

CALL FOR NOMINATIONS FOR IPA EXECUTIVE OFFICERS FOR TERM 2021-23

Important Dates for IPA Executive Officers Elections

Particular	Timeline
Call for Nomination for IPA Executive Officers (Executive Director, Treasurer, and Coordinator of Development) will be sent on	1 st Dec 2020
The last date to receive the nomination for IPA Executive Officers will be	15 th Jan 2021
The final list of eligible candidates will be released on	22 nd Jan 2021
Elections for Executive Officers will be conducted electronically through Election runner	Between 23 rd Jan to 06 th Feb 2021
Results of the Executive Officers will be declared on	07 th Feb 2021

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.

TERMS OF REFERENCE

The Executive Director (ED) of the IPA

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.

The Coordinator of Development of the IPA

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.

The Treasurer of the IPA

- 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

The Treasurer shall be assisted by a finance committee appointed by the EC, and by the administrative office. The treasurer should be liaised to the President and ED.

Financial Planning and Budgeting

- To prepare and present the budget for New Year in January (provisional budget) in liaison with ED and the President, to later be approved by EC and SC.
- To present revised financial forecasts based on actual spending (budget reconciliation).
- To advise on financial implications of strategic and operational programs of IPA.

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.

Documents required from the respective candidates

The nomination packet from the candidate should reach the IPA admin office via email adminoffice@ipa-world.org latest by 15th January 2021

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 Form which will be shared by IPA admin office

Best Regards



Dr. Errol Alden
President, IPA



Dr. Naveen Thacker
Executive Director, IPA