

Charter
Work & Organizations Division
(revised June, 2018)

Context

As a relatively new and growing field, the International Positive Psychology Association (IPPA) has taken great strides in sharing research and evidence-based practices in positive psychology around the world. Strong attendance in workplace and organization-themed sessions at IPPA's early biennial World Congresses revealed an opportunity to establish a community of practice for researchers and practitioners with an interest in positive organizational psychology. Following on the heels of discussions held at the 3rd World Congress in 2013, the Work and Organizations Division (DIVISION) was established as a forum for academics, researchers, practitioners, and organizations to share ideas, collaborate, and generally advance the science of positive psychology applied to organizations and institutions.

Mission

Our mission is to positively transform the way the world works by promoting the integration of positive psychology into organizational research and practice and by facilitating collaboration between positive organizational researchers and practitioners.

Purpose

The DIVISION exists to empower individuals and institutions around the world to transform in ways that enable them to flourish. The DIVISION serves as a member-driven international forum for academics, researchers, practitioners, and organizations from around the world to discuss research and applications that promise to transform organizations and the experience of work. The DIVISION promotes collaboration in the development and application of positive psychology principles aimed at improving individual, team, and organizational well-being and performance across contexts and cultures.

Vision

In 2016, informed by an all-member survey, the DIVISION leadership team drafted a vision to become an international forum for members to debate, exchange ideas and best practices, and collaborate around the integration of positive psychology into organizational life.

We will bring this vision to life through three primary activity streams:

- 1) Engage members to network, share knowledge, and participate in ongoing learning and discussion of best practices.
- 2) Facilitate collaborations on research and projects/products between researchers and practitioners.

- 3) Spotlight and elevate best practices and the good work of academics and practitioners at all career levels and from multiple disciplines.

The DIVISION's objectives are aligned under the three strands of IPPA's overall strategy:

- To promote the science of positive psychology and its research-based applications
- To facilitate collaboration among researchers, teachers, students, and practitioners of positive psychology around the world and across academic disciplines
- To share the findings of positive psychology with the broadest possible audience

Membership

The DIVISION has seen robust enrollment and is today the largest Division within IPPA. Membership is open to any IPPA member, subject to the requirements set by IPPA for membership in a Division. DIVISION members are eligible to vote in DIVISION elections. A new IPPA-dedicated community platform will be transforming how members interact with DIVISION Leadership and IPPA in general. Along with it, features still in development will open the way for a range of new member benefits. Future versions of this Charter will outline the member benefits that become part of the new platform.

Leadership

Four standing officer positions will lead the DIVISION. They are designated as follows:

- 1) Secretary
- 2) President-Elect
- 3) President
- 4) Past President

Each office is a 2-year appointment. The first two OFFICERS are elected (see **Election Process** below). At the end of the *President-Elect's* term, the incumbent is advanced to the role of *President*. At the end of the *President's* term, the incumbent is advanced to the role of *Past President*. Therefore, election to the role of President-Elect involves a total commitment to the DIVISION of 6 years.

Two unelected leadership roles join with the OFFICERS to form the EXECUTIVE TEAM.

- 5) Communication Lead
- 6) Community Lead

In addition to the EXECUTIVE TEAM, several committees exist to further the DIVISION's vision. These include:

- Learning and Development. This committee's objective is to deepen IPPA member's learning on relevant topics related to the DIVISION's mission. We use best practices for online learning, cultivate engagement with members through features like Member Spotlight, and create collaboration, connection and dialogue between practitioners and researchers through features like Researcher-Practitioner Digest and Dialogue series.
- Membership and Partnerships. This committee cultivates & maintains the DIVISION's membership base, including outreach, welcoming new members, and re-engaging lapsed members. We initiate and cultivate partnerships with professional and psychological associations around the world.
- Newsletter Publication. This committee leads the outreach, editing, and publishing of the DIVISION's bi-annual publication.
- Events & Congress. This committee leads the planning and execution of member-driven activities at the World Congress, such as sponsored content, a networking event, and participation in the SIPPA mentoring session.
- Advisory Committee. This committee is composed of top academic researchers and expert practitioners to help guide, support, develop, and promote the DIVISION's activities.
- Regional Representatives. This committee is comprised of volunteers from Central and South America, Asia, Australia and New Zealand, Africa, and Europe to support the Leadership Team in engaging with members locally.

