Council as voting members. The terms shall be staggered to maintain continuity. Both IPA representatives have the following responsibilities:

1. Attend all IPA Executive Council meetings and submit written reports of activities related to the role of IPA Representative.
2. Participate in decisions, Council actions, and/or recommended action to the general membership. Review agenda, minutes, and other materials prior to each meeting.
3. Serve on ad hoc committees as appointed. The President appoints ad hoc committees to investigate specific issues, develop recommendations to the Council, and provide information. Although participation generally is discretionary, there is the opportunity to contribute from expertise or interest.
4. Participate in quarterly meetings with the other IPA Representative.
5. Serve on a minimum of two IPA standing committees. The representatives shall select different committees on which to serve (e.g., four separate committees will have an IPA Representative serving on the committee) to increase representation across the organization, and one representative will serve on the Membership Committee. Reps are encouraged to communicate with one another regarding committee choices and take in into account pre-established positions on committees IPA leadership may request IPA representatives serve on specific committees based on current needs of the organization.
6. Whenever possible, attend fall and spring conferences to network with membership.
7. Make efforts to connect and network with membership to serve as a liaison between membership and the EC, and to communicate this role to membership at least twice per year (e.g., through blog posts and E-List).

**STATE ADVOCACY COORDINATOR (Updated 8.4.2021)**

Responsibilities: To monitor the activities of the legislative, executive, and judicial branches of Iowa government. To make timely reports and recommendations to the Executive Council on critical state governmental issues as they appear and evolve. To develop an annual state advocacy agenda to be approved by the Executive Council. To coordinate advocacy efforts in all three branches of state government as needed. To direct and evaluate lobbyist activity. To act as or oversee a liaison to the Board of Psychology and provide input into administrative rulemaking. To directly advocate on behalf of IPA when appropriate. To monitor Iowa elections and major party slates relevant to psychology. To collaborate with the Advocacy Team (e.g., Federal Advocacy Coordinator, Director of Professional Affairs, and Training Director) and other IPA parties to fulfill advocacy objectives.

Procedures:

1. The SAC shall be elected to a 3-year term by a vote of the membership, serving as a voting member of the Executive Council. After a 3 year term, the chair is eligible for re-election without term limitations. If the SAC resigns, the Executive Council shall select an appropriate interim replacement.
2. Expenses approved by the SAC shall be forwarded to the Central Office for reimbursement in accord with policies and budget.
3. The SAC shall annually provide the Executive Council with a written report of State advocacy activities, including an assessment of the performance of persons hired by the Association to perform state advocacy activity within 90 days of the close of the legislative session.
4. The SAC shall provide timely updates to the membership on the status of current initiatives and relevant state advocacy information.
5. The SAC shall periodically conduct informational and training programs for the benefit of Association members that focus on state advocacy.
6. The SAC shall recognize leaders in state government who support legislation friendly to psychology.
7. A SAC shall serve as liaison to the Board of Psychology or select and oversee an alternative liaison.
8. Serve as a liaison between IPA members and the Governor’s appointment secretary regarding Iowa Board of Psychology vacancies and nominations.
9. The SAC shall collaborate with the IPA Advocacy Team and interested IPA members to work on common advocacy initiatives.

**DIVERSITY LIAISON** (Updated 6.5.2022)

Responsibilities: To help guide, integrate, monitor and evaluate related activities across the association in keeping with the Iowa Psychological Association’s strategic priorities, policies, and guidelines as it relates to issues of equity, diversity, and inclusion.

Objectives and Procedures:

1. The Diversity Liaison is elected to a 3-year term on the Executive Council, which begins on January 1 following the election. The Diversity Liaison will be a voting member on the Executive Council.
2. Leads efforts to enhance the capability of the Iowa Psychological Association’s leadership and members to interact in culturally responsive ways.
3. Works closely with IPA’s EC, committees, and members to foster an inclusive and welcoming association climate.
4. Works closely with DSJ Committee to advance the association’s equity, diversity, and inclusion goals.
5. Advises the Executive Council and Committee chairs on strategies for inclusion and development of diverse members and leaders within the association.
6. Attends Executive Council Meetings and Diversity and Social Justice Committee Meetings
7. Submits a written report to the Executive Council prior to every EC meeting. If the diversity liaison has no activity to report, they will submit a document indicating that they have nothing to report since the previous EC meeting.
8. Maintains files for smooth transfer of information and responsibilities to incoming Diversity Liaison.
9. Serves as a resource/consultant to the IPA Membership.
10. Organizes 1-2 diversity-related volunteer events for members each year.
11. Organizes an annual diversity training for Executive Council Members.
12. Works with conference committee to identify topics and speakers for spring and fall conferences.

**FEDERAL ADVOCACY COORDINATOR (Updated 10.22)**

Responsibilities:

Monitor legislative initiatives at the Federal level that impact and promote the field of psychology. Organize, coordinate, and supervise advocacy efforts for Federal issues in Iowa in coordination with the American Psychological Association’s Federal Leadership Team. Adhere to the Federal Advocacy Coordinator job description disseminated by APA. Cultivate and strengthen consultative relationships with members of the Iowa Congressional delegation. Inform membership of the latest Federal initiatives that impact psychology and advance grassroots advocacy efforts by psychologists and IPA members across Iowa.

Objectives and Procedures:

1. The Federal Advocacy Coordinator (FAC) shall be elected to a 3-year term by a vote of the membership, serving as a voting member of the Executive Council. After a 3-year term the Coordinator is eligible for re-election on an annual basis. If the Coordinator resigns, the Executive Council shall select an appropriate interim replacement.The FAC shall inform the APA Director of Grassroots Engagement of their appointment as FAC within one week of appointment.
2. Serves as a member of the IPA Advocacy Team and attends monthly Advocacy Team meetings.
3. Attends Executive Council meetings every 2 months.
4. Submits a written report to the Executive Council prior to every EC meeting. If the FAC has no activity to report, they will submit a document indicating that they have nothing to report since the previous EC meeting.
5. Maintains files for smooth transfer of information and responsibilities to incoming FAC.
6. Creates and implements a transition plan prior to the time of departure from FAC position and informs APA Director of Grassroots Engagement at least one week prior to departure.
7. Provides regular updates to the membership on the status of current legislative initiatives.
8. Recognizes legislators from Iowa who support APA sponsored legislation.
9. Participates in annual APA Advocacy Summit on Practice issues and coordinates IPA Hill visits.
10. Responds to Advocacy Office requests for grassroots action within specified timeframe or coordinates with APA Director of Grassroots Engagement and IPA leadership to establish an alternative plan.
11. Participates in non-Practice Advocacy Summits, when possible.
12. Participates in monthly Grassroots Advocacy Leaders Meetings as scheduled by APA Governance Relations Team.
13. Collaborate with APA Advocacy office, IPA leadership,and IPA members who are also APA members to identify and build constituent relationships with key members of Congressional delegation.
14. Coordinates with APA Government Relations Team regarding legislative priorities within the State and organizes events in tandem or by request from congressional leaders.

**STUDENT DIVISION REPRESENTATIVE AND REPRESENTATIVE-ELECT (Updated 12.7.2022)**

Responsibilities: To bring a student perspective to Executive Council and to represent the student voice on council. To act as a liaison to student members and campus representatives and to help recruit new student members.

Objectives and Procedures:

The Student Division Representative-Elect is chosen by ballot sent in early October for a vote by IPA student members.

Student Division Representative-Elect (Year 1: January-December) (Updated 12.2022)

1. Meet with Student Division Representative monthly
2. Help maintain Facebook page with Student Division Representative and WEB Committee
3. Propose graduate student social events with Student Division Representative
4. Assist Student Division Representative with articulating student concerns to IPA
5. Assist Student Division Representative with election for a new Student Division Representative-Elect in Fall 2023
6. Encouraged attendance at 5 bimonthly Executive Council meeting with voice but no vote

Student Division Representative (Year 2: January-December)

1. Required attendance at 6 bimonthly Executive Council meeting as a voting member
2. Complete officer reports before each Executive Council meeting
3. Meet with Student Division Representative-Elect monthly
4. Help maintain Facebook page with Student Division Representative-Elect and WEB Committee
5. Propose graduate student social events with Student Division Representative-Elect
6. Work with Student Division Representative-Elect to communicate student concerns to IPA
7. Work with Student Division Representative-Elect with election for a new Student Division Representative-Elect in Fall 2023
8. The Student Division Representative-Elect is invited to attend all EC meetings and the annual EC orientation meeting to learn about the position.
9. Attend all IPA Executive Council meetings and provide input and/or reports.
10. Participates in decisions, Council actions, and/or recommended action to the general membership and student membership. Agenda, minutes, and other materials are received prior to each meeting for review. A file should be maintained of Council related materials for reference and need not be passed on to a successor.
11. Serve on ad hoc committees as appointed. The President appoints ad hoc committees to investigate specific issues, develop recommendations to the Council, and provide information. Although participation generally is discretionary, there is the opportunity to contribute from expertise or interest.
12. Engage student members by posting relevant events and topics to social media.
13. Facilitate successor process as follows:

* Ensure that the IPA Student Division Representative-Elect position vacancy is announced broadly to all IPA student members. Request nominations be directed to the sitting IPA Student Division Representative.
* Confirm that candidates are able to commit to a two-year term of service to give representative an opportunity to become familiar with how the board operates as well as to serve substantially on various committees and tasks. Confirm that candidates have at least two remaining years in graduate training (i.e. being typically no later than in their 3rd year).
* Work with the IPA Executive Director to send a ballot to all IPA student members who will vote to elect a successful candidate. The Student Division Representative will present the results of the vote to the executive council for approval.

**CONTRACTOR POSITION DESCRIPTIONS**

**Director of Professional Affairs** (Updated 07.13.2021)

The Director of Professional Affairs (DPA) is a contracted position with the Iowa Psychological Association whose duties and responsibilities fall under the categories of administration, liaison to internal and external entities, and communication and outreach regarding topics specific to the professional practice of psychology. Specific tasks under each category are outlined below.

ADMINSITRATION:

1. Meet routinely with IPA Leadership (e.g., Presidential Triad; IPA Executive Council) for reporting and planning purposes.
2. Attend IPA Executive Council meetings and other IPA meetings that are relevant to the DPA position.

LIAISON TO INTERNAL AND EXTERNAL ENTITIES:

1. Serve as the official DPA for IPA with that designation being made clear to APA and other relevant entities.
2. Serve as the liaison to professional associations, government agencies, Managed Care Organizations (MCOs), private insurance agencies, and other administrative bodies to these entities to advocate for practitioners of psychology; work to assure that IPA has the appropriate level of contact with these organizations to better serve our members.
3. Work closely with the IPA lobbyist, IPA State Advocacy Chair, and Federal Advocacy Chair in coordinating IPA activities related to legislation and public policy issues impacting the practice of psychology in Iowa. Serve as an adjunct member of the Advocacy Team.
4. Regularly monitor national and statewide trends in healthcare that impact psychologists, to include Medicare and related services, insurance billing and requirements, alternative practice models, legislative activity in other states, and overall trends in the profession that might influence the work of IPA.
5. Attend the Practice Leadership Conference of APA, typically held in early March, for the purposes of networking with DPAs from other states and to network with APA Legal and Regulatory Affairs staff.
6. Create working groups as needed of IPA members for specific purposes related to the professional practice of psychology and work of the DPA, in collaboration with the EC.
7. Attend in person and virtual meetings of DPAs from other State, Provincial, and Territorial Psychological Associations (SPTAs).
8. Individual members of IPA, as well as committees, may bring issues of concern to the DPA and may request assistance. However, if the request is outside of the typical scope of the DPA, the DPA should bring the request to the Presidential Triad for consideration of how to respond.

COMMUNICATION AND OUTREACH:

1. Develop and organize training opportunities for IPA members that are relevant to the purview of the DPA. These opportunities may be virtual or in-person and may/may not be designed to qualify for Continuing Education (CE).
2. Communicate with IPA membership regularly through E-lists, IPA blog and other formats that are helpful to IPA members and relevant to the scope of their work.
3. Communicate regularly with the Directors of Professional Affairs from other states to share and obtain information regarding developments in psychology education and practice throughout the United States.
4. Provide reports of activities and relevant information for each Executive Council meeting (six reports per year).
5. The DPA will respond to calls and emails from members in a timely manner.

**Executive Director** (Updated 9.13.21)

The Executive Director (ED) is an independent contractor of IPA who supports the Executive Council in executing the functions of the organization under the direction of the Presidential Triad. The ED may or may not be a psychologist or member of IPA. The term of the management contract is one calendar year with the opportunity for renewal. Contracts are written on an annual basis.

1. Reports to the IPA President via weekly meetings.
2. Maintains an accurate record of activities performed and provides a copy to IPA upon request.
3. Available to take phone calls during normal business hours. Monday – Friday, 9am – 5pm CST, excluding national holidays. Available for scheduled meetings and to travel outside of normal business hours.
4. Invoices IPA on the first of each month for 1099 contractor fee.
5. Submits for reimbursement for all reasonable out-of-pocket expenses incurred. Such expenses include but are not limited to: (a) media costs; including software agreed upon in writing by both parties; (b) travel expenses other than normal commuting; (c) other expenses resulting from work performed. Before an expense is incurred, it shall be approved by the President or Treasurer.
6. Submits for compensation from IPA as the Executive Director Contractor for additional Activities and Projects performed, contingent upon the additional Activities/Projects first being approved by IPA in consultation with the Executive Director, not to exceed the contracted rate. This compensation is contingent on the additional agreed-upon deliverables being met at the agreed upon timeline.

