

BOARD ROLE WITH THE EXECUTIVE DIRECTOR: Policy # 2.3

Policy:

In order to provide members with expected services, an executive director is employed by the Board. The executive director is the chief executive officer of the association and is provided the responsibility and authority to carry out association duties and supervise the staff without interference.

Procedure:

1. The executive director is authorized to take all actions, and develop all activities that conform to the Board's policies. The executive director will keep the Board fully informed of the organization and staff's activities and actions.
2. Only the Board, by majority vote, has authority over the executive director. A board member or committee may request information, but if such request, in the executive director's opinion requires a material amount of time, it may be refused.
3. The executive director may not perform, allow or cause to be performed, any act which is unlawful, insufficient to meet commonly accepted business and professional ethics or the "prudent person" test, in violation of funding source requirements or regulatory bodies or contrary to explicit Board constraints on executive authority.
4. Other duties and responsibilities are described in the contract and/or job description of the executive director.

IARP Job Descriptions (3.0)

IARP PRESIDENT: Policy # 3.1

General Board Functions

- Planning - Board members have three key responsibilities in this area:
 - 1) Establishing and reviewing IARP mission/philosophy/goals;
 - 2) Planning which services/programs IARP provides; and
 - 3) Evaluating IARP services/programs and operations on a regular basis.
- Finance - Board members have four key responsibilities in this area:
 - 1) Ensuring financial accountability of IARP;
 - 2) Overseeing an ongoing process of budget development, approval and review;

- 3) Raising funds and/or ensuring that adequate funds are available to support IARP's policies and programs; and
 - 4) Overseeing properties or investments of IARP.
- Community Relations - Board members have four key responsibilities in this area:
 - 1) Ensuring that IARP's programs and services appropriately address the needs of those we serve;
 - 2) Cooperative action, which includes determining occasions when IARP could/should take part in coalitions, joint operations, etc.
 - 3) Nurturing leadership and volunteerism of membership
 - 4) Attend your local chapter meetings and support grass roots efforts
 - Organizational Operations - Board members have four key responsibilities in this area:
 - 1) Ensuring that IARP's management systems are adequate and appropriate;
 - 2) Ensuring that the board's operations are adequate and appropriate, which includes writing policies for conduct of meetings and operation of board business;
 - 3) Ensuring that organizational and legal structure are adequate and appropriate;
 - 4) Ensuring that IARP and its board members meet all applicable legal requirements.

***P*erformance expectations for board members**

In performing duties as a member of the IARP board, every board member is expected to:

- demonstrate a strong belief and commitment to IARP's mission.
- devote the necessary time to prepare for and participate in board and committee meetings.
- exhibit high ethical standards and integrity in all board actions.
- be an enthusiastic advocate for IARP.
- take responsibility and accountability for IARP and all decisions made by the board.
- spend the time necessary to learn how to do the job, and maintain an ongoing schedule of in-service to learn how to do the job better.
- demonstrate willingness to work as a team member with other board members and the executive director.

Duties and Responsibilities

1. Governance

- 1.1. Presides at and attends all meetings of the members, Board of Directors and Executive Committee. Coordinates agenda with the Headquarters.

- 1.2. In concert with the Executive Director, sees that the Board of Directors, Executive Committee, and officers are kept fully informed on the conditions and operations of the Association.
 - 1.3. Works with the Headquarters in seeing that basic policies and programs designed to further the goals and objectives of the Association are planned, formulated, presented to the Board of Directors, and executed following Board approval.
 - 1.4. Appoints the chairs and members of committees and task forces, outlines the purpose and duties of these committees and task forces, and monitors progress.
 - 1.5. Supports and defends policies and programs adopted by the membership, Board of Directors and Executive Committee.
 - 1.6. Promotes interest and active participation in the Association on the part of the membership and reports activities of the Board and Association to members by means of letters, publications or speeches.
 - 1.7. With the Executive Director, acts as a spokesperson for the Association to the press, the public, legislative bodies, and related organizations.
 - 1.8. Presents an annual report at the Annual Meeting on the "State of the Association."
 - 1.9. Exercises general supervision over the work and activities of the Association Board, Executive Committee and other Association committees.
 - 1.10. In cooperation with the Headquarters, sees that all orders and resolutions of the Board of Directors are carried into effect.
 - 1.11. Assumes a key role in the orientation and transition of the Vice-President to the duties of President.
 - 1.12. Responsible to the Board of Directors and to the membership for seeing that the programs and policies of the Association reflect the needs and aspirations of the membership.
 - 1.13. Consults and advises with the Executive Director on all matters pertaining to Association policies, programs and finances.
2. Communication
 - 2.1. Maintain at least biweekly communication with Executive Director and President-Elect.
 - 2.2. Maintain at least monthly communication with other members of the Executive Committee.
3. General
 - 3.1. Deliver to successor all Association property within one month after leaving the office of Immediate Past President on the board.
 - 3.2. Attend all IARP Board of Directors and Executive Committee meetings.
Attend IARP Annual Conference.