Other leadership roles will be determined and staffed as deemed necessary and appropriate by the EXECUTIVE TEAM. Executive Committee position descriptions are provided in the Appendix.

Election Process

Elections will occur biennially, in the "off" years between World Congress meetings. Members interested in serving as an elected officer must be a member of the Division prior to submitting their nomination. Candidates must submit a nomination form that requires a one-paragraph biography and a one-paragraph statement of purpose. They must also indicate whether they work primarily in a research or practical application capacity.

A suggested timeline is as follows:

Preparation

- Nomination questions revised (OFFICERS)
- Online nomination forms developed (OFFICERS/IPPA)
- Role descriptions revised (OFFICERS)
- Charter revised, if needed (OFFICERS)

May - Announcement

- Member announcement email (Communication Lead)
- Division IPPA website landing page update (IPPA)
- Petition DIVISION advisors and IPPA Board members for nominations (OFFICERS)

May - June: Nominations

- June 30: Nomination deadline

July - Review, Q&A

- July: 2 week Q&A period where nominees answer Division leadership and member questions via blog posts and comments

August - Elections

- Early August: Election period, polls active
- Min August: Results announced

August- On-boarding

Trainings and phone calls for bringing new OFFICERS and other volunteers up to speed.

Meetings

The meeting schedule is established by the President, in consultation with the other OFFICERS. The Communication and Platform Leads will ensure that meeting participants are informed of the meeting arrangements. Though subject to change, the first four years of the DIVISION suggest the following pattern for meetings as a starting point:

- Bimonthly CORE TEAM meetings
- Biennial DIVISION business meetings, held in conjunction with the World Congress

Meetings in support of committees and initiatives are organized ad hoc, unless they can be integrated into a recurring CORE TEAM meeting.

Communication

Historically, communication between the DIVISION and members has been via email. The new IPPA community platform offers a variety of new opportunities for communicating with members. Future versions of this Charter will detail which avenues become central to the DIVISION's communications with members.

Resources and Support

IPPA provides the DIVISION with access to board members and their associated expertise and professional network. This access has already yielded invaluable benefits by helping with the establishment of DIVISION advisors from both the research and practitioner spheres. IPPA

regularly shares access to existing communication systems, works with DIVISION leadership to tailor the DIVISION pages on the IPPA website, and provides access to IPPA staff whose expertise has been invaluable across a number of initiatives. In recent years IPPA has provided the DIVISION with a modest budget for use in promoting the DIVISION and providing awards to the finalists of the inaugural Positive Organizational Intervention Challenge. Looking ahead, the DIVISION is serving as lead user in the development of IPPA's member community social media platform. This affords the DIVISION the opportunity to guide feature development and shape the way that DIVISION members, indeed all IPPA members, will interact with the online platform.

APPENDIX

Executive Committee Role Descriptions

President (2 year term)

The President leads strategic planning for the DIVISION and manages the DIVISION leadership team and activities to serve DIVISION members in the best way possible. Some of the key responsibilities include:

- Work closely with the Executive Committee and full Leadership Team to maintain ongoing programming (e.g. publication, Digests and Dialogues series, Positive Organizational Intervention Challenge, etc.), plan for new activities and programs, and assess whether the DIVISION's programming, activities, and one-off initiatives are meeting member needs and are in line with IPPA's strategic aims and resources.
- Provide oversight to DIVISION operations, including onboarding new volunteers and ensuring appropriate representation on DIVISION's committees
- Recruit, vet, interview and "on-board" candidates for volunteer committee leads.
- Ensure all volunteers undergo a new volunteer orientation and adhere to IPPA's policies, procedures and member code of conduct.
- Represent the DIVISION at World Congress activities
- Represent the DIVISION at external, industry conferences and other regional positive psychology conferences as appropriate
- Participate in monthly meetings of IPPA's Divisions Committee