**Responsibilities**

1. Function in liaison capacity with American Psychological Association (APA) and
   1. Attend Practice Leadership Conference (PLC) as deemed necessary.
   2. Attend annual Council of Executives of State and Provincial Psychological Associations (CESPPA) workshop prior to APA PLC when possible.
   3. Arrange, confirm, and notify APA and delegates of Federal Advocacy Hill appointments for PLC.
   4. Participate in APA conference calls when opportunity exists.
   5. Participate in CESPPA leadership roles when opportunity exists.
2. Function in advisory capacity to IPA Executive Council to ensure association’s viability and relevance through recommendations such as, but not limited to:
   1. Association strategy.
   2. Adherence to mission statement.
   3. Maintaining Executive Council’s cognizance of membership satisfaction through researching and advising Council and Standing Committees as to services and benefits that should be sustained and/or implemented.
   4. Candidate recommendations suited for position vacancies for better functioning of Association committee structure and maximum utilization of member resources.
   5. Evaluation criteria for contracts for lobbying and website maintenance.
   6. Applications for scholarships, grants, and awards.
   7. Implementation of tasks as guided by the Strategic Plan.
3. Provide office space and management of IPA records and files including appropriate dispensation of mail, telephone inquiries, purchase and maintenance of office supplies, and maintenance/digitization of records as follows:
   1. Legal records including Articles of Incorporation, Bylaws, Policy and Procedure Manual, payment of fees associated with non-profit association status.
   2. Financial records including filing annual report to Secretary of State, and assistance to Treasurer in preparation of annual budget and quarterly reports.
   3. Recommend needed revisions to the Policies and Procedures Manual and Bylaws.
4. Maintain website as co-chair of the IPA WEB Committee, inserting new material, updating pages, and managing public-facing social media accounts.
5. Create and activate online event registrations, membership applications, and dues payment renewals in coordination with the membership committee.
6. Manage member services in coordination with the membership committee chair(s):
   1. Completing administrative tasks associated with acceptance of new members, including but not limited to: Provision of Welcome Letters, E-list guidelines, and membership certificates; monitoring initial dues payments; activating new member accounts; and reviewing and responding to application/renewal form submissions.
   2. Monitoring of E-list communication for anti-trust violations and reminders and assistance in education of subscribers for responsible use of the E-list.
   3. Provision of services to members when requests are received.
   4. Ongoing recommendations and administrative support to Executive Council and Membership Committee for recruitment and retention practices and procedures.
7. Facilitate Election and Awards processes, including
   1. Communicate with IPA Leadership about nominations.
   2. Distribute calls for awards nominations to membership.
   3. Assist with preparing and distributing ballots.
   4. Report outcome of ballots to the Presidential Triad.
   5. Order awards.
8. Assist Program Planning Committee by coordinating IPA meetings, conferences, and conventions:
   1. Maintain records and historical files of all meetings and convention materials.
   2. Serve as liaison for facility negotiations in site selection for all events. Negotiates facility contracts and all presenter requests associated with facility services.
   3. Coordinate pre-convention preparation details including scheduling of agenda, publicity, direct mailing, pre-registration, Continuing Education (CE) credit determinations, and name badging.
   4. Attend and manage on-site convention proceedings including staffing of registration desk and all other duties related to convention management.
   5. Communicates convention budget as requested.
   6. Order and distribute convention registration brochures.
   7. Participate in Executive Council meetings as a non-voting member providing agenda, minutes, reports, and additional information requested by Council in coordination with the President.
   8. Assist with administrative responsibilities of IPA Salons and Trainings including:
      1. Distribute Salon/Training information form to interested organizers/parties.
      2. Share Salon Proposal form with the Program Planning Committee.
      3. Advertise and market the Salon/Training on the IPA Website, E-List, and social media.
      4. Assist with executing the speaker contract using the contract template.
      5. Collaborate/consult with Program Planning Committee for any additional responsibilities regarding IPA Salons/Trainings should they arise.

**Responsibilities for a Contracted Bookkeeper** (Updated 12.01.2021)

The Bookkeeper is an independent contractor of IPA who supports the accountant and Treasurer, manages member dues by check, addresses bill payment and invoice generation, and generates monthly financial reports. The term of the management contract is one calendar year with the opportunity for renewal. Contracts are written on an annual basis.

1. Support of Accountant
   1. Generate W-9s for vendors as requested
   2. Prepare annual 1099s
   3. Prepare information needed for accountant to generate IRS tax reports (990)
   4. Prepare bookkeeping software file for yearly taxes
   5. Prepare necessary documentation for financial review or similar procedures.
2. Management of Membership Dues by Check:
   1. Record membership dues received by check
   2. Take deposits to the bank
   3. Post payments into the bookkeeping software.
3. Bill Payment/Invoice Generation:
   1. Pay monthly bills
   2. Manage charitable contributions
   3. Process reimbursements for member expenditures authorized by Executive Council and approved by Treasurer
   4. Maintain bookkeeping software for both Operating and Training Task Force (TTF) accounts
   5. Payment of fees associated with non-profit status
   6. Other bill payment/invoice generation tasks as they arise
   7. Checks to sign, including supporting documentation
   8. Meet with Treasurer or other designated signatory from Finance Committee to obtain signatures for checks.
4. Reporting
   1. Monthly Balance Sheet
   2. Monthly Profit/Loss for Operating account
   3. Monthly General Ledger for Operating account
   4. YTD Profit/Loss compared to annual budget for Operating account
   5. YTD Profit/Loss for TTF Account
5. The bookkeeper retrieves mail from the IPA post office box weekly.

**IPA Lobbyist**

**Job Description for IPA Lobbyist (Updated 10.2022)**

**Objectives:**

The IPA Lobbyist is an independent contractor of IPA who provides lobbying and government relation services to IPA.

**Contracted Responsibilities:**

1. Schedule and attend IPA Capitol Lobby Day event
   1. Provide the list of legislators attending the lobby day to the IPA Executive Director within two weeks of the event.
2. Provide consultation, guidance, and advice to IPA State Advocacy Coordinator
   1. Assist in the planning, development, and implementation of a legislative agenda and strategy in consultation with the IPA State Advocacy Coordinator and meet regularly with the IPA State Advocacy Coordinator and other key IPA members to communicate the status of interested bills and plan strategy.
3. Advise on the development of other needed materials
   1. Assist in development of materials for meetings, lobby day, and website, and advise on the development of hearing testimony.
4. Provide direct lobbying services
   1. Arrange meetings as needed with targeted legislators; key state agency directors/staff; and Governor’s staff.
   2. Communicate IPA positions with legislators, legislative staff, and other lobbyists/legislative liaisons.
   3. Monitor bills and amendments during the legislative session on a daily basis and register IPA’s position on bills of interest after consultation with IPA State Advocacy Coordinator.
   4. Attend committee meetings of interest during the legislative session, and identify and develop a plan to monitor interim studies of interest.
   5. Comply with all legislative and executive branch rules on lobbyist registration and reporting, and advise IPA leadership on client reporting requirements.
   6. Find sponsors for priority IPA legislation and amendments as directed by the State Advocacy Coordinator, and closely monitor the process.
5. Provide timely communications on status of IPA priorities
   1. Email progress reports to IPA membership during the legislative session to keep IPA members informed as priorities move through the process, and assist the State Advocacy Coordinator in development of action alerts as needed.
   2. Inform the membership about the time and place of forums conducted by legislators when the information is readily available, and provide the IPA State Advocacy Coordinator with contact information for legislative candidates and legislators, including committee assignments, as they are updated and available.
   3. Track action on bills of importance to IPA in the Bill Tracker, which gives all IPA members quick access to bill status updated daily.
   4. Communicate end-of-session legislative outcomes and expectations for the following session to IPA members.
   5. Attend the IPA annual business meeting to update membership on legislative progress.

**Training Director Job Description (Updated 10.2022)**

**Objectives:** Iowa Department of Public Health (IDPH) contracts with the IPA Training Director (TD) regarding job responsibilities supported by state funding for training psychology interns and post-doctoral fellows in Iowa. IPA serves as a conduit of the funds distributed from IDPH to the TD. Per the TD contract with IDPH, the TD works in collaboration with the IPA Executive Council and its Training Task Force to develop pre-doctoral and postdoctoral training opportunities to alleviate the shortage of psychologists in Iowa. The primary focus of the agreement is to develop internship and postdoctoral training opportunities in Iowa.

**Responsibilities (selected from IDPH contract and IPA/TD Memorandum of Understanding):**

1. Work with IPA lobbyists to obtain state funding for training programs including contacting legislators and composing documents for legislators on program rationale, program description and budget, as well as general information about training in psychology.
2. Work collaboratively with state agencies, such as the IDPH, to help alleviate the shortage of psychologists in Iowa including participating in workgroups, advisory councils and reviewing and submitting information to state officials and agencies on how to alleviate the shortage of psychologists in Iowa.
3. Submit a written report to the Executive Council prior to every EC meeting.
4. Support placement of at least one psychology intern and/or post-doc at each subcontracted practice site.
5. Support psychology intern and post-doctoral mentoring and professional networking activities (i.e., involvement with the IPA, conference attendance, or mentoring/networking meetings).
6. Develop and implement an internship and post-doctoral monitoring plan for each subcontracted practice site.
7. Identify practice sites that may support a psychology internship and/or post-doc training program.
8. Maintain relationships with existing training partners.
9. Identify and pursue funding sources for psychology internship and post-doctoral training programs.

**POLICIES OF THE EXECUTIVE COUNCIL (Approved by EC Vote 2.3.2024)**

**IPA Annual Sponsorship**

Members of IPA as well as non-member individuals, organizations, and businesses may request to sponsor IPA on an annual basis. A sponsorship is defined as an investment in IPA in support of the association’s mission. In gratitude for the sponsorship, IPA communicates to members that the sponsor is an Annual Association Sponsor and provides information regarding the sponsor to members in a manner determined by sponsorship level.

IPA maintains a website page that lists information and sponsorship level options for potential sponsors. This information states that, as a non-profit organization, IPA is unable to facilitate for-profit company advertising or other calls to action and that sponsors’ investment will help maintain the long-term viability of IPA. IPA agrees to provide Annual Association Sponsors with metrics related to their investment such as blog post views, event attendance and social media reach.

Requests for sponsorship are made to the IPA Executive Director, most commonly via website submission. Requests include the name of the sponsor and relevant contact information, as well as their selected sponsorship level. All sponsorship requests received by the Executive Director are submitted to the Triad for approval before being activated. Sponsorship levels may include selections from a number of options listed on the IPA website, for which associated pay levels are decided by the Executive Director in collaboration with the Presidential Triad and the Treasurer.

**Budget Surplus Policy (Approved by EC vote 10.2.2023)**

IPA aims to have a balanced budget each year. The Investment Account Policy provides

guidance to the EC in the event of a budget shortfall. The purpose of the Budget Surplus policy

is to provide recommendations to the EC in years when income exceeds expenses.

To prevent the financial problems IPA encountered in the past and on the recommendation of

the FC, the EC decided to discontinue the practice of providing annual raises to our contractors.

Instead, when there is a budget surplus (i.e., income exceeds expenses) and a contractor’s

performance is acceptable, a portion of the surplus funds may be awarded to the contractor. If

no surplus exists, there will be no funds to award.

When a budget surplus exists, the finance committee recommends that the total amount

provided to any contractor not exceed the equivalent of two months contracted pay, at the

current rate.

Surplus funds can also be used to repay the investment account in the years following the use

of the investment account to cover a budget shortfall. The FC will review the budget surplus

annually and provide recommendations to the EC of how surplus funds could be reinvested into

the organization’s programs and activities.

**Time Frame for EC Action Items,Discussion Items, and Written Reports**

1. Action items (requiring a vote), discussion items, and written reports to be addressed in EC meetings shall be submitted to the Executive Director and/or Presidential Triad in accordance with the deadline stated in the Executive Director’s call for agenda items.

**Agenda**

1. The agenda to the EC meeting is distributed prior to the meeting.
2. Approval and/or additions to the EC meeting agenda are approved at the outset of the Council meetings.

**Review of Minutes**

Minutes of the previous EC meeting are reviewed prior to each meeting with appropriate corrections, additions, and deletions. The minutes accurately reflect all EC activities. The minutes are the formal record of the EC and, therefore, may be used by other organizations, groups, or individuals in their representation of the EC or IPA. Approved minutes are archived on the website by the Executive Director.

**APA Representative Reimbursement**

Reimbursement to the APA representative only covers mileage to and from the airport, the lowest possible air fare, hotel accommodations, ground transportation, and $30 per diem. Requests for reimbursement must be made within 30 days following the end of the meeting.

**Reimbursement for Conducting IPA Business**

1. It is the intention of IPA to reimburse its members for expenses incurred due to their work for the organization depending on the financial health of the organization. The Treasurer, in collaboration with the Triad and/or EC if non-routine, will make determinations on reimbursement on a case by case basis. Reimbursement is not guaranteed. Requests for reimbursement approval shall be made at least 30 days prior to the event. All work for the organization by its members is considered volunteer so time is not reimbursed.
2. The Representative to APA’s Council of Representatives may request reimbursement for expenses not covered by APA, such as hotel accommodations, airfare, ground transportation, parking, and $25 per diem for meals, against receipts.
3. Delegates to APA’s Practice Leadership Conference may request reimbursement for expenses not covered by APA, such as parking, ground transportation, and $25 per diem for meals, against receipts. IPA may match APA’s allowance for airfare when APA reimburses the delegate for half of their airfare expense. IPA may host a Practice Leadership Conference delegation dinner during the PLC. IPA will pay the cost of the dinner for IPA delegates and invited guests. Alcoholic beverages at this dinner will not be covered by IPA.
4. Request for reimbursements must be submitted on the IPA reimbursement form and include copies of all receipts and a copy of APA airfare reimbursement check.

Members who have been approved to receive reimbursement for IPA or APA leadership events may submit a request for payment to the Treasurer within 30 days of incurring the expense

**Avoiding Conflicts of Interest**

1. Prior to participation in discussion, motions, votes, and other Council activities in which there is a conflict of interest, members shall identify themselves as having a conflict of interest in regard to the item of business.
2. Members with an expressed conflict of interest shall abstain from votes, make no motions, and refrain from discussions. If they join a discussion, they make clear their interests and potential benefits to be gained, and they are neutral in their stand regarding IPA involvement.
3. Board members are discouraged from entering professional or business relationships that would create a conflict in their duty to serve the best interests of IPA. All board members are asked to make any conflicts known to the board at each Executive Council meeting. Conflicts include but are not limited to entering contracts for IPA business, hiring consultants and contractors that provide services to IPA, and having a financial or other type of relationship with an individual or organization that is likely to have a significant stake in the actions or policies of the association.