IARP PRESIDENT ELECT: Policy # 3.2

Specific Function

Perform the duties of the President in the President's absence and performs other duties as assigned by the President.

Term of Office

Elected by the membership at large to the terms of office spanning four years including an initial one-year term as President-Elect, two-year term as President, and one-year term as Past President. The term of President commences May 1 after the initial one-year term President-Elect.

Duties and Responsibilities

1. Governance
 - 1.1. Perform the duties of the President in the absence of the President or if the President is unable to serve.
 - 1.2. Serve on the Executive Committee.
2. As the newly elected President-Elect you learn the duties of the President and operations of IARP.
3. As the outgoing President, as Past President you work closely as consultant and advisor to the President and Headquarters.
4. Carry out special project assignments from President or Board of Directors.

IARP COUNCIL OF CHAPTER PRESIDENTS REPRESENTATIVE (COPR): Policy # 3.3

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Specific Functions

Serves as liaison between IARP and the Chapter Presidents. Promotes and advocates for good working relationships between state, region or country chapters and the International organization. Serves on the International Board and the Executive Committee, establishing IARP policy.

Term of Office

- 1) Elected by the Council of Chapter Presidents.
- 2) Elected for a two-year term, commencing May 1 of year elected.

Duties and Responsibilities

- 1) Liaison between IARP and Chapter Presidents
- 2) Serve as an information resource to the Chapter Presidents regarding services available to their members from IARP.
- 3) Assist state, region or country Chapter Presidents in accomplishing their goals.
- 4) Assist in the forming of new chapters.
- 5) Chair organizational wide conference call among chapter presidents.
- 6) Develop meaningful material for the IARP RehabPro concerning chapter activities. Encourages chapter presidents to submit articles to the IARP Experts Express
- 7) Assists in identifying material for chapter leadership on a continuing basis..
- 8) Encourages attendance of state, region or country chapter leaders at IARP conventions, conferences and meetings and enlists their support in encouraging attendance by their members.
- 9) Chair one Council of Chapter President meeting per year, with board appearances.

IARP SECRETARY / TREASURER: Policy # 3.4

Specific Function

Provide management of the records and oversee the financial integrity of the International Association of Rehabilitation Professionals.

Term of Office

Elected by membership at large in odd-numbered years for a two-year term commencing May 1.

Duties and Responsibilities

1. Record Keeping
 - 1.1. Take minutes, including attendance, of Board meetings. List and collect written reports at all Board meetings and Annual Membership meeting.
 - 1.2. Within one week after each meeting provide minutes to Headquarters to be posted to webpage for each member of the Board of Directors for corrections and verification; corrections and acceptance at next board meeting or teleconference.
 - 1.3. Take minutes at any other official organizational meeting including teleconference.

- 1.4. Complete an annual review of Policies and Procedures, and at such time that a Board vote means an amendment of Policies and Procedures, that amendment will be made on later than prior to the next board meeting Proposed
2. Prepare a formal written Financial report for each board meeting and the Annual Meeting. The report should be submitted to the headquarters thirty days prior to the scheduled meeting.
 - 2.1. Participate as a member/secretary of the Nominations and Elections Standing Committee.
 - 2.2. When indicated, prepare for mailing-calls for nominations for organizational vacancies.
 - 2.3. In concert with Nominations and Elections Committee report on results of elections.
3. Financial
 - 3.1. Oversee the preparation of the annual budget by the Executive Director. Assure that projected expenditures reflect the policy direction of the board.
 - 3.2. Become familiar with financial processes followed at national headquarters. Indicate approval of processes or suggest revisions according to standard accounting principles.
 - 3.3. Review monthly financial statements. Note any anomalies and bring them to the attention of the Executive Director, the IARP Finance Committee, and, if appropriate, to the Board of Directors.
 - 3.4. Consult with the Executive Director on any decisions regarding investments, loans, and establishment of accounts.
 - 3.5. Alert the Board of Directors to financial implications of proposed policies.

IARP SECTION REPRESENTATIVE: Policy # 3.5

Term of Office

Bylaw 4.2.3.1.

Duties and Responsibilities

- Represents the interests of the section members to the IARP Board of Directors
- Provides information about or of interest to the section for the Experts Express on a regular basis
- Coordinate educational opportunities
- Responsible for providing updates for Website
- Coordinate one educational article per year for The Rehabilitation Professional journal
- Serve on IARP Annual Conference Committee
- Review conference material pertinent to section
- Oversee participation in the section's discussion group on IARP Connect