

Officer Roles

PRESIDENT

Responsibility

The primary responsibilities of the President are outlined in Article III, Section 3 of the Society Bylaws.

Term

- a) The President serves a term of one year, commencing on the first day following the close of the Society Annual Conference and following one year as President-Elect.
- b) The term of the President is followed by one year as immediate Past-President.
- c) The President may not be elected to that office more than one time.
- d) The President is not eligible for election to another Society office during their term.

Other Duties

The President makes appointments to fill committee chair vacancies during their term of office unless otherwise provided in the Bylaws or other SIOB policy or governing documents.

PRESIDENT-ELECT

Responsibility

The primary responsibilities of the President-Elect are outlined in Article III, Section 4 of the Society Bylaws.

Term

- a) The President-Elect serves a term of one year, commencing on the first day following the close of the Society's Annual Conference at which the election was reported.
- b) The term of the President-Elect is followed by one year as President and one year as immediate Past-President.
- c) The President-Elect is not eligible for election to another Society office during their term.

Other Duties

- a) The President-Elect appoints the chair of all committees for the next administrative year unless otherwise provided in the Bylaws or other SIOB policy. In some cases, committee chairs-in-training are appointed.
- b) The President-Elect is responsible for on-boarding new members of the Executive Board and training of committee chairs. This is typically done at the Executive Board meeting held at the conclusion of the Annual Conference (which would be the President-Elect's first meeting as President)

IMMEDIATE PAST-PRESIDENT

Responsibility

The immediate Past-President shall:

- a) Serve on the Executive Board.
- b) Serve on the Emergency Action Subcommittee.
- c) Serve on the Election Committee.
- d) Oversee the staffing of committees so that diversity is supported.
- e) Carry out such other duties as may be delegated by the President.

Term

The immediate Past-President serves a term of one year, commencing on the first day following the close of the Society's Annual Conference at which they served as President.

Other Duties

- a) The immediate Past-President makes arrangements for a dinner for Past Presidents, the incoming and outgoing President, the newly elected President-Elect, and their respective spouses or partners during the Society Conference. The dinner is not financially supported by the Society.
- b) The immediate Past-President prepares an autobiography, to be added to the collection of presidential autobiographies maintained by the Society.
- c) The immediate Past-President reviews the rosters of committees to be sure their composition reflects the total membership of SIOP in terms of race, gender, ethnicity, geography, and academic-practitioner balance.
- d) The immediate Past-President provides counsel to the new President and may be assigned special tasks by the President.

FINANCIAL OFFICER/SECRETARY

Responsibility

The primary responsibilities of the Financial Officer/Secretary are outlined in Article III, Section 6 of the Society Bylaws.

Term

- a) The Financial Officer/Secretary serves a term of 3 years.
- b) The Financial Officer/Secretary assumes office on the first day following the close of the Society's Annual Conference at which the election was reported.

Other Duties

- a) Provides executive oversight of the financial activities of the Administrative Office and Society on the whole, including taxes and audits, in accordance with the Financial Principles, Financial Reserves, Investment Policies, and any other finance-related governing documents of the Society.
- b) With the assistance of the Finance Manager, prepare and deliver financial reports for each Executive Board meeting.
- c) With the assistance of the Finance Manager, develop budgets and financial projections.
- d) Serve as an ex-officio member of the SIOP Foundation Board of Trustees.

Procedures

The Society's financial records are maintained on a cash basis for a fiscal year running from July 1 through June 30. Thus, all assets and liabilities are included in the fiscal year in which they are incurred. The Society's employer identification number is 34-1372077.

PORTFOLIO OFFICERS

Responsibility

All Portfolio Officers shall:

- a) Serve on the Executive Board and engage in ongoing coordination with other board members to ensure that the Society pursues objectives and initiatives specified in its strategic plan.
- b) Attend all scheduled meetings of the Executive Board
- c) Serve as ex-officio members of all standing and ad hoc committees assigned to their portfolio and stay knowledgeable regarding activities (or lack of activities) by those committees. With support of the Executive Board, elected officers can take actions to re-designate committee chairs or members when necessary to ensure timely pursuit of key strategic objectives and initiatives.
- d) Carry out other duties as may be delegated by the President.
- e) Be responsible for coordination and oversight of the goals and activities of standing and ad hoc committees assigned to their portfolio.

Officer Names and Assigned Committees

The nine elected officers with their areas of responsibility and assigned committees are as follows:

Conferences and Programs

The Conferences and Programs Officer has executive oversight of the major events of the Society and works closely with the following committees: Conference Committee, Program-SIOP Committee, Workshops Committee, Leading Edge Consortium, Program-APA Committee, Program-APS Committee, Site Selection Advisory Group, and People Analytics Conference.

Publications

The Publications Officer has executive oversight of SIOP publishing activities. This includes chairing the Publications Board, contracting, and staffing editor positions. Responsibilities include Professional Practice Series, Organizational Frontiers Series, Organizational Science, Translation, and Application Series, IOP Journal, and Publications Board, along with potential future book series or journals.

Communications

The Communications Officer has executive oversight of SIOP organizational communications including the website, white papers and *TIP* and works closely with the Electronic Communication Committee and *TIP* Editor.

External Affairs

The External Affairs Officer has executive oversight of establishing, developing, and maintaining relationships between SIOP and other organizations, including APA Divisions, SHRM, and international I-O organizations (e.g. EAWOP, British Psychological Association and SIOPSA). The officer also works closely with the Visibility Committee, United Nations Committee, External Relations Committee, Local I-O Group Relations (ad hoc) Committee, and Alliance for Organizational Psychology Liaison.