**Revision of Policy and Procedures Manual**

Committees and Executive Council Members shall review their job descriptions on an annual basis and bring suggested revisions to the Strategic Plan Committee for review and discussion. The Strategic Plan Committee may present an updated description to Executive Council for approval by vote The President will announce a reminder in the June EC meeting. A member of the Presidential Triad will provide an email reminder in July. The Strategic Plan Committee will also send a reminder email to committee (co)chairs each fall (see handout regarding Strategic Plan Worksheet process in Strategic Plan Committee dropbox folder).

Changes to contractor job descriptions that may arise during annual reviews are documented by the Presidential Triad in both their updated contracts and the P&P Manual.

The Strategic Plan Committee will review bylaws for proposed updates every three years, coinciding with revising and updating the IPA Strategic Plan. Bylaws changes will be proposed initially to Executive Council for approval to take the changes to membership for a full-member vote.

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**Quorum**

A quorum is defined as half the number of voting EC members plus one. For example, if there are ten voting EC members, six would constitute a quorum. Council members shall contact the President or Executive Director with as much notice as possible when they are unable to attend an Executive Council meeting. Failure to achieve a quorum disqualifies the meeting as an Executive Council meeting, but the meeting will be considered an ad hoc committee meeting. All action items will be delayed to the next Executive Council meeting in which a quorum is present.

**Voting by E-mail**

Email voting by the Executive Council shall be limited to urgent action items requiring a vote between

council meetings. Email voting follows Roberts Rules of Order. All email action items must be motioned and seconded by Executive Council members

prior to the vote. The “second” of the motion may accompany the initial e-mail distribution of the action

item. All e-mail action items are forwarded to the President who then

forwards them to the Council. The President shall specify the period allowed for discussion prior opening the vote, depending on the urgency of the situation. One week of discussion is ideal, if possible. The voting period on an action item will be at least 48 hours, continuing beyond 48 hours as needed until at least a quorum has been met. . After 24 hours, the President will notify the Executive Council members who have

not voted to encourage them to do so. If a quorum has not been met within a reasonable amount of time, the President shall announce when the voting period will end. If a quorum has not voted at the end of the voting period, the President will announce that the measure has failed. The President shall announce the results of the vote at the next Executive Council meeting. In the minutes of the EC meeting in which the vote result is announced, the recording secretary will summarize the discussion and vote in a manner similar to minutes kept for voting in EC meetings.

**IPA Membership Voting Procedures** (Updated 12.01.2021)

Procedures:

1. An issue requiring a membership vote, such as a Bylaw change, is presented at an EC Meeting. The EC shall vote on whether to approve submitting the issue to membership for a vote. If desired, a proposal for further discussion, such as through the development of Pro and Con Statements or a Town Hall meeting, can be made in the action item. Alternatively, EC members may request for a friendly amendment to be added to the motion that includes developing Pro and Con statements for the issue and/or organizing a Town Hall for IPA members on the issue being proposed. The EC will vote to determine whether or not to adopt the friendly amendment. The outcome of each of these motions shall be determined by a simple majority.
2. Should developing of Pro and Con statements be approved, the following procedures will occur, which is an adaptation of APA’s policy ([https://www.apa.org/about/governance/bylaws/rules-220](about:blank)):
   1. The President will ask for volunteers to author/co-author the Pro and Con statements. If there are no volunteers to write the Pro and Con statements, then no Pro and Con statements will be prepared.
   2. If there are volunteers to write the Pro and Con statements, the President will request and appoint three volunteers to serve on a review committee. When possible, the committee shall be comprised of at least one person who indicates alignment toward the Con side and at least one person who indicates alignment toward the Pro side. If individuals volunteer but do not wish to align, each individual is asked to prepare to thoroughly evaluate each statement through the lens of someone aligning with that statement and potentially utilize input from the Town Hall (if one is held) to inform their review. If there is an insufficient number of volunteers for the review committee, the President shall appoint individuals. The purpose of the committee is to ensure accuracy, fairness, and objectivity of the statements.
   3. The authors are responsible for the strength of the statements. Statements should be supported by relevant, current literature and/or data, and are not to exceed 200 words. Any statements that are based on the author’s opinion must be clearly identified as an opinion. Authors must include their name with their statement when the statement is shared with membership.
   4. The authors will have 10 business days to develop their statements. These will then be shared with the review committee, who will have 5 business days to review and make recommendations to improve the accuracy and fairness of the statements. Authors are expected to collaboratively work with the committee to approve a final draft of the statement.
   5. If necessary, an additional 5 business days can be used to write a rebuttal (200 word maximum) to address disagreements. The review committee will also be allowed up to 5 business days to review the rebuttals for accuracy.
   6. If disagreements between authors and committee members about the statements are not able to be resolved, the President, in collaboration with the Presidential Triad, will make the final decision as to the wording of the final statement/rebuttal.
   7. If the EC agrees to have a Town Hall on the voting issue, this shall be scheduled within 15 business days of the voting item being proposed at the EC meeting, if possible. Individuals who present the action item for membership voting, and if relevant, individuals who request a Town Hall to occur via friendly amendment, shall be responsible for coordinating the Town Hall. In consultation with the Triad, these individuals will schedule, make announcements, and facilitate or arrange facilitation of the Town Hall.
3. All voting members shall receive an email inviting them to vote via an online platform. Membership voting shall remain open for one month. Voting reminders shall be posted to the IPA E-List as needed. Respectful discussion about the topic of the vote may occur on the E-List.

**Council Member Meeting Attendance**

In the event a council member misses three consecutive council meetings and has not requested special consideration be given to these absences, the Executive Council will take a formal vote to determine whether the member may maintain their position on the council.

**Ethics Continuing Education**

During each licensing cycle, IPA will provide at least 6.0 hours of continuing education related to ethics that will meet the Iowa Board of Psychology’s continuing education requirements as specified in the IAC 241.3(2). These six continuing education hours must cover any or all the following: Iowa mental health laws and regulations; federal mental health laws and regulations; ethics; and risk management. To fulfill this requirement IPA will offer the APA-Trust’s Risk Management Workshop, or its equivalent, every two years.

**Continuing Education**

Knowledge and skills development are goals of IPA Continuing Education programs. Continuing Education offerings may be arranged apart from those at Spring and Fall Conferences. Financial support and additional resources required from IPA must be within the constraints of the annual IPA budget and approved by the Executive Council. All members who wish to propose CE trainings correspond with the Program Planning Committee for review and approval. Programming must follow the requirements of the Iowa Board of Psychology to qualify as a CE event.

**~~IPF Funding Requests~~**

~~Requests for IPF awards/funding must be approved by the Executive Council.~~

**APA Candidate Endorsement**

Executive Council does not formally endorse candidates for APA offices.Members of IPA may, however, personally endorse candidates for APA offices on IPA media platforms (e.g., Elist, Facebook page).

**Financially Supporting Member**

The Iowa Psychological Association is a member funded group as well as a registered not-for-profit organization that generally does not contribute financially to other individuals or organizations. IPA members may request financial help from IPA with an understanding that any action on the request will require an extended period of deliberation by the Executive Council as to the merit and feasibility of such action for IPA interests and mission. Requests for any expenses typically encountered through the practice of psychology will not be considered. The requesting member’s decisions relative to the financial challenge for which the member seeks assistance should be made completely independent of potential IPA action on requested funding. A request should be submitted in the form of a one-page letter to the Presidential Triad explaining how the requested donation will support the mission of IPA in the state of Iowa.

**Document Retention (approved by EC vote 8.3.2022)**

The association records of the Iowa Psychological Association (hereafter “IPA”) are important assets. To avoid undue liability to the association, IPA shall retain the following records for the specified periods of time. Formal records include:

* 1. Tax Records. Tax records include, but may not be limited to, documents concerning payroll, expenses, proof of deductions, business costs, accounting procedures, and other documents concerning the IPA's revenues. Tax records shall be retained for at least seven years from the date of filing the applicable return.
  2. Employment Records/Personnel Records. State and federal statutes require the IPA to keep certain recruitment, employment and personnel information. The IPA shall also keep personnel files that reflect performance reviews and any complaints brought against the IPA or individual employees under applicable state and federal statutes. The IPA shall also keep all final memoranda and correspondence reflecting performance reviews and actions taken by or against personnel in the employee's personnel file. Employment and personnel records shall be retained for seven years.
  3. Executive Council Committee Materials. Beginning in 2016, meeting minutes and written reports to EC (e.g., officer reports, committee reports, and contractor reports) shall be retained in perpetuity in the IPA's electronic archives.
  4. Press Releases/Public Filings. The IPA shall retain permanent copies of all press releases and publicly filed documents under the theory that the IPA shall have its own copy to test the accuracy of any document a member of the public can theoretically produce against that IPA.
  5. Files Regarding Legal Proceedings. Legal counsel shall be consulted to determine the retention period of particular documents, but documents referring to legal proceedings shall generally be maintained for a period of ten years.
  6. Marketing and Sales Documents. The IPA shall keep final copies of marketing and sales documents (e.g., sales invoices, contracts, leases, licenses and other legal documentation) for the same period of time it keeps other corporate files, generally seven years.
  7. Development/Intellectual Property and Trade Secrets. Development documents are often subject to intellectual property protection in their final form (e.g., patents and copyrights). The documents detailing the development process are often also of value to the IPA and are protected as a trade secret where the IPA:

1. Derives independent economic value from the secrecy of the information; and
2. The IPA has taken affirmative steps to keep the information confidential.
3. The IPA shall keep all documents designated as containing trade secret information for at least the life of the trade secret.
   1. Contracts. Final, execution copies of all contracts entered into by the IPA shall be retained. The IPA shall retain copies of the final contracts for at least ten years beyond the life of the agreement, and longer in the case of publicly filed contracts.
   2. Historical Documents. Historical documents of value can be digitally archived.

Any proposed deviations to this policy (e.g., due to excessive burden or irrelevance) shall be discussed and approved by the Executive Council. Failure to comply with this Document Retention Policy may result in legal consequences. Questions about this policy shall be referred to the Presidential Triad to discuss with Executive Council.

References:

<https://www.oflaherty-law.com/learn-about-law/how-long-should-an-iowa-business-keep-records>

<https://www.missionbox.com/article/351/document-retention-for-us-nonprofits-a-simple-guide>

**Ethics**

It is the policy of the Iowa Psychological Association that its, hired contractors, employees and board members uphold the highest standards of ethical, professional behavior. To that end, these employees, hired contractors, and board members shall dedicate themselves to carrying out the mission of this organization and shall:

* + 1. Hold paramount the safety, health, and welfare of the public in the performance of professional duties.
    2. Act in such a manner as to uphold and enhance personal and professional honor, integrity, and the dignity of the profession.
    3. Treat with respect and consideration all persons, regardless of race, religion, gender, sexual orientation, maternity, marital or family status, disability, age or national origin.
    4. Engage in carrying out the Iowa Psychological Association’s mission in a professional manner.
    5. Collaborate with and support other professionals in carrying out the Iowa Psychological Association’s mission.
    6. Build professional reputations on the merit of services and refrain from competing unfairly with others.
    7. Recognize that the chief function of Iowa Psychological Association at all times is to serve the best interests of its constituency.
    8. Accept as a personal duty the responsibility to keep up to date on emerging issues and to conduct themselves with professional competence, fairness, impartiality, efficiency, and effectiveness.
    9. Respect the structure and responsibilities of the Executive Council, provide them with facts and advice as a basis for their making policy decisions, and uphold and implement policies adopted by the Executive Council.
    10. Conduct organizational and operational duties with positive leadership exemplified by open communication, creativity, dedication, and compassion.
    11. Exercise whatever discretionary authority they have under the law to carry out the mission of the organization.
    12. Serve with respect, concern, courtesy, and responsiveness in carrying out the organization’s mission.
    13. Demonstrate the highest standards of personal integrity, truthfulness, honesty, and fortitude in all activities in order to inspire confidence and trust in such activities.
    14. Avoid any interest or activity that is in conflict with the conduct of their official duties.
    15. Respect and protect confidentiality, privacy, and privileged information to which they have access in the course of their official duties.
    16. Strive for personal and professional excellence and encourage the professional developments of others.

**Joint Venture**

A joint venture is an association of two or more persons or companies to carry on a commercial enterprise as co-owners. In an IPA Request for Proposal, a joint venture is a partnership between people or companies formed to submit a proposal and perform work if awarded the contract.

IPA requires that full, clear, and precise information be provided. To be considered for a contract based on combined or joint efforts, a proposal must clearly describe whether a joint venture is being formed, using a "prime contractor/subcontractor" relationship, or using some other vehicle.

For a joint venture, the following must be provided:

* A complete copy of the written joint venture agreement signed by each party.
* A full, clear description of the proposed division of the labor in fulfilling the IPA contract.
* A full and clear description of the qualifications and characteristics of each party.

Failure to comply with these requirements may result in the immediate rejection of the proposal.

Joint ventures must meet minimum qualification (MQs) in one of several ways:

* The joint venture, if formed as a separate legal entity, may itself fully satisfy all MQs.
* Each member of the joint venture may separately satisfy all MQs.
* Any one member of the joint venture may satisfy all MQs.

The venturers may "mix and match" their individual experience and qualifications to fully satisfy all MQs. IPA may, in its sole discretion, require that specified services be performed by one of the ventures and not delegated to another. Scoring criteria shall not reward organizational size or duration unless IPA determines, in its sole discretion, that such size or duration has a demonstrable relationship to the quality and cost-effectiveness of services being performed under the contract. If a contract is awarded, the documentation submitted pursuant to IPA Joint Venture Policy shall be incorporated as part of the Agreement, and the Agreement shall provide that each participating venturer is jointly and severally liable to IPA.

**Ethical Conduct Related to IPA Operations**

The APA's Code of Ethics ("Code") requires psychologists to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the IPA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations. It is the responsibility of IPA psychologists to comply with the Code and to report suspected ethical violations or misconduct occurring in the context of IPA operations.

Directors, officers, employees, contractors, or members are encouraged to follow the general process of the APA Ethics Code: 1) speak with the individual suspected of a violation or misconduct, 2) if not appropriate for informal resolution or not resolved in this manner, report to relevant entities. In most cases, the current President or Presidential Triad is in the best position to address an area of concern. However, if you are not comfortable speaking with these individuals or you are not satisfied with their response, you are encouraged to speak with someone on the Executive Council whom you are comfortable approaching. Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

Once a complaint is received, the person who received the complaint is required to report suspected violations of the Code of Conduct to the Iowa Board of Psychology or other appropriate entities or governing bodies, who has specific and exclusive responsibility to investigate all reported violations.

