



## **SIPPA President-Elect: 2018 Application**

Our executive team is looking for one student to join our supportive and motivated team. Our association is truly international so you may be located anywhere in the world. Please read below to learn more about available positions and the application process.

**Length of Term:** The President-Elect will serve a one-year term and then will transfer into a President role for an additional year. This role will be advised by IPPA's Division Program Lead and SIPPA's Past-President.

**Job Description:** The President-Elect's responsibilities include, but are not limited to the following tasks:

- Collaborating with the President and Executive Committee
- Attending and keeping minutes from the monthly business meetings
- Supporting each of the Executive Committee members on their respective projects
- Organizing and coordinating the SIPPA newsletter
- Organizing and facilitating the application process for officer positions and student scholarships
- Keeping a full record of all funds received and all funds disbursed, and will work with the Executive Committee to develop and revise SIPPA's budget. The President-Elect will submit an annual report of the budget and a proposed budget for the following year on June 15th of each year.
- Acting as a liaison to IPPA board and all IPPA divisions

**Qualifications:** Strong, proactive communication skills, excellent people skills, ability to coordinate activities and organize projects. Strong interest in positive psychology and the experiences of students who wish to become academics, researchers or practitioners in the field.

**Time commitment:** Varies based on timing of division activities. Approximately 2 hours/week.

**TO APPLY:** Please include the information below and send along with other attachments to <mailto:sippadiv@ippanetwork.org>. The information you provide will be used solely in consideration and for contact purposes regarding a position on the SIPPA President-Elect position.

**Personal Information** (Name, Phone number, Email, Address)

**Academic Information** (Current school, Department, Anticipated Date of Graduation)

**Additional Materials.** To help us get to know you, please include:

- \* A statement of the interest in the position, relevant skills, and 3 ideas you can implement as President-Elect. This should be no more than 500 words.
- \* Curriculum Vitae in English.
- \* **One** letter of recommendation. This should speak to your leadership skills and ability to execute plans effectively.