

Presidential Team: President-Elect, President, and Immediate Past President

The content of this document is furnished for guidance purposes only and should not be construed as a commitment by SPA. The SPA Board understands that this document supplements information contained in the current Bylaws ([see here](#)), serving as a tool to appropriately guide and inform members regarding Board Member and Staff expectations and roles consistent with the current transitions of our organization. If you have any questions about this document, please reach out to the Chair of the Leadership Development Committee, Jill Clemence at ajillclemence@rrmc.org or the SPA Executive Director, Nathan Victoria at nvictoria@personality.org.

Selection and Period of Office: The President-Elect is elected every two years, assumes office January 1st following the election, and serves for a period of six years total. After two years, the President-Elect moves immediately into the President role. After an additional two years, they move into the Immediate Past President.

Vacancy: A vacancy occurring on the Board as a result of the death, resignation, retirement, incapacity, disqualification or removal of a director shall be filled by and elected by the Board based on nominations by the Leadership Development Committee, with the exception of a President vacancy, where the President-Elect immediately assumes that role. A director filling a vacancy shall serve for the unexpired term of their predecessor in office and until their successor is elected and installed.

Overall Term of Presidential Team

6 years (2 year each as President-Elect, President, and Immediate Past President)

President-Elect

The President-Elect collaborates with the President to learn the role of the President, to become familiar with the programs of the Society and its governance, and to develop and facilitate officer transition. The President-Elect assists and supports the President as needed and plans for the Presidential term, including performing the duties of the President in the absence or disability of them. The President-Elect shall automatically become President at the end of the term as President-Elect.

Essential Duties and Responsibilities

In addition to the SPA Board and Board Member Responsibilities and Expectations, the President-Elect is charged with the following tasks:

- Serve on the Executive Committee, the Leadership Development Committee, and the Publications Review Committee.
- Represent SPA on behalf of the President, as requested.
- Serve as the Program Chair for the Annual Convention if no Chair is identified on the Convention Committee. This includes:
 - Oversees the abstract submissions review process for the Annual Convention
 - Works with SPA Staff on the scheduling of programs in time blocks for the Annual Convention
 - Serves as Chair of the Poster Sessions for the Annual Convention

President

The President serves as the Chair of the Board of Directors (BOD). The President ensures that the BOD fulfills its responsibilities for governance of the Society. The President works in partnership with the Executive Director (ED) to achieve the mission of the Society and to optimize the relationship between the BOD and staff.

Essential Duties and Responsibilities

In addition to the SPA Board and Board Member Responsibilities and Expectations, the President is charged with the following tasks:

- Chair the Board of Directors.
- Represent SPA and the professions in a variety of public information activities.
- Collaborate with the ED to prepare the agenda for BOD meetings and to ensure that resolutions are carried out.
- Work closely with the ED to ensure that BOD activities and Central Office functions are coordinated and mutually supportive.
- Provide an address to SPA members at the annual Convention.
- Prepare the President-Elect to transition to leadership.
- Prepare and coordinate a performance review of the ED.
- Review the performance of the BOD, and take necessary steps to improve BOD performance.
- Serves as the Chair of the Executive Committee and the Publications Committee and is a member of the Leadership Development and Finance Committees.

Immediate Past President

The Immediate Past President provides advice and leadership to the BOD regarding past practices and other matters to assist the BOD in governing the Association. The Immediate Past President supports the President and the President-Elect on an as-needed basis.

Essential Duties and Responsibilities

In addition to the SPA Board and Board Member Responsibilities and Expectations, the Immediate Past President is charged with the following tasks:

- Serve on the Executive Committee and the Publications Review Committee.
- Chair the Leadership Development Committee.
- Ensure the smooth transition of leadership within the Presidential team.
- Ensure the election and development of effective volunteer leaders.
- Represent SPA on behalf of the President, as needed.

Essential Experience/Expertise/Skills of the President-Elect/President/Immediate Past President

The board identified several competencies in areas that the Presidential roles should show evidence. Those can be found in the [Candidate Leadership Guide](#). In addition to those competencies, Board members should:

- Hold an active SPA Early Career/Member/Fellow/Life Member/Life Fellow membership throughout their term.
- Have a History of leadership on one or more SPA Committees, task forces, and/or Interest Groups
- Commitment to the roles Diversity, Equity, Inclusion, and Justice play in leading a Society
- Strong public speaking skills
- Flexible schedule to accommodate Association responsibilities
- A mindset in alignment with the SPA Strategic Culture Commitments, including a forward-looking and visionary mindset
- History of leadership at the state, national, and/or international levels (preferred)
- Previous experience on the SPA BOD or similar Psychological Society (strongly preferred)

Time Commitment

We encourage you to consider your capacity to invest time into this important leadership position for SPA. To provide more specifics, the SPA Board will meet at least four times a year, with an in-person meeting immediately before the SPA Convention in March and an additional in-person meeting in the Fall, to be scheduled at the beginning of the term year. The two other virtual conference calls will occur in June and December. Note that reading materials are provided to the Board prior to each meeting that require time to review in advance.

In addition to these four meetings, the Presidential roles will need to allocate time for committees and task forces they chair, Executive Committee meetings, and as President, time to connect with the Executive Director. Most of the necessary work is easily addressed via email with SPA staff and committee members. Committee meetings, as required, are held virtually.