Anyone filing a complaint concerning a violation or suspected violation of the Code must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Code. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious offense.

No director, officer, contractor, employee, or member who in good faith reports an ethical violation or misconduct of an IPA member or contractor shall suffer harassment, retaliation or adverse consequence. A director, officer, employee, contractor, or member who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment.

**Accounting and Auditing Matters**

The Presidential Triad and/or Treasurer shall address all reported concerns or complaints regarding corporate accounting practices, internal controls or auditing. They shall have authority to report the concern to the paid IPA accountant and work with the accountant until the matter is resolved.

**Introducing Social Justice Issues (Updated 2022)**

**Social justice issues may be initiated by anyone inside or outside of the Iowa Psychological**

**Association (IPA) for the purposes of formal support/endorsement of an issue OR to provide a**

**dissenting opinion.**

**How does someone introduce a social justice issue?**

When someone wants to propose what is believed to be a social justice issue to be addressed

by IPA, that person shall contact a member of the Diversity and Social Justice Committee

(DSJC). If the request comes through other means (e.g., the Executive Council), the request

shall be forwarded to the DSJC. The committee member will then notify the entire DSJC to 1)

Add the item to the next meeting agenda or 2) Meet sooner if members of the committee agree

the issue shall be addressed outside regularly scheduled meetings. Members of IPA at-large shall be invited to participate during a four-week discussion period via the listserv.

Prior to bringing an issue to the DSJC, the person(s) initiating this action shall be prepared to

explain how this issue is relevant to psychology and the mission of IPA, AND is a social justice

issue.

**What happens during the four-week discussion period?**

Relevant data within the past 10 years shall be presented by the person(s) initiating this action

during the first meeting in which the issue is discussed. Relevant data involves psychological

science as reflected in APA policies, psychological peer-reviewed journal articles, or statistics

from a reputable and relevant source (e.g., CDC). During that initial meeting and subsequent

meetings, as needed, the DSJC will attempt to answer:

1.      Does the preponderance of available data support the position being taken?

2.      Who will be impacted by our association’s endorsement and will it make a difference?

3.      What will be the impact on the association?

**What happens after the discussion period?**

If the DSJC and members present during the discussion period reach an agreement by majority

vote to pursue this issue, the person(s) initiating this action along with guidance from those

participating in the discussion period shall be responsible for developing a statement,

endorsement, or dissenting viewpoint. This document shall be approved by majority vote to be

sent to the IPA Executive Council for action.

**Exception to the Social Justice Policy**

Relevant, timely, and scientifically accurate information that may include topics considered to fall under the category of Social Justice, for the purpose of education only (not advocacy), may be shared to the public on behalf of the Iowa Psychological Association, without a vote of the Executive Council, as long as:

1) The information is provided by a formal committee of the Iowa Psychological Association,

2) There is a majority vote of that committee (which consists of at least three members),

3) The information to be shared and delivery method have been approved by the Presidential Triad of the Iowa Psychological Association, who shall seek consultation from Federal or State Advocacy Coordinators as appropriate, and

4) Any information shared to the public is shared with the membership of the Iowa Psychological Association simultaneously.

If the Presidential Triad of Iowa Psychological Association does not approve either the information or delivery method then the topic shall be brought to the full Executive Committee for discussion and vote.

**Contract Review Procedure**

Contracts are reviewed on an annual basis for the IPA bookkeeper, lobbyists, ED, TD, and DPA. The President is involved in all reviews to inform their responsibility in signing contracts. The review process involves a review of each contract, editing of contract as relevant, and review of contractor performance, self-evaluation, and execution of contract. The Treasurer and State Advocacy Coordinator assist as relevant for bookkeeper and lobbyist reviews, respectively. The Triad maintains a calendar of responsibilities that includes a timeline for the contract review process.

**E-list Subscriber Guidelines and Rules/Courtesy Guidelines** (Updated 2020)

Refrain from using the E-list for chain letters, advertising, and personal communications.

Vent differences of opinion respectfully and professionally.

Avoid the posting of flame mail to set off alarms.

Please keep in mind that IPA members may have different opinions, backgrounds, and experiences from each other. This diversity is one of the many characteristics that make IPA such an important organization to be a part of. It also necessitates that we each be, professional, thoughtful and respectful about what we present and how we present it to each other on the E-list. Please keep this in mind when you post to the E-list and, particularly, when you vent differences of opinion on the E-list.

Avoid personal commentary about character, competence, or motive.

Keep criticisms objective and factually verifiable.

If there is an E-list post that is perceived as insensitive, then please bring your concern to the Presidential Triad. The Presidential Triad will take appropriate action which may include referring the concern to the Ethics Committee, Diversity and Social Justice Committee, or whatever committee is most appropriate.

Use the E-list for postings that pertain to psychology and psychological or association issues.

IPA E-list subscribers may share a job posting if it is for a position in Iowa.

Make use of the subject line in your messages so that subscribers can quickly assess their interest in the message.

Posting of Clinical Questions:

When seeking therapist referrals for a patient, be mindful to conceal any client identifying information. In addition, put the city or area that you are looking for in the subject line.

Be mindful to conceal any client identifying information when posting clinical questions.

Post ethical questions first to the Ethics Committee Chair at [drsummerb@gmail.com](#about:blank) to maximize patient confidentiality.

Keep messages concise.

Be aware that messages posted to the E-list do not necessarily reflect the opinions or position of IPA.

Remember, messages posted to the E-list are NOT secure. They are transmitted through multiple conduits before reaching their final destination.

Sharing E-list communications with non-members is prohibited. The IPA E-list is a MEMBER BENEFIT.

Use of back-channel communications is encouraged for messages that target a specific recipient.

“Replying” to an E-list message will send your response to the sender only. PLEASE don't fill member e-mail inboxes with repetitive hello/goodbye social-type messages that should be sent directly to the individual concerned.

When sharing information from an article or original composition do not copy and paste the copy into your message. Instead provide links or contact information where other subscribers can go to find that article.

Do not use the E-list for any advertising or commercial purposes. "Commercial" as used for purposes of evaluating E-list messages means communications where the primary purpose is to advance the business or financial interests of any person or entity, to advertise the business or financial interests of yourself or any other entity, or otherwise to promote a financial transaction directly or indirectly.

Do not use this E-list for expressing your personal political or religious views or positions. This list may be used to openly discuss professionally-related political advocacy activities in general such as relevant pending legislation; however, this list cannot be used to advocate for a particular candidate or to raise money for a particular candidate or Political Action Committee (PAC).

It is understood that any information distributed may or may not have been checked for accuracy.

**RISK MANAGEMENT RULES   
Violations of these rules puts all subscribers at risk for anti-trust, defamation, and   
copyright violations, therefore subscribers not adhering to the rules listed below will risk losing the privilege of using the E-list.**

Do not discuss anything to do with fees, rates, prices or boycotting. As such, do not share any advice or opinions about ending one’s participation with any insurance company. Such discussions could lead to violation of federal anti-trust laws putting the association, and you personally, at risk.

Do not post any abusive, profane, threatening, offensive or illegal materials. Do not use the E-list for any illegal purposes. This includes, but is not limited to, defamation, violation of intellectual property laws, violation of antitrust or unfair competition laws or violation of any criminal laws.

Do not intentionally interfere with or disrupt other E-list members, network services, or network equipment. This includes the prohibition of any unsolicited advertisements, propagation of computer viruses and use of the network to make unauthorized entry to any other machine accessible via the E-list forum.

\*\* Neither IPA, list owners, moderators, administrators, staff, or contributors can be held liable in any way for any information or data made available or omitted from any and all information distributed through this E-list.

\*\* By subscribing to this E-list, you imply complete agreement to hold harmless the above named parties against any and all liability for any action that you may or may not take; and any and all other consequences regarding all postings, regardless of the cause, effects, or fault of any of the parties.

**IPA Awards**

Honors and awards may include engraved plaques; framed certificates; press releases (IPA or APA publications or newspapers); news conferences; recognition at IPA conferences; paid registration fees; paid conference hotel room; or other signs of appreciation at the discretion of the Executive Council. The following are the awards that are granted by IPA each year. If individuals are not nominated for an award on a particular year, the call for nominations will again be made the following year.

1. Meritorious Achievement Award: This award honors members for outstanding service to the Association. Meritorious achievement may be defined as a single major professional contribution or may refer to a consistent history of service. Members currently serving on the Executive Council or as Executive Director shall not be eligible for the award. Having previously received the award will not disqualify a member from consideration, though not for the same “meritorious achievement.”

A call for letters of nomination is distributed to the voting members no later than the first week of January. The letters of nomination will be submitted to the Executive Council no later than the first meeting of the year. The Executive Council will select a person to receive the award. It is anticipated that one award will be presented each year. However, the Council may occasionally choose to present more than one award or not to present an award. The Honors committee chair will be responsible for ordering a suitable award. The award will be delivered during the Spring Conference.

1. Service Award: This award honors individuals who are not IPA members, but who have rendered outstanding service to the Association or to the citizens of Iowa in a manner consistent with Association goals. Outstanding service is defined as a single major contribution or refer to a consistent history of service. IPA members or those eligible for membership shall not be eligible for the award. Psychologists who do not reside in or work in Iowa are eligible for the award. Having received the award previously will not disqualify a person from consideration, though not for the same “outstanding service.”

A call for letters of nomination is distributed to the voting members no later than the first week of January. The Letters of nomination will be submitted to the Executive Council no later than the first meeting of the year. The Executive Council will select a person to receive the award. It is anticipated that one award will be given each year. However, the Council may occasionally choose to present more than one award or not to present the award. The Honors committee chair will be responsible for ordering a suitable award. The award will be delivered during the Spring Conference.

1. Ann Ernst Public Service Award: This award honors a psychologist, active or retired, who has made on a pro bono basis, significant contributions of a psychological nature that have benefited society as a whole. The contribution(s) may have been a single major contribution or reflect a consistent history of volunteer service to the community-at-large.

A call for letters of nomination will be distributed to voting members no later than July 1st. The letters of nomination will be reviewed by the Council at its August meeting. The Executive Council may select a person to receive the award, which may be given annually at the Fall Conference. The Honors committee chair will be responsible for ordering an appropriate award.

1. Michelle Greiner Early Career Psychologist Award: This award honors an early career psychologist who has made significant contributions of a psychological nature and that has benefited the field of psychology in Iowa and/or the local or national community. The contribution(s) may have been a single major contribution or reflect a consistent history of service to the field of psychology and/or the community at large.

A call for letters of nomination will be distributed to voting members no later than the first week in April. The letters of nomination will be submitted to the Executive Council no later than their June meeting. The Executive Council will select the person to receive the award. It is anticipated that one award will be given each year. However, the Council may occasionally choose to present more than one award or not to present the award. The Honors committee chair will be responsible for ordering a suitable award. The award will be delivered during the Fall Conference.

1. Departing IPA Executive Council Member Award: Each member of Executive Council who has ended their service on Executive Council will be recognized for their contributions at the Spring Conference after the completion of their term. Honors may include engraved plaques, framed certificates, and recognition at the conference.
2. APA Karl F. Heiser Award: This award honors psychologists who have given voluntarily of their time to define the discipline of psychology statutorily by state and federal laws through advocacy. A call for letters of nomination is distributed to the members no later than March 1. The letters of nomination will be submitted to the Executive Council for final action no later than the Council meeting associated with the Spring Conference. The Executive Council shall endorse a person for this award and send a letter of endorsement along with the nominating letter to the American Psychological Association each year. It is anticipated that one nominee will be endorsed each year. However, the Executive Council may occasionally choose to nominate more than one or not to nominate a candidate.
3. IPA Diversity Leadership Award: The IPA Diversity Leadership Award is awarded annually at the IPA Spring Conference. This award recognizes an IPA member who has consistently engaged in Diversity, Equity, and Inclusion initiatives for the betterment of the practice of psychology and/or their community. Nominations shall detail the nominee’s DEI efforts as well as the impact their efforts have had on the population they were serving. Demonstration of leadership may have involved utilizing a new strategy, setting a new course or direction, marshaling resources or people toward an effort, or finding common ground among competing interests. All current IPA non-student members are eligible for this award. Recognition for student diversity, equity, and inclusion efforts is provided through the Diversity and Social Justice Committee's Diversity Service Award for Graduate Students. The Executive Council will determine the recipient of the IPA Diversity Leadership Award by majority vote based on review of nomination letters.

**IPA COMMITTEES**

**IPA Disaster Response Committee (DRC) Description (Updated 10.2022)**

**Objectives:** Support IPA members and the public in responding to disasters through (1) establishing key partnerships with IPA committees as well as local and national disaster-related organizations, (2) educating IPA members and the public on disaster mental health, and (3) supporting efforts to recruit more disaster mental health volunteers in the state of Iowa.

**Composition of the DRC Committee:**

1. The Chair/Co-Chair is recruited and approved by the Presidential Triad. In the event that the Chair/Co-Chair is unable to meet the responsibilities of the committee, then the Presidential Triad will recruit and approve a new Chair/Co-Chair.
2. The Committee will ideally be comprised of 4-10 active members including IPA student members.

**Tasks:**

1. Convene meetings at least quarterly or more often as determined by committee members to ensure progress toward committee responsibilities and strategic plan goals.
2. The Chair/Co-Chair will submit a written report to the Executive Council prior to every EC meeting. If the committee has no activity to report, a document will be submitted by a committee member indicating that the committee has nothing to report since the previous EC meeting.
3. The Chair/Co-Chair, with input from committee members, will complete an annual Strategic Plan Worksheet for the following year prior to the December EC meeting of the current year.
4. The Chair/Co-Chair will complete an annual Strategic Plan Report summarizing progress toward goals and objectives prior to the December EC meeting of the current year.
5. Respond to relevant requests for information/support in response to disasters affecting IPA members and/or the public.
6. Maintain files for smooth transfer of information and responsibilities to incoming Committee Chairs.
7. Complete disaster mental health-related training(s) as recommended by the committee chair/co-chairs.
8. Identify, establish, and maintain key partnerships with local and national disaster-related organizations.
9. Educate IPA Membership on disaster mental health.
10. Maintain a list of disaster-related resources and distribute to membership and the public as needed.

**STRATEGIC PLAN COMMITTEE** (Updated 6.5.2022)

Objectives:

Provide oversight and support to committees for completing the Strategic Plan process and maintain updated IPA Bylaws, IPA Policies and Procedures, and IPA Strategic Plan.

Composition of the Strategic Plan Committee:

1. The Co-Chairs of the Strategic Plan Committee include the President Elect and the Past President. In the event that the Chair/Co-Chair is unable to meet the responsibilities of the committee, then the Presidential Triad will appoint a new Chair/Co-Chair.
2. The Strategic Plan Committee may be comprised of up to 10 members of the organization (including the Chair or Co-Chairs of the committee). It is suggested that the composition of this committee be as diverse as possible, representing a variety of membership categories, geographical regions, committees, etc.

Tasks:

1. The Chair/Co-Chair will submit a written report to the Executive Council prior to every EC meeting. If the committee has no activity to report, a document will be submitted by a committee member indicating that the committee has nothing to report since the previous EC meeting.
2. The Chair/Co-Chair, with input from committee members, will complete an annual Strategic Plan Worksheet for the following year prior to the December EC meeting of the current year.
3. The Chair/Co-Chair will complete an annual Strategic Plan Report summarizing progress toward goals and objectives prior to the December EC meeting of the current year.
4. Support the tactics outlined in the committee’s annual Strategic Plan Worksheet to support the IPA Strategic Plan themes.
5. The Chair/Co-Chair submits a report to the President for the Annual Report/Business Meeting in April of each year.
6. Maintain files for smooth transfer of information and responsibilities to incoming Committee Chairs.
7. Ensure that the committee meets routinely to maintain active review and implementation of Strategic Plan tactics.
8. Delegate tasks to committee members and ensure oversight and follow-up of tasks for reporting to Executive Council.
9. Communicate with committees regarding timelines and expectations for preparing and updating Strategic Plan Worksheets.
10. Reviews all committees’ annual reports and provides feedback regarding progress toward Strategic Plan goals.
11. Coordinates routine development, maintenance, and re-evaluation of IPA Bylaws (review annually), IPA Policies and Procedures Manual (review annually), and IPA Strategic Plan (review every three years).

**Website, E-Communications and Blog (WEB) Committee** (Updated 12.01.2021)

Chair or Co-Chair Responsibilities:

1. Provide IPA membership with a public electronic platform that represents the current and future interests of the organization and its members as well as IPA’s history
2. Offer the public a presentation of the efforts IPA supports and promotes locally and nationally
3. Support communication platforms such as the E-List, social media and blog to encourage community building, awareness, and promotion of IPA activities.
4. Provide the IPA membership with timely, clear, and relevant information about IPA through a member-only blog. The content of the blog includes matters of interest and importance to the profession, the science, the teaching, and the public interest of psychology in all its forms. IPA Blog posts are to be published no less than 12 times each year to the IPA website. The Chair or Co-Chair will maintain editorial control over the blog content and quality of content published and be responsible for the overall layout and functionality of blog.
5. Submit written reports to the Executive Council prior to each meeting.
6. Attend all Executive Council meetings.
7. Before the conclusion of the term of office, the Chair or Co-Chair notifies the Executive Council at least three months prior to the end of their term if they desire to transition. The Chair or Co-Chair, along with his or her committee will ensure the smooth transition of the incoming Chair or Co-Chair.
8. Ensure that the committee meets on a monthly schedule throughout the year. These standing meetings are scheduled at the beginning of the year.
9. The Chair or Co-Chair will recruit and encourage its committee members to recruit others that represent the various levels of membership so it can be aware of the diverse needs of the organization.
10. The Chair or Co-Chair delegates the tasks to various committee members and ensures oversight and timely publication and promotion of IPA initiatives through the various electronic means of communication.

Composition of the Committee:

1. The Chair or Co-Chair is appointed by the President, at the recommendation of the committee, and serves for the term of two years. The Chair or Co-Chair is eligible for continuous terms if they so desire, and they have the approval of the President. Each term begins on January 1 and ends on December 31 of every other calendar year.
2. The committee may be comprised of up to ten members, including the Chair or Co-Chair of the committee.

Tasks:

E-List:

1. Send reminder of E-List usage etiquette once a year and remind members of anti-trust policy.
2. Monitor the E-List for adequate usage while offering feedback to specific members if necessary.

Social Media:

1. Add, approve, and remove IPA members from the private Facebook Group in a timely manner (with membership subscriptions or discontinuation.)
2. Post relevant content, blog posts, announcements, classifieds, news, etc. to the private Facebook Group keep members informed.
3. Promote IPA events using the public Facebook Fan Page.

Blog:

1. Provide blog contributors with submission guidelines.
2. Recruit and receive of content for possible publication.
3. Remind potential blog contributors of deadlines.
4. Post blog content to website.
5. Solicit blog content from IPA members and committees.

Website:

1. The following sections are to be updated every January:
   1. IPA’s IRS 990 Form for compliance purposes.
   2. Executive Council Members and Committee Chairs, including e-mail to ensure that members can find leadership’s contact information easily on the site.
   3. IPA’s Annual Report after it has been approved by Executive Council.
2. The following sections will be updated in a timely manner:
   1. All IPA events are promoted, and registration can be completed through the site.
   2. Post Capitol Reports during the legislative session term.
   3. Job postings and blog ads.
   4. Publish Executive Council Meeting minutes and Annual Business Meeting minutes once they have been approved.
3. The committee will ensure that membership is promoted in the following manner:
   1. Member benefits are easily accessible.
   2. Becoming a member through the site is easy and user-friendly.
4. Other duties to maintain the quality and accuracy of the content:
   1. Capture and maintain the history of the organization while maintaining its archives.
   2. Communicate with IPF to maintain their section of the website.

**PROGRAM PLANNING COMMITTEE (Updated 12.1.2021)**

Objectives: The objectives of the Program Planning Committee include: 1) promoting continuing education opportunities to IPA members; 2) expanding access to continuing education opportunities; 3) promoting community-building through continuing education opportunities; and, 4) motivating members to participate in IPA educational events and networking opportunities.

Composition of the Program Planning Committee:

1. The committee is co-chaired by members of the presidential triad. The President-Elect is responsible for planning the Spring Conference that occurs in their presidential year, and the President is responsible for planning the fall conference that occurs in their Past-President year. The primary chair is the triad members who is planning the upcoming conference and the secondary chair is responsible for planning the “on deck” conference. It is the primary chair’s responsibility to create a meeting agenda and take meeting minutes.
2. The Program Planning Committee includes the presidential triad; additional members are encouraged to represent different aspects of IPA, including the Treasurer, Chair of the DSJ Committee, Diversity Liaison, and a member from Iowa Psychological Foundation. It is suggested that the composition of this committee be representative of diverse member types, interests, and professional practice settings to ensure that continuing education programs support the interests of most members of the association.

Tasks:

1. Ensure that presenters are aware of IPA’s guidelines for continuing education as outlined in the presenter contract.
2. Organize the spring (two-day event), fall (one-day event), and Ethics (bi-annual event) conferences for the organization. Collaborate with designated presentation organizers for additional trainings, such as DSJ, as is relevant. These conferences must cover contemporary and relevant topics for most psychologists and be conveniently located. For each of these conferences, ensure that the following tasks are completed:
   1. Collaborate with the finance committee to establish each conference’s budget before entering into the necessary contracts and agreements on behalf of the association. A contract must be entered into between the Presidential Triad and each of the conference speakers. An agreement must be entered into between the organization and the location where the event will be hosted.
   2. Location and dates of conferences are to be determined and advertised in a timely manner, as outlined in the strategic plan.
   3. Develop and disseminate print and electronic promotional brochures.
   4. Conference attendance fees are set by the Program Planning Committee in consultation with the Treasurer and Finance Committee Moreover, a determination of discounts can be determined in collaboration with the Finance Committee, if necessary.
   5. Develop each conference’s program ensuring that there is a balance between didactic time; opportunities for socializing with colleagues; and information dissemination from leadership to general membership.
   6. Ensure that DEI issues are addressed in conference programming.
   7. The Spring conference program is to include the annual business meeting as well as a recognition of exiting Executive Council members. Full attendance to this conference typically grants 12 CEUs.
   8. The Fall conference program includes the recognition of IPA award recipients. Full attendance of this conference typically grants 6 CEUs.
   9. During each 2-year licensure cycle, ensure that 6 Ethics CEUs are offered through IPA sponsored events. The bi-annual Ethics workshop, typically sponsored by The Trust and occurring during odd-numbered years, grants 6 CEUs to members of the organization.
   10. Ensure information conference packets, either digital or paper, are provided for in-person conference events.
   11. Collaborate with the Membership Committee, or other relevant IPA Standing Committees, to provide networking and social opportunities for members to develop common interests and find support through personal acquaintances and relationship-building activities.
   12. Make arrangements to manage the registration booth which includes staffing for on-site registration, message board, information center, photography, financial transactions, and so forth.
   13. Collaborate with committee chairs as well as the Iowa Psychological Foundation (IPF) to determine if there are initiatives within the committees that need to be included or promoted at each of the conferences. If a committee’s work is to incur expenses, the committee chair is to approve those expenses with the finance committee and IPA Treasurer.
   14. An optional Presidential social event may be held in conjunction with the spring conference for current and past IPA presidents. Arrangements for the social event will be made by the Presidential Triad in collaboration with this committee.
3. Work with the IPA Executive Director to create, update, and maintain electronic files that contain samples of contracts, agreements, programs, templates, evaluation forms, CEU forms, and other conference materials to ensure subsequent chairs and committee members easily transition into their roles in this committee.
4. Whenever possible, the didactic components of continuing education programs will be recorded so those members who were not able to attend can later purchase the trainings for CEU credits.
5. Develop innovative ways to make available CEU programs to members across the State or those who are unable to attend conferences in-person.
6. Support the initiatives of IPA’s committees’ strategic plans as they are relevant to this committee’s work.

Committee Chair Responsibilities:

1. Submit written reports to the Executive Council at each of their bi-monthly meetings, update strategic plan annually, and provide an annual report to EC in December. Committee chairs are invited to provide updates about committee activities at the Annual Business Meeting in April.
2. Ensures that the committee meets on a monthly schedule throughout the year. These meetings are scheduled at the beginning of the year and can be conducted in person or virtually.

**MEMBERSHIP COMMITTEE (Updated 2.5.2022)**

Objectives: The objectives of the membership committee include: 1) to recruit members to the organization that represent all areas of practice of psychology in the state; 2) to review, approve, and welcome applications for membership; 3) to retain members to the association while ensuring that they have awareness of the services and benefits the association provides to them; and 4) to promote member connection through IPA events and networking opportunities.

Composition of the Membership Committee:

1. The Chair/Co-Chair is appointed by the Presidential Triad with the approval of the Executive Council (EC). In the event that the Chair/Co-Chair is unable to meet the responsibilities of the committee, then the Presidential Triad will appoint a new Chair/Co-Chair.
2. The membership committee may be comprised of up to 10 members of the organization (including the Chair or Co-Chairs of the committee.) It is suggested that the composition of this committee be representative across membership categories and geographical regions.

Tasks:

1. The Chair/Co-Chair will submit a written report to the Executive Council prior to every EC meeting.
2. The Chair/Co-Chair, with input from committee members, will complete an annual Strategic Plan Worksheet for the following year prior to the December EC meeting of the current year.
3. The Chair/Co-Chair will complete an annual Strategic Plan Report summarizing progress toward goals and objectives prior to the December EC meeting of the current year.
4. Review new member applications to ensure they meet criteria outlined in the IPA Bylaws. When criteria are not fully met, seek reference letters and approval by the Presidential Triad, unless extenuating circumstances require review by the full EC.
5. Ensure appropriate categorization of new members and relevant dues payments.
6. Communicate list of recently approved members in each Executive Council meeting. Discuss atypical application circumstances and seek EC approval as needed.
7. Collaborate with Executive Director to welcome new members, facilitate introductions to membership, and provide information regarding member benefits.
8. Assess and develop initiatives for recruitment of non-members.
9. Communicate benefits of IPA membership to new psychologist licensees to Iowa annually.
10. Recommend to the Executive Council, new services or benefits for consideration that they believe will better serve its members. This includes recommendations of services or efforts that are not used or valued by its members.
11. Encourage renewals with information regarding benefits and reminders to renew.
12. Follow up with non-renewed members after the past-due date to encourage renewal and assist as needed.
13. Remove non-renewing members from active membership in the database.
14. Facilitate removal of non-renewing members from social media and email lists, annually, by providing lists of names to individuals managing these forums.
15. Communicate membership trends annually through Executive Council meetings, Business Meetings, and member-accessed spreadsheets.
16. Collaborate with other IPA committees in coordinating networking and social events to promote member connection.
17. Support the tactics outlined in the Membership Committee Strategic Plan Worksheet to support the IPA Strategic Plan themes.
18. The Chair/Co-Chair also submits a report to the President for the Annual Report/Business Meeting in April of each year.
19. Maintain files for smooth transfer of information and responsibilities to incoming Committee Chairs.
20. Ensure that the committee meets routinely to maintain active review and implementation of Strategic Plan tactics.
21. Delegate tasks to committee members and ensure oversight and follow-up of tasks for reporting to Executive Council.
22. Participate in reviewing and proposing solutions for special circumstances regarding members, such as situations limiting ability to pay dues, ethics complaints against a member, and other considerations for waiving dues or expelling a member. Ensure adequate documentation of special member circumstances, steps taken, and necessary steps for further review as relevant.
23. Oversee membership database for inaccuracies or abnormalities and collaborate with Executive Director to ensure accuracy.
24. Collaborate with other Committee Chairs and Executive Council, as needed, to coordinate efforts in recruitment, retention, or connection.

