



Job Description: Council on Professional Issues Chair (CPI)

Position: CPI Chair

Team Co-Chair: Yes

Report to: IAND President

Voting Status: Voting

Elected Position

Term of Position: One Year

Effective Date: June 1st

Responsible for Budget: Yes

Expenditure Approval Needed: Yes

Board Meeting Attendance:

Mandatory

Objectives

- Serve as a communication link between members and Annual Meeting Committee
- Serve as the Co-Chair for IAND's Annual Meeting Committee

Reports

- Submit agenda items to President per IAND calendar
- Provide written reports to the Secretary for minutes.
- Submit updated job description to incoming President at end of term
- Provide an Annual Report to the President.

Budget

- Submit a budget to the Treasurer in April
- Prepare a budget for the position for the next year, in cooperation with the next person in the position
- Adhere to budget and become familiar with the IAND budget process
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Travel Expectations

- IAND Board Meetings
- IAND Annual Meeting, April

Newsletter

- Information to newsletter as required by office (see Newsletter Responsibility Guidelines in Leadership Directory)

Meetings

- Attend IAND Board Meetings and actively participate.
- Plan and coordinate additional Annual Spring meeting planning meetings with initiative team.
- Attend IAND Annual Spring Meeting in April.

Duties and Responsibilities:

1. Possess a working knowledge of IAND Bylaws, Standing Rules and Policy/Procedure Manual.
2. Answer correspondences as quickly as possible, with copies of correspondence given to appropriate officers and chairperson.
3. Serve as a member of the Executive Committee of the Board of Directors.
4. Provide support to the annual meeting committee through regular communication.
5. Serve as the Program Chair for the Annual Meeting. (Committee consists of CPI - Elect, President-Elect, Registration Chair, Scholarship Chair, Sponsor/Exhibits Chair/Silent Auction Chair, Digital Communications Chair, and Executive Director)
6. Review Job Description and submit suggested revisions to IAND President at April Board meeting.
7. Provide Treasurer with properly prepared expense reports.
8. Perform other duties as assigned by the IAND President.

Annual Spring Meeting Duties: (Shared duties between committee members)

- Work with committee members to choose a theme, dates, and location of the meeting.
- Block hotel rooms and negotiate rate.
- Post a call for speakers on IAND website. Review submissions and reach out to others, and select speakers.
- Delegate the task of confirming speakers among committee members.
- Draft a program schedule of events.
- Submit budget request for honorariums to General Chair (President-Elect).
- Send and receive completed/signed speaker contracts from each speaker by Nov 31. This includes objectives for session, bio, resume for intro purposes, and travel and AV needs.
- Set deadline for speakers to provide handouts/power points (4 weeks prior to meeting would allow time for posting to IAND site and for attendees to print prior to meeting).
- Submit CEU information to CDR for approval.
- Finalize brochure/mailer. If printing is to be done by IAND's printer, the completed program must be submitted 3 mo. prior to event.
- Send copies of program and speaker information to: IAND President, Executive Director (for posting online), and Digital Communications Chair (for social media).
- Coordinate printing of brochure to mail to membership. Work with Executive Director to provide member mailing list to printer.
- Submit Annual Meeting Program and article advertising Annual Meeting to Newsletter.
- Oversee progress of exhibit/sponsor committee, silent auction chair, and student posters.
- Coordinate all the awards and scholarship deadlines with CPI-Elect, Scholarship Chair, Public Policy Team, and Historian/50 Year Members.
- Appoint person to preside at each session.
- Prepare write up for introducing the speakers and any announcements and forward to presiders. Have speaker gift, thank-you card, and previously agreed upon honorarium (if being provided) to give speaker immediately following session. Prepare a blank IAND expense form to collect speaker expenses.
- Create and make copies of a program evaluation form to provide to all conference attendees. Complete evaluation tally and share results with initiative team and board.
- Present final budget with revenue and expenses to board.
- Maintain documents to pass on to successor following IAND Annual meeting.

