



**CALL FOR NOMINATION
GUIDELINES:
IPA Executive Officers
Term 2023-2025**

IPA ELECTION FOR TERM 2023-2025

“IPA Executive Officers 2023-2025 Election” Timeline

Particular	Timeline
Call for Nomination for IPA Executive Officers (Executive Director, Treasurer, and Coordinator of Development) is sent on	4 October 2022
The last date to receive the nomination for IPA Executive Officers	15 November 2022
The final list of eligible candidates will be declared by email and posted on the IPA Website (https://www.ipa-world.org/), social media, and WhatsApp Groups	17 November 2022
Elections for Executive Officers will be conducted electronically through Election Runner	21 November-5 December 2022
Results of the Executive Officers for term 2023-2025 will be declared on by email and posted on the IPA Website, social media, and WhatsApp Groups	19 December 2022

Documents required from the respective candidates

The nomination files from the candidate must be submitted to the IPA admin office (adminoffice@ipa-world.org) **by the latest on 15 November 2022.**

1. Covering letter from the candidate why he/she is interested in serving as IPA Executive Director/Coordinator of Development/ Treasurer
2. Candidate curriculum vitae (CV)
3. Duly filled Conflict of Interest (COI) Form

Election Process

- Candidates for the Executive Director, Coordinator of Development, and Treasurer will be nominated by the EC and elected by the SC.
- Executives (which do not include the President or President-Elect) can serve up to 2 terms, except for Executive Director who may serve up to 3 terms.
- These are honorary positions and none of the executives will be paid for their time to serve for IPA. These positions are open to any member of IPA member societies who fulfill criteria defined by IPA SC and EC.

Term of Reference

IPA Executive Director (ED)

The Executive Director, along with the President, shall be responsible for the CD and to the SC for carrying out their policies and decisions.

The EC and the SC may delegate such authority to the Executive Director as may be needed for the efficient functioning of the IPA and shall include:

- The coordination of all correspondences and administrative work of the IPA (call for meetings, the focal point for all members of IPA, archives).
- Supervising delineating the scope of SC Committees.
- The coordination of all Committees and Working Groups.
- The implementation of the budget in accordance with the treasurer
- Reconciliation of the budget if any.
- Fundraising Program (developing a strategic program with the Coordinator of Development and the treasurer).
- Sending Call for dues and issuing receipts.
- Development of Social media of the IPA (Website, Twitter, Instagram, Facebook).
- IPA Newsletter
- IPA Journal (electronic and or paper)

The ED shall be assisted by staff at the admin office of IPA.

IPA Treasurer

- The treasurer is responsible for the management of the IPA treasury.
- The treasurer should ensure compliance with relevant legislation (tax, vat, a non-profit organization, etc.) and should ensure that IPA is managing risks to the organization

Financial Planning and Budgeting

The Treasurer shall be assisted by a finance committee appointed by the EC. The Treasurer shall be assisted by a financial committee appointed by the EC to approve the following items:

1. The budget for New Year in January (provisional budget) in liaison with ED and the President, to later be approved by EC and SC. The budget proposal is being done by the treasurer.

Planning a budget requires details of Income and Expenses

The income of IPA dues of the Members, Revenues of Grants, the International Congress and funds, Bank interests if any.

Dues for Member Societies shall be established by guidelines developed by the EC and SC and approved by the CD.

Expenses of IPA are based on the needs of IPA (needs shall be defined by the ED and the Treasurer) and shall include non-exclusively the following costs per nature:

- Salaries (detailed salaries) and detailed running cost of Officers
 - Media and communications (detailed in items)
 - Rent if any
 - Meetings cost of EC, SC
 - Programs budget
 - Travels and other
 - Insurance
 - Auditors
2. Present revised financial forecasts based on actual spending (budget reconciliation).
 3. Advise on financial implications of strategic and operational programs of IPA.
 4. Regular reports (quarterly- every 3 months for the EC and twice a year to the SC)
 5. Prepare accounts for audit and liaising with the auditor as required:
 - **Internal Auditing:**

The budget shall be proposed at the beginning of the year to the EC and later to the SC for approval

Expenses shall be audited monthly by the **finance committee**

A 6-month report is prepared by the ED and treasurer

Budget reconciliation (changes in any provisional expenses) shall be approved by the EC and must not exceed 5 percent of the allocated budget.
 - **External Auditing:**

External auditing is mandatory and shall be executed by a professional and reputed auditor and designated by the EC upon the recommendations of the President.

An external audit is completed every calendar year for registration and tax filling purposes.
 - **Banks account for profitability, management of risk**

This task is under the authority of the treasurer, the finance committee, and the external auditor.

A yearly report shall be prepared and approved by the EC
 6. Advise on the organization's reserve and investment policy and banking
 7. Manage bank accounts
 8. Set up appropriate systems for bookkeeping, payments, lodgments, and petty cash
 9. Ensure everyone handling money keeps proper records and documentation
 10. Control fixed assets and stock
 11. Ensure required insurances are in place for all operational plans, including the IPA congress.
 12. Advise on the organizations fundraising strategy
 13. Ensure the use of funds complies with conditions set by funding bodies
 14. The financial committee shall be nominated by EC and shall include or not a member of financial background designated by EC

Financial Reporting

- To present regular reports (quarterly- every 3 months for the EC and twice a year to the SC).
- To prepare accounts for audit and liaising with the auditor as required.
- To advise on the organization's reserve and investment policy and banking.

Assets, bookkeeping, and record-keeping

- To manage bank accounts.
- To set up appropriate systems for bookkeeping, payments, lodgments, and petty cash.
- To ensure everyone handling money for IPA keeps proper records and documentation.
- To control fixed assets and stock.
- To ensure required insurance is in place for all operational plans, including the IPA congress.

Funding and fundraising

- To advise on the organization's fundraising strategy.
- To ensure the use of funds complies with conditions set by funding bodies.
- To ensure effective monitoring and auditing.

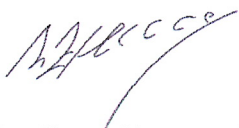
IPA Coordinator of Development

The authority of the Coordinator of Development is defined by the SC and EC and shall include:

- Developing strategies in accordance for the IPA with UN agencies, NGO's and other possible organizations (Societies, foundations, etc) that may benefit to IPA and generates funds, prepare a Memorandum of understanding, etc.
- Coordinate working groups of IPA (designation, nomination, mission, objectives, etc.).
- Other activities as may be needed by IPA from time to time

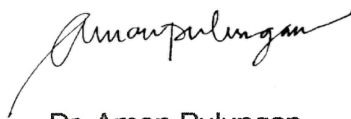
The Coordinator shall be assisted by the IPA Admin Office.

Best regards,



Dr. Enver Hasanoglu

IPA President



Dr. Aman Pulungan

IPA Executive Director



Dr. William Keenan

Chair of IPA Election Committee 2022-23