### Ethics Committee Description (Approved by EC vote 2.3.2024)

**Objectives:** The Iowa Psychological Association (IPA) Ethics Committee provides consultation on matters of professional ethics to members of IPA, only in an educational and consultative capacity. The committee may also provide training opportunities on professional ethics to IPA members. The committee bases its activities upon the current APA *Ethical Principles of Psychologists and Code of Conduct*1.

**Responsibilities:**

1. The Chair/Co-Chair is recruited and approved by the IPA Presidential Triad. In the event that the Chair/Co-Chair is unable to meet the responsibilities of the committee, the Presidential Triad will recruit and approve a new Chair/Co-Chair.
2. Due to the need for familiarity with the *APA Ethical Principles of Psychologists and Code of Conduct*, only IPA members who are required to adhere to the *APA Ethical Principles of Psychologists and Code of Conduct* (i.e., full members of IPA and students enrolled in a clinically-based doctoral program in psychology) are eligible to participate on the IPA Ethics Committee.
3. The Chair/Co-Chair shall convene meetings at least quarterly and more often as determined by committee members to ensure progress toward committee responsibilities and strategic plan goals.
4. The Chair/Co-Chair shall submit a written report to the Executive Council (EC) prior to every EC meeting. This report shall list the number and general themes of inquiries fielded by the committee. If the committee has no activity to report, a document will be submitted by a committee member indicating that the committee has nothing to report since the previous EC meeting.
5. The Chair/Co-Chair, with input from committee members, shall complete an annual Strategic Plan Worksheet for the following year prior to the December EC meeting of the current year.
6. The Chair/Co-Chair shall complete an annual Strategic Plan Report summarizing progress toward goals and objectives prior to the December EC meeting of the current year.
7. The Ethics Committee will collaborate with the IPA WEB committee to provide website content relevant to members and will review content at least annually for updates.
8. The Ethics Committee will respond to inquiries from members on ethical issues related to the practice of psychology. Consultation with the Ethics Committee is intended to assist the psychologist in moving towards resolution of ethical dilemmas. Consultation is not designed to serve as a substitute for the psychologist’s own professional judgment. Neither IPA nor any member of the Ethics Committee assumes any liability regarding this consultation, and responses by the Ethics Committee or its members do not constitute legal advice.

Inquiries:

1. An inquiry is defined as a written request for consultation on professional ethical matters received from a member of the IPA. The inquiry can be made by sending an email to the committee chair or by filling out the online form on the IPA website outlining the question and relevant details.
2. The Ethics Committee will make every effort to respond to the consult request within five (5) working days. If the matter is urgent, the inquirer is advised to consult with their malpractice insurance carrier and/or an attorney.
3. The inquirer will receive a phone call from a member of the committee to further discuss the concern.
4. The committee member will then consult with the full committee (maintaining confidentiality of the inquirer) and the inquirer will be notified of committee recommendations in a phone conversation. The inquirer will not receive a written account of the consultation.
5. The Ethics Committee will maintain de-identified information about the ethical principles in question for summary purposes, but details of the consultation and recommendations will not be maintained once the consultation is complete.
6. If the subject matter of an inquiry falls outside the jurisdiction or expertise of the Ethics Committee, a member of the Committee will call to acknowledge receipt and state why the Committee cannot be of service. The inquiry will then be either forwarded to another IPA Committee or a referral will be made to an outside agency or organization, if possible.

Limits of Confidentiality:

1. The Ethics Committee strives to balance confidentiality with the need for documentation in order to protect IPA and Ethics Committee members from potential liability.
2. The Committee keeps a written summary of only of de-identified information about the ethical principles in question.
3. To protect confidentiality, the summary will be shared with the Executive Director for secure storage in electronic files accessible only to the Executive Director, Presidential Triad, and the Executive Director’s emergency back-up.
4. Prior to responding to ethical inquiries, the Chair/Co-chair informs the inquiring individual(s) of the limits of confidentiality and scope of response. The inquirer will receive a copy of the limits of confidentiality and limits of the consultation via email, and these will also be posted on the website. They will be informed that they will not receive any written correspondence of recommendations.

*This is the standard “disclaimer” for members contacting the IPA Ethics Committee for an ethics consult.*

As a service to IPA members, the IPA Ethics Committee is available to respond to inquiries from members on ethical issues related to the practice of psychology. Consultation with the Ethics Committee is intended to assist the psychologist in moving towards resolution of ethical dilemmas. Consultation is not designed to serve as a substitute for the psychologist’s own professional judgment. Neither IPA nor any member of the Ethics Committee assumes any liability regarding this consultation, and responses by the Ethics Committee or its members do not constitute legal advice. If you have any legal questions, it is solely your responsibility to seek appropriate legal advice.

The responding Ethics Committee member will assign a case number to your contact. This process maintains confidentiality when other Ethics Committee members discuss your case. Consultation is conducted strictly by phone, and you will not be provided with a written account of your consultation. The Ethics Committee will maintain de-identified information about the ethical principles in question for summary purposes, but details of the consultation and recommendations will not be maintained once the consultation is complete.

It is important that you are aware of Standard 1.05 of the 2002 APA Ethics Code which states, "If an apparent ethical violation has substantially harmed or is likely to substantially harm a person or organization and is not appropriate for informal resolution… psychologists take further action appropriate to the situation. Such action might include referral to state licensing boards or to the appropriate institutional authorities” such as the State of Iowa Child Protective Services.

A member of the Ethics Committee will make every effort to respond to the consultation request within five (5) working days. Your initial discussion will be with the Committee member who returns your call. The Committee member will consult with the entire Ethics Committee (maintaining your confidentiality), and you will be notified of any additional considerations.

These Limits of Confidentiality and Limits of the Consultationare also posted on the IPA website.

1American Psychological Association. (2017). Ethical principles of psychologists and code of conduct.

**IPA Public Education Committee (PEC) Description (Updated 12.7.2022)**

**Objectives:** Create outreach from IPA to the public, increasing the public’s acceptance and understanding of mental health as part of overall health by working toward destigmatizing mental health issues and the use of mental health supportby 1) sharing information with the public about mental health issues, well-being, and Psychology in everyday life, 2) providing accurate and timely information about accessing affordable, diverse, inclusive, and evidence-based mental health services, and 3) sharing scientifically based information about the role and value of Psychology as applied to mental health, physical health, and public health to a wide variety of groups in a wide variety of contexts.

**Composition of the PEC Committee:**

1. The Chair/Co-Chair is recruited and approved by the Presidential Triad. In the event that the Chair/Co-Chair is unable to meet the responsibilities of the committee, then the Presidential Triad will recruit and approve a new Chair/Co-Chair.
2. The Committee will ideally be comprised of 4-10 active members including IPA student members.

**Tasks:**

1. Convene meetings at least quarterly or more often as determined by committee members to ensure progress toward committee responsibilities and strategic plan goals.
2. The Chair/Co-Chair will submit a written report to the Executive Council prior to every EC meeting. If the committee has no activity to report, a document will be submitted by a committee member indicating that the committee has nothing to report since the previous EC meeting.
3. The Chair/Co-Chair, with input from committee members, will complete an annual Strategic Plan Worksheet for the following year prior to the December EC meeting of the current year.
4. The Chair/Co-Chair will complete an annual Strategic Plan Report summarizing progress toward goals and objectives prior to the December EC meeting of the current year.
5. Through integration with other IPA committees in relevant domains, PEC will collaboratively work together to create partnerships within communities in Iowa and beyond.
6. The PEC will provide/publish information for the public about information consistent with goals and objectives of the PEC Strategic Plan

##### FINANCE COMMITTEE (Updated 10.2.2021)

Objectives:

The objectives of the Finance Committee include: 1) supporting the Treasurer of IPA in fulfilling the Treasurer’s required tasks; 2) ensuring that the organization budgets conservatively each fiscal year to meet its financial responsibilities; 3) overseeing the work of the bookkeeper for the organization; 4) offering support and guidance to the different IPA committees when budgeting for each of their efforts; and 5) supporting IPA’s leadership in the development of contract budgets so that they are congruent with the organization’s budgetary boundaries.

Composition of the Finance Committee:

1. The IPA Treasurer is the committee chair. This role is fulfilled through general membership elections and the Treasurer is a voting member of Executive Council for a three-year term, which begins on January 1 after the elections.
2. The Finance Committee members are appointed by the Treasurer in consultation with the Presidential Triad. The committee may be comprised of up to 8 members of the organization (including the Chair of the committee.). The Chair will attempt to ensure that all membership categories are represented through the members of this committee.

Committee Tasks:

1. Support the Treasurer in preparing the IPA Yearly Budget. Ensure that the budget considers historical data to predict average income and expenses. The Treasurer will consult with IPA leadership (e.g., Executive Council, standing committee chairs, etc.) to ensure that their goals for the fiscal year have been considered in the budget.
2. Assist with the review and reconciliation of all reports generated by IPA’s bookkeeper. All monthly, quarterly, and yearly reports listed under the job description for the bookkeeper should be reconciled by this committee to ensure good performance and protection of assets.
3. Collaboratively work with the Program Planning Committee in setting conference/training budgets.
4. Ensure the transparency and accuracy of Training Task Force (TTF) fund management.
5. Assist the Treasurer in providing updated annual financial spreadsheets, including the TTF account, to the Executive Director to maintain on the member’s resources section of the website.
6. Monitor and manage the timely payments of contracts to the IPA Bookkeeper, Executive Director, Lobbyists, Training Director, Director of Professional Affairs (DPA), and any other contractors of IPA as stipulated in their memorandums of agreement.
7. The Treasurer, in collaboration with the Finance Committee, will ensure the mentoring and smooth transition of incoming IPA Treasurers prior to the beginning of their term.
8. In collaboration with the Treasurer, oversee the general contract and work of the Bookkeeper.
9. Collaborate with IPA committees and independently research financial opportunities, including grants, to increase external funds.
10. Plan, approve, and execute budgets associated with any contract or grant proposal that involves IPA efforts or initiatives.
11. Review investment account reports and other information relevant to the IPA investment account. Along with the treasurer, consult with IPA’s financial advisor twice each year and as appropriate.

**Early Career Psychologists (ECP) Committee Description (Updated 10.22)**

Objectives: Enhance the development of Early Career Psychologists (ECP) by supporting relationship building, professional development, and fostering leadership in IPA. Early career psychologists include those who have received their doctoral degree within the last ten years.

Composition of the ECP Committee:

1. The Chair/Co-Chair is recruited and approved by the Presidential Triad. In the event the Chair/Co-Chair is unable to meet the responsibilities of the committee, the Presidential Triad will recruit and approve a new Chair/Co-Chair.
2. The ECP committee may be comprised of up to 10 members of the organization (including the Chair or Co-Chairs of the committee.) It is suggested that the composition of this committee be representative across membership categories and geographical regions.

Tasks:

1. The Chair/Co-Chair will convene meetings at least quarterly and more often as determined by committee members to ensure progress toward committee responsibilities and strategic plan goals.
2. The Chair/Co-Chair will submit a written report to the Executive Council prior to every EC meeting. If the committee has no activity to report, a document will be submitted by a committee member indicating that the committee has nothing to report since the previous EC meeting.
3. The Chair/Co-Chair, with input from committee members, will complete an annual Strategic Plan Worksheet for the following year prior to the December EC meeting of the current year.
4. The Chair/Co-Chair will complete an annual Strategic Plan Report summarizing progress toward goals and objectives prior to the December EC meeting of the current year.
5. The Chair/Co-Chair will serve as the liaison between APA Communications and the ECP Committee.
6. Collaborate with the IPA WEB Committee to provide website content relevant to members and review content at least annually for updates.
7. Welcome new early career psychologist members to IPA and encourage participation in the ECP committee.
8. Respond to relevant questions or requests for information from IPA members about licensure or beginning practice in Iowa.
9. Plan activities/events for IPA early career members, in collaboration with other committees (e.g., Membership, DSJ, Program Planning) as appropriate.
10. Coordinate two ECP scholarships, including encouraging members to apply, reviewing applications, selecting scholarship winners, and announcing the winners via the IPA E-List.
11. Consult with the Program Planning Committee to explore ways to integrate activities and educational activities relevant to ECPs into conference programs.
12. Maintain files for smooth transfer of information and responsibilities to incoming Committee Chairs.

**PSYCHOPHARMACOLOGY COMMITTEE (Updated 4.3.2022)**

Responsibilities: Provide Iowa psychologists with continuing educational opportunities related to psychopharmacology. Support Iowa psychologists enrolled in Master of Science degree program in Clinical Psychopharmacology through any APA designated program and support the creation of a training program in Iowa. Develop training sites in Iowa for the practical portion of training. Advocate for the law granting prescription privileges to psychologists to remain in place. Regularly review the law and advocate for desired changes. Liaise with state and federal advocacy coordinators as needed. Membership of the committee is open to any IPA member with interests in psychopharmacology.

Procedures:

1. The Chair/Co-Chair is recruited and approved by the Presidential Triad. In the event that the Chair/Co-Chair is unable to meet the responsibilities of the committee, then the Presidential Triad will recruit and approve a new Chair/Co-Chair.
2. The Chair/Co-Chair will convene meetings at least twice per year and more often as determined by committee members to ensure progress toward committee responsibilities and strategic plan goals.
3. The committee will consist of IPA members with an interest in psychopharmacology.
4. The Chair/Co-Chair will send announcements of meetings and social events to all IPA members via the Monday Minute and IPA google calendar.
5. The Chair/Co-Chair will submit a written report to the Executive Council prior to every EC meeting. If the committee has no activity to report, a document will be submitted by a committee member indicating that the committee has nothing to report since the previous EC meeting.
6. The Chair/Co-Chair, with input from committee members, will complete an annual Strategic Plan Worksheet for the following year prior to the December EC meeting of the current year.
7. The Chair/Co-Chair will complete an annual Strategic Plan Report summarizing progress toward goals and objectives prior to the December EC meeting of the current year.
8. Collaborate with IPA WEB committee for website content relevant to members and review content throughout the year for updates.

**DIVERSITY AND SOCIAL JUSTICE COMMITTEE (Updated 12.7.2022)**

Responsibilities: The Diversity and Social Justice (DSJ) committee promotes awareness of and advocates for diversity, equity, inclusion (DEI), and social justice (SJ) action. We strive to accomplish this in a variety of ways including developing DEI initiatives and creating educational opportunities that enhance mental health providers’ cultural awareness, knowledge, and skills, as well as decreasing mental health disparities in Iowa. We are committed to creating a welcoming environment for psychologists and other mental healthcare professionals who identify as ethnic minorities and/or are from minoritized groups.

Procedures:

1. The Chair/Co-Chair is recruited and approved by the Presidential Triad. If the Chair/Co-Chair is unable to meet the responsibilities of the committee, the Presidential Triad will recruit and approve a new Chair/Co-Chair.
2. The Chair/Co-Chair will convene monthly meetings as determined by committee members to ensure progress toward committee responsibilities and strategic plan goals. Committee members are expected to attend all meetings, as they are able.
3. The committee will consist of IPA members (including student members) with an interest in DEI and SJ issues.
4. The Chair/Co-Chair will create meeting Zoom link and send announcements of meetings and social events to all IPA members via the Monday Minute and IPA google calendar.
5. The Chair/Co-Chair will submit a written report to the Executive Council prior to every EC meeting. If the committee has no activity to report, a document will be submitted by a committee member indicating that the committee has nothing to report since the previous EC meeting.
6. The Chair/Co-Chair, in collaboration with committee members, will complete an annual Strategic Plan Worksheet for the following year prior to the December EC meeting of the current year.
7. The Chair/Co-Chair will complete an annual Strategic Plan Report summarizing progress toward goals and objectives prior to the December EC meeting of the current year.
8. Committee members complete tasks as discussed and delegated in committee meetings.
9. Collaborate with IPA WEB committee for DSJ committee webpage content relevant to members and review content throughout the year for updates.
10. Develop and/or communicate DEI/SJ educational/training opportunities (e.g., diversity town halls, workshops, Diversity Spotlights, community events) to members via the e-List.
11. Seek opportunities to collaborate and consult with other committees to infuse DEI/SJ issues into all aspects of IPA. This may be done by having liaisons with other committees or co-sponsoring social events.
12. As is possible, send emails to new IPA members (including student members) welcoming them to the organization.

**IPA ADVOCACY TEAM** (revised 12.01.2021)

A team is a group of persons linked together for a common purpose. Most often, teams consist of persons with complimentary skills organized to function cooperatively as a group.

--The IPA Advocacy Team shall consist of the IPA State Advocacy Chair, IPA Federal Advocacy Chair, IPA Training Task Force Director, IPA Director of Professional Affairs, and the IPA Lobbyist.

--The Advocacy Team shall meet on a regular basis during the state legislative session and regularly there after as determined by the members of the team and the issues being addressed by the members of the team.

--The purpose of the team is to discuss progress in the areas of federal and state legislation, education/training and professional practice, share ideas and resources as well as collaborate on issues that reach across areas represented.

--There is recognition that issues presented to each committee member will vary based on their role and may not be able to be predicted therefore creating mutual goals may not be possible.

--Members of the Advocacy Team will file individual reports specific to each position with the EC and the general membership as indicated in the policy and procedure manual of IPA.

# AD HOC COMMITTEES

From time to time depending on the needs of the association, the President may appoint ad hoc committees for a term of one year beginning on the January 1 date of the incoming President. These committees serve at the pleasure and direction of the President with the concurrence of the Executive Council. They report through a designated liaison person serving on the Council. Ad hoc committees may be disbanded, their membership may change, and their charge altered at the direction of the President and with the concurrence of the majority of the Executive Council. Each ad hoc committee's activities must be consistent with the Ethical Principles of Psychologists and with the IPA bylaws. Examples of ad hoc committees might include child advocacy, women in psychology, minority issues, health planning, etc. All ad hoc committees will terminate on December 31, but may be reappointed by the incoming President.

**AMERICAN PSYCHOLOGICAL ASSOCIATION**

Affiliation

IPA is the state affiliate of the American Psychological Association (APA). This entitles IPA access to resources of APA, in accord with APA policies.

State Association Program

The APA Central Office has a staff in the Practice Directorate to provide services to state affiliates. A handbook, which describes these services, is available from IPA Central Office.

Council of Representatives

IPA is included in the election by APA members of their Council of Representatives. With sufficient votes, a voting seat can be obtained for the IPA designated Council Representative. Otherwise, a coalition is formed to share a voting seat with other state affiliates.

Ethical Principles

APA Ethical Principles serve as ethical principles for IPA members, although additional ethical guidelines may be in force through adoption by the IPA Executive Council.

**LIAISONS: IOWA PSYCHOLOGICAL ASSOCIATION (IPA)**

IPA maintains relationships with other professional groups, regulatory agencies, and the APA. These liaison appointments are for a term of one year and a person may be reappointed. The President, with the concurrence of a majority of the Executive Council, appoints the liaison person.

**Iowa Board of Psychology (IBP)**

State Advocacy Chair assisted by members of the advocacy committee will serve as liaison to the IBP. The person will attend the Iowa Board of Psychology meetings. This liaison arrangement is to provide the IBP with the views of the IPA Executive Council, to monitor the actions and policies of the IBP, and to contribute to their policy deliberations. The Liaison will report to the IPA Executive Council at least every meeting of the Executive Council, or less often if the Board of Psychology has not met.

**Medical Assistance Advisory Council (MAAC)**

The MAAC serves to advise the Director of the Bureau of Medical Services of the Department of Human Services, relative to issues of reimbursement, unmet medical needs, and areas of program analysis and evaluation. The liaison to this council of the Iowa Psychological Association attends meetings (usually monthly), participates in council votes and in cooperation with the Executive Council, makes recommendations to the Council and/or speaks before the Council, relative to issues important to psychologists. The person maintains communication with the President and Executive Council of the Iowa Psychological Association, relative to issues before the Council.

# Psychology in the Workplace Network (PWN)

# The Psychology in the Workplace Network (PWN) representative is appointed by the IPA President with approval by the Council for a three-year term. This person serves on APA’s PWN, which meets twice yearly, in April, and at the APA annual convention in August. Written and electronic communication is used to facilitate the network’s agenda between meetings. As a nationwide network of over 50 psychologists representing both state psychological associations and practice divisions, the national PWNworks to strategically position psychology in a leadership role within the behavioral health marketplace by strengthening the individual and collective position of professional psychology; by developing strong collaborative relationships with corporate and third party purchasers; and by further helping our individual members to better understand marketplace changes and to be proactive in meeting challenges that arise. The PWN representative has either experience or a keen interest in using marketing and marketplace principles to increase psychology’s visibility and influence in the business world, and to inform, increase, and shape psychology’s interactions with the business community in Iowa.

The PWN representative reports directly to the executive council (with a written and verbal report) as needed, but at a minimum of twice yearly (generally at the April and October council meetings). The work of the PWN is assisted by the IPA representatives and the executive director. The PWN Representative will collaborate with the IPA webmaster for website content relevant to members and reviews content throughout the year for updates and necessary deletions and insertions. In the event of a PWN representative being unable to complete her or his term, the president will appoint someone to fulfill the PWN responsibilities until the next regular IPA election.

**Disaster Relief Network**

The Disaster Response Network State Coordinator is responsible for designing and running the component of the APA Disaster Response Network within the designated state. Coordinator responsibilities include:

1. serving as a contact person for APA, the Red Cross, and other disaster response organizations,
2. identifying psychology association members with disaster response training,
3. alerting psychology association members to opportunities for training,
4. developing relationships with local disaster response agencies,
5. working with the Red Cross to coordinate DMHS1 training courses,
6. maintaining regular communication with state DRN members, and
7. keeping state psychology association informed of DRN program activities through an annual report to be submitted at the April Executive Council meeting.

RESTATED ARTICLES OF INCORPORATION OF

IOWA PSYCHOLOGICAL ASSOCIATION

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:

Pursuant to the provisions of Section 321 of the Iowa Nonprofit Corporation Act, the undersigned corporation adopts the following Restated Articles of Incorporation:

I. The name of the corporation is the Iowa Psychological Association.

II. The life of the corporation shall be perpetual.

III. The purpose or purposes for which the corporation is organized are:

The object, purposes and powers of the corporation shall be to advance psychology as a science, as a profession, and as a means of promoting human welfare and to those ends it may receive, own, purchase, buy, sell, convey, lease, rent, maintain, manage, transfer and encumber both real and personal property, tangible and intangible, as may be necessary and proper for the conduct and advancement of said scientific work; and to do any and all things which are necessary and incident to the execution of the objects and purposes herein specified.

IV. The principal office of the corporation shall be located at 4528 68th Street in Urbandale, Polk County, Iowa, and the name of the registered agent of the corporation is Jane Bibber, Ph.D.

V. The membership of the corporation shall consist of such persons engaged or interested in the objects and purposes of the corporation who are duly elected to membership therein and pay such membership dues as are provided for by the constitution or bylaws of said corporation.

VI. The management of the affairs of the corporation shall consist of a President, a President-Elect, a Secretary and a Treasurer whose manner of selection and term of office is set forth in the constitution and bylaws. The officers of the corporation shall perform such duties and have such power as generally appertain to such office or as may be required of them by the constitution or bylaws or by the Executive Council.

VII. The officers of the corporation shall consist of a President, a President-Elect, a Secretary and a Treasurer whose manner of selection and term of office is set forth in the constitution and by-laws. The officers of the corporation shall perform such duties and have such power as generally appertain to such office or as may be required of them by the constitution or by-laws or by the Executive Council.

VIII. At least one business meeting shall be held during each calendar year at a place, date, and time to be determined by the executive Council. At such meetings the membership shall elect the officers and members of the executive Council as provided in the constitution and bylaws. Vacancies occurring in the Executive Council shall be filled in accordance with provisions of the constitution and bylaws.

IX. The private property of the members and officers of the corporation shall not be subject to payment of the corporation debts in any amount or to any extent whatever.

X. Amendments to these Articles may be made at any business meeting of the Association by a majority vote of the members present, providing all members in good standing shall have been sent notice of the meeting at a time in advance of the meeting as specified in the constitution and bylaws; or by a mail ballot in which the polls shall be closed after an interval specified in the constitution or bylaws following the date of mailing of the ballots.

XI. The members of this corporation may at any business meeting thereof adopt bylaws not inconsistent with these Articles, the constitution or the laws of the State of Iowa, by a majority vote of the members present, providing that such majority shall be equivalent to not less than 20% of the total membership, and may in like manner alter, amend, or repeal such bylaws.

XII. These Restated Articles of Incorporation:

(1) Correctly set forth the provisions of the Articles of Incorporation of the corporation as heretofore and hereby amended:

(2) Have been duly adopted as required by law; and

(3) Supersede the original Articles of Incorporation of the corporation and all amendments thereto.

Dated this 3rd day of November 1973.

IOWA PSYCHOLOGICAL ASSOCIATION

By: Jean C. Fitzgerald

Its 26th President

Ellen Betz

Its Secretary

STATE OF IOWA )

) ss:

COUNTY OF POLK )

I, Ellen Betz, being first duly sworn on oath, depose and state that I am the Secretary of the Iowa Psychological Association, that I executed the foregoing Restated Articles of Incorporation as such officer of the corporation and that the statements contained therein are true.

Ellen Betz

Subscribed and sworn to before me this 3rd day of November, A.D., 1973.

John W. Linn

Notary Public in and for said County and State

By: Ellen Betz

Its Secretary

STATE OF IOWA )

) ss:

COUNTY OF POLK )

I, Jean C. Fitzgerald, being first duly sworn on oath, depose and state that I am the President of the Iowa Psychological Association, that I executed the foregoing Restated Articles of Incorporation as such officer of the corporation and that the statements contained therein are true.

Jean C. Fitzgerald

Subscribed and sworn to before me this 3rd day of November, A.D., 1973.

John W. Linn

Notary Public in and for said County and State

VOLUNTARY ELECTION TO ADOPT THE

IOWA NONPROFIT CORPORATION ACT

VOLUNTARY ELECTION TO ADOPT THE IOWA NONPROFIT CORPORATION ACT VOLUNTARY ELECTION TO ADOPT THE IOWA NONPROFIT CORPORATION ACT VOLUNTARY ELECTION TO ADOPT THE IOWA NONPROFIT CORPORATION ACT VOLUNTARY ELECTION TO ADOPT THE IOWA NONPROFIT CORPORATION ACT VOLUNTARY ELECTION TO ADOPT THE IOWA NONPROFIT CORPORATION ACT VOLUNTARY ELECTION TO ADOPT THE IOWA NONPROFIT CORPORATION ACT VOLUNTARY ELECTION TO ADOPT THE IOWA NONPROFIT CORPORATION ACT

TO THE SECRETARY OF STATE OF THE STATE OF IOWA:

Pursuant to the provisions of Section 100 of the Iowa Nonprofit Corporation Act, the undersigned, Iowa Psychological Association, a corporation duly organized and existing under the laws of Iowa, does hereby state that:

I. The name of the corporation is Iowa Psychological Association.

II. The following resolution was adopted in the manner prescribed by the Iowa Nonprofit Corporation Act on the 4th day of November, 1972.

"RESOLVED THAT:

(1) The corporation does hereby elect to voluntarily adopt provisions of the Iowa Nonprofit Corporation Act.

(2) The address of its initial registered office in the State of Iowa is 4528 68th Street, in the City of Urbandale, County of Polk, and the name of its registered agent at such address is Jane Bibber, Ph.D."

III. The Corporation has heretofore neither authorized nor issued any shares of stock.

Dated this 3rd day of November 1973.

IOWA PSYCHOLOGICAL ASSOCIATION

By: Jean C. Fitzgerald

Its 26th President

Ellen Betz

Its Secretary

STATE OF IOWA 1987 ANNUAL REPORT

IOWA NONPROFIT CORPORATION STATE OF IOWA 1987 ANNUAL REPORT IOWA NONPROFIT CORPORATION STATE OF IOWA 1987 ANNUAL REPORT IOWA NONPROFIT CORPORATION STATE OF IOWA 1987 ANNUAL REPORT IOWA NONPROFIT CORPORATION STATE OF IOWA 1987 ANNUAL REPORT IOWA NONPROFIT CORPORATION STATE OF IOWA 1987 ANNUAL REPORT IOWA NONPROFIT CORPORATION STATE OF IOWA 1987 ANNUAL REPORT IOWA NONPROFIT CORPORATION STATE OF IOWA 1987 ANNUAL REPORT IOWA NONPROFIT CORPORATION

Secretary of State

Hoover Bldg., Des Moines, IA 50319

1. Corporation Name: Iowa Psychological Association (504A-D-N-000059365

Philip R. Laughlin

P. O. Box 320

Knoxville, IA 50138

2. Registered Office and Agent: Philip R. Laughlin

P. O. Box 320

Knoxville, IA 50138

3. State briefly the character of the affairs which the corporation is actually conducting:

The purpose of the Association shall be to advance psychology as a science as a profession, and as a means of promoting human welfare. The Association publishes a bimonthly newsletter, conducts an annual meeting and relates to a number of statewide and national associations which share a similar purpose.