Membership Services

The Membership Services Officer has executive oversight for the membership solicitation, approval, and renewal process, including development and maintenance of programs, services and activities to enhance the value of SIOP membership to all membership categories. The officer works closely with the Membership Committee, Awards Committee, Fellowship Committee, Placement and I-O Job Network Committee, and Historian.

Professional Practice

The Professional Practice Officer has executive oversight for organizational activities that support the practice of I-O psychology in organizational and work settings, such as Consultant Locator, contributing to guidelines for professional practice and providing input to the planning and execution of conferences and publications. The officer works closely with the Career and Professional Development for Practitioners Committee, Engagement and Communications for Practitioners Committee, Learning Resources for Practitioners Committee, and Licensing, Certification, and Credentialing Committee.

Instructional and Educational

The Instructional and Educational Officer has executive oversight of programs and activities to support those who teach industrial-organizational psychology and promotes education of current and future industrial-organizational psychologists. The officer works closely with the Education and Training Committee, Consortia Committee, Continuing Education Committee, and Committee for the Advancement of Professional Ethics (CAPE) (ad hoc).

Research and Science

The Research and Science Officer has executive oversight for activities and programs that advance the research, science, and methods of I-O psychology and works closely with the Scientific Affairs Committee, Institutional Research Committee, Government Relations Advocacy Team (GREAT), Advocacy Review Committee (ARC), and Open Science and Practice Committee (OSPC) (ad hoc).

Diversity and Inclusion

The Diversity and Inclusion (D&I) Officer has executive oversight for organizational activities and programs that support efforts to promote diversity and inclusion within SIOP and the science and practice of diversity and inclusion. The portfolio officer works closely with the Committee on Ethnic Minority Affairs (CEMA), Lesbian, Gay, Bisexual, and Transgender (LGBT) Committee, International Affairs Committee; Women's Inclusion Network (WIN), and Disability, Inclusion, and Accessibility (ad hoc) Committee.

Other Duties

Portfolio Officers should also:

- a) Prepare to report on major accomplishments or major issues arising within assigned committees.
- b) Review committee reports and bring to the Executive Board's attention any issues or action items originating within committees. If particular problems or changes require an Executive Board vote, they must be on the Board meeting agenda for discussion and vote.
- c) Meet with chairs to discuss the goals that they have for their committees and ensure the goals are consistent with the SIOP strategic plan.
- d) Work with committee chairs to submit proposed budgets in a timely fashion.
- e) Assist with the transition between incoming and outgoing committee chairs.
- f) Maintain responsibility for ensuring that committee work is consistent with the strategic plan of SIOP. As new opportunities or challenges emerge within SIOP or within individual committees, it is appropriate to engage in long-term strategic planning and think of ways these opportunities and challenges can be addressed through the existing committee structure or by creating new ad hoc committees or task forces as necessary.

- g) As an ex-officio member of all committees within the portfolio, be aware of progress or lack of progress. While most committees make timely progress on their goals, because committees are chaired and staffed by volunteers, there may be instances in which committees do not make adequate progress towards goals.
- h) Monitor if a committee is not making adequate and timely progress towards its goals, following these steps to address the problem:
 - 1. The President should be notified; there may be extenuating circumstances known to the President that are not known by all.
 - 2. The committee chair should be approached and the lack of progress pointed out. A preliminary goal should be an understanding (on the Portfolio Officer's part) of the reasons for lack of progress and a commitment (by the chair) to return to schedule.
 - 3. If progress is still a concern, the chair should be contacted again and appropriate influence tactics can be applied such as positive expertise, moral appeal, positive self-feeling, and positive esteem of others.
 - 4. If progress remains a concern, the issue of replacing the chair should be placed on the agenda for the next Executive Board meeting. In preparation for this discussion, it is important to be able to document the problems and any efforts to resolve them, as well as suggest names of alternative chairs.

DIVISION REPRESENTATIVES TO APA COUNCIL

Responsibility

The primary responsibilities of the APA Division Representatives are outlined in Article III, Section 7 of the Society Bylaws.

Term

- a) The Division Representatives serve a term of 3 years.
- b) The Division Representatives assume office on January 1.
- c) The Division Representatives are encouraged to attend the APA Council meetings held at the APA convention shortly after their election but before their term begins.
- d) Per APA Bylaws Article V, Section 7, "a Council member who has served for six consecutive years shall not be eligible for election or appointment for a period of one year as a Representative from any Division, State/Provincial/Territorial Association, or coalition".

Other Duties

- a) The Division Representatives attend APA Council of Representatives meetings and represent and cast votes on behalf of the Society. A senior term Representative serves as a coordinator for the Society's multiple representatives.
- b) The Division Representatives respond, on behalf of the Society, to all other activities of the APA Council between meetings.
- c) The Division Representatives report on all activities of the APA Council at the Society Executive Board meetings. A senior term Representative assumes primary responsibility for making this report, supplemented by the other Representatives as appropriate.
- d) The Representative responsible for reporting to the Executive Board also prepares written reports for *TIP* to inform the Society members of APA Council activities.
- e) The description for Commission on the Recognition of Specialties and Proficiencies in Professional Psychology (CRSPPP) is reviewed every 7 years. This statement should be reviewed and kept current with APA.