4. State number of acres of agricultural land owned within the state of Iowa: 0

5. Check box if corporation is a "family farm corporation" as defined under Section 172C.1:

6. The undersigned representative of this corporation hereby declares under penalty of perjury that the foregoing annual report is true and correct in all details.

BY PHILIP R. LAUGHLIN, Executive Secretary

7. Officers and Directors:

Carl S. Davis (Past President & Director) Ann Ernst (President & Director)

225 2nd St., SE 1000 Langworthy

Cedar Rapids, IA 52401 Dubuque, IA 52001

Philip R. Laughlin (Treasurer & Director) Rick Jennings (Director)

P. O. Box 320 515 2nd St, NE

Knoxville, IA 50138 Independence, IA 50644

Owen Duffy (Director) James Stehbens (Director)

209 Linden Court University Hospitals

Iowa City, IA 52440 Iowa City, IA 52242

John Tedesco (Director/Other)

1206 Pleasant

Des Moines, IA 503091

For Appendix of Removed Policies:

**APAGS REPRESENTATIVE (Updated to Student Division Representative in December 2022)**

Responsibilities: To bring a student perspective to council and to represent the student voice on council. To act as a liaison to student members and campus representatives and to help recruit new student members.

Objectives and Procedures:

1. Attend all IPA Executive Council meetings and provide input and/or reports when appropriate.
2. Participates in decisions, Council actions, and/or recommended action to the general membership and student membership. Agenda, minutes, and other materials are received prior to each meeting for review. A file should be maintained of Council related materials for reference and need not be passed on to a successor.
3. Serve on ad hoc committees as appointed. The President appoints ad hoc committees to investigate specific issues, develop recommendations to the Council, and provide information. Although participation generally is discretionary, there is the opportunity to contribute from expertise or interest.
4. Engage student members by posting relevant events and topics to social media.
5. Facilitate successor process as follows:

* Ensure that the IPA APAGS Representative position vacancy is announced broadly to all IPA student members. Additionally, forward position vacancy announcment to psychology training directors within the state of Iowa (University of Iowa: Counseling Psychology, Clinical Psychology, and School Psychology; Iowa State: Counsleing Psychology). . Request nominations be directed to the sitting APAGS representative.
* Confirm that candidates are able to commit to a two-year term of service to give representative an opportunity to become familiar with how the board operates as well as to serve substantially on various committees and tasks. Confirm that candidates have at least two remaining years in graduate training (i.e. being typically no later than in their 3rd year).
* Confirm willingness of candidates to be involved with APAGS in some capacity in addition to simple membership. This can be through involvement in the APAGS full committee (e.g. as a member at large) or on one of the various APAGS subcommittees (e.g. the Convention Committee, Committee on Sexual Orientation and Gender Diversity, Committee on the Advancement of Racial and Ethnic Diversity, Science Committee, or the Advocacy Coordinating Team). This will help facilitate a greater connection of IPA to APA and APAGS as well give the representative greater awareness of APA initiatives and policies that may be relevant to the IPA organization.
* The APAGS representative will work with the IPA executive director to send a ballot to all IPA student members to who will vote to elect a successful candidate. The APAGS rep will present the results of the vote to the executive council for approval.

**Requesting IPA Partnership**

Members of IPA as well as non-member individuals, organizations, and businesses may request to join into a partnership with IPA. A partnership is defined as an ongoing association between IPA and an individual, business, or organization that provides services, benefits or opportunities for IPA members but involves no specific endorsement by IPA.

Requests for partnership must be made in writing to the IPA executive director. Requests should describe the (1) product, opportunity, or service being offered, (2) the assistance requested by IPA in terms of outreach or advertising, (3) the potential benefit(s) of the partnerships for IPA members, (4) clearly states any potential conflicts of interest, (5) provides the exact methods and wording of any or advertising or promotional materials that will be used to describe the partnership with IPA.

Requests will be discussed and voted upon by the IPA executive council. All partnerships are approved for an initial period of one year.

IPA members will be notified of all partnerships approved by the executive council. Additionally, approved partnerships will be described on the IPA website and will highlight the benefits to members while making clear that the partnership carries no specific endorsement of the service by IPA.

Ongoing partnerships will be evaluated yearly by the executive council to determine eligibility for renewal. Either party in a partnership will provide 30 days’ advanced notice of dissolution of the partnership.

**Requesting IPA Endorsement**

Members of IPA as well as non-member individuals, organizations, and business may request an (1) endorsement of a product, opportunity, or service by IPA or (2) a partnership (defined above) that also carries an endorsement by IPA. An endorsement is defined public approval and promotion of a product, service, or opportunity for IPA members and will be clearly indicated as such by IPA.

Requests for endorsement must be made in writing to the IPA executive director. Requests should describe the (1) product, opportunity, or service being offered, (2) the assistance requested by IPA in terms of outreach or advertising, (3) the potential benefit(s) of the partnerships for IPA members, and (4) clearly states any potential conflicts of interest, (5) provides the exact methods and wording of any or advertising or promotional materials that will be used to the endorsement/sponsorship with IPA, and (6) a rationale for endorsement by IPA. Written requests must be submitted by February to provide

A minimum amount of $5000 in deliverable benefits to the association is required to accompany any request for endorsement/sponsorship.

Requests for endorsement will then be screened and discussed by the IPA executive council. Council will then vote to determine if the endorsement request should be presented to the entire membership.

Those endorsement requests approved by council will be presented to the IPA membership. Members will be given the opportunity to provide public comment over a minimum period of two weeks on the endorsement request.

Following public comment, requests for endorsement will be voted on by the IPA membership. These votes will occur only once per year during the regularly scheduled election. All endorsement requests are approved for an initial period of three years. Ongoing endorsements will be evaluated every three years by the executive council to determine eligibility for renewal. Either party in a partnership will provide 30 days’ advanced notice of dissolution of the partnership. All endorsement renewals will be voted on by the full membership during regularly scheduled elections.

**~~IPF Funding Requests (removed due to IPF being an autonomous entity)~~**

~~Requests for IPF awards/funding must be approved by the Executive Council.~~

The following sections were merged into **Ethical Conduct Related to IPA Operations**

Whistleblower …………………………………………………………………………………………

Reporting Responsibility …………………………………………………………………………….

No Retaliation …………………………………………………………………………………………

Reporting Violations ………………………………………………………………………………….

Acting in Good Faith ………………………………………………………………………………….

Confidentiality …………………………………………………………………………………………

**LEADERSHIP DEVELOPMENT AND HONORS COMMITTEE**

Responsibilities: To ensure that the elected offices and committees of the associations are fairly and duly filled. Ensure that nominations to APA Calls for Nominations are submitted when appropriate and after consultations with relevant committee chairs. To strengthen the membership by evaluation and recognition of those members and non-members who have made significant contributions to the purposes and goals of the Association.

Objectives and Procedures:

* + - 1. The Committee is chaired by the Past-President and includes the current chair of the Ethics Committee, the two senior representatives on the Executive Council and up to two at-large members appointed by the chair. The committee collaborates on filling all slates of nominees or slates for ISBPE openings.
      2. A call for nominations for executive council is made to the membership no later than May of each year. The notice includes the date when nominations close, and which offices are up for election.
      3. The chair will receive calls for nominations from central office which have been received from APA.
      4. Following consultation with committee, the chair will request council approval of nominations committee wishes to submit. Approval may be given via email.
      5. If committee wishes to solicit in-put from the membership they may do so.
      6. When the call for nominations does not require that a nominee be endorsed by the state association, chair may direct central office to broadcast the call to the membership with notification that membership is free to submit nominees.
      7. From the list of nominees receiving the largest number of votes, the Elections Committee shall prepare a final slate of candidates who have agreed to serve if elected and forward to the Executive Council for a final decision. The Committee will send to each candidate on the final ballot, the responsibilities of the office as listed in the IPA Procedures Manual.
      8. A ballot for elected offices is then mailed to all members postmarked no later than September 1, with the election closing thirty days later. All envelope ballots must be signed by voters to be valid. All ballots are to be returned to the Central Office.
      9. The Central Office counts the ballots; the President announces the results at the next Executive Council meeting, and notifies both the elected and defeated candidates, and Newsletter Editor, of the result.
      10. The record of the election is maintained at the IPA Central Office for 3 years.
      11. APA Representative Election: A call for nominations is made to the membership no later than the second week of January of the third (final) year of the current APA Representative’s term. The notice includes the date when nominations close. From the list of nominees, the Elections Task Force shall prepare a final slate of two candidates who have agreed to serve if elected and forward the slate to the Executive Council for a final decision. The Task Force will send to each candidate on the final ballot the responsibilities of the office as listed in the IPA Procedures Manual. The Task Force shall solicit a biographical statement and position statement from each candidate, distributing these to the membership. The APA distributes and counts the ballots.
      12. Iowa Board of Psychology: IPA Central Office shall inquire of pending openings every December. Central Office shall determine the desired demographic characteristics (e.g., location of residence, gender, political party affiliation) of the nominees from that notification or from a direct contact with the Governor’s office and provide such information to the chair. A call for nominations is made to the voting membership by the Chair of the elections task force annually in December.

It must be remembered that the Governor of Iowa, not the Iowa Board of Psychology, has the privilege of naming individuals to the Iowa Board of Psychology. Anyone can apply to be on the Board. Annually, the Executive Director will contact the Governor’s Appointment Secretary to inquire about upcoming vacancies, re-appointments and expired terms.

When told about a possible vacancy to the board by the governor’s office, a committee of the president, past president, and president elect shall confer and decide upon a name to be submitted to the governor’s office. Psychologists can nominate colleagues, but should get the approval of the colleague before submitting the name. A list of possible nominees will be kept by the past president and passed down each year to the next person holding that position. The list shall include information about political affiliation, gender, type of practice or position held, and geographical location.

As much as possible, the name submitted shall meet the criteria (regarding political party, gender, geographical location, and type of psychological practice) requested by the governor. If no one on the list meets the criteria needed, the committee will recruit a candidate. IPA will not submit the names of sitting members of the Board and will inform the Governor's Office and sitting Board members of this policy. To do so could appear to disregard the wishes of the governor and could present the appearance of a conflict of interest. IPA will neither comment on reappointment decisions nor take a position on those decisions. The past president will be responsible for communicating with our lobbyists and with the governor’s office on this issue and will submit the name(s) with an appropriate letter(s) of endorsement. No name will be submitted to the governor’s office without first checking with that person to make sure he or she is still willing to serve.

If the IPA past president learns of a vacancy and has not been contacted by the governor’s office, he or she will call the appropriate person at the governor’s office and ask to submit a name.

The slate of nominees will be presented annually by the Past President at the February Executive Council meeting but will be presented for information only and not for council approval.

* + - 1. APA Calls for Nomination: The chair receives notice from the IPA Central Office when a call for nominations is received. Nominations are submitted to APA when the committee deems it to be appropriate and when the nominee has received committee approval. The committee may consult with the executive committee if they wish before submitting a nomination.

# PROFESSIONAL ISSUES COMMITTEE – inactive since 2012

## Responsibilities: Address issues critical to the practice of professional psychology, including matters pertaining to scope of practice and insurance.

### Objectives & Procedures:

1. Chair is appointed by the President with Executive Council Approval for a term of 1 year.
2. Communicate with the Executive Council and membership regarding critical issues with reports twice a year at Spring and Fall Conference Executive Council Meetings and write an article for TIP or offer a workshop in conjunction with the second year IPA representative for the membership once a year.
3. Represent the interests of psychologists in insurance matters.
4. Represent the interests of psychologists in scope of practice matters.
5. Collaborate with State Advocacy Committee and Federal Advocacy Committee.
6. Collaborate with IPA webmaster for website content relevant to members and reviews content throughout the year for updates and necessary deletions and insertions.
7. Chair participates in one face to face meeting a year with the Executive Council. This meeting will be associated with the June Executive Council meeting when possible.

# FEDERAL ADVOCACY COMMITTEE (Advocacy efforts listed under State Advocacy Coordinator, Federal Advocacy Coordinator, and Advocacy Team)

Responsibilities: To monitor legislative initiatives at the Federal level which would impact Psychology. To organize, coordinate, and supervise grassroots initiatives for Federal issues in the state of Iowa. To cultivate and strengthen consultative relationships with each member of the Iowa Congressional delegation. To keep the membership informed of the latest Federal initiatives that impact Psychology.

Procedures:

1. The Committee Chair shall be elected to a 3-year term by a vote of the membership, serving as a voting member of the Executive Council. After a 3 year term the chair is eligible for re-election on an annual basis. If the Chair resigns, the Executive Council shall select an appropriate interim replacement.
2. The Chair shall annually select Committee members, and designate Congressional District Representatives to organize psychologists and cultivate relationship with their congressional leader.
3. Expenses approved by the Chair shall be forwarded to the Central Office for reimbursement in accord with policies and budget.
4. The Chair shall annually provide the Executive Council with a written report of Committee activity within 1 month of the close of the legislative session.
5. The Chair shall provide regular updates to the membership on the status of current initiatives, using appropriate methods (e.g., The Iowa Psychologist, Listserve, PSYCH-Electronic, and/or word of mouth) to disseminate Federal Advocacy information.
6. The committee shall conduct informational and training programs at Association meetings that focus on Federal Advocacy.
7. The committee shall recognize congressional leaders representing Iowa who support legislation friendly to Psychology.
8. The Chair shall serve as liaison between the government relation’s branch of the American Psychological Association, the Iowa Psychological Association membership, and Iowa’s congressional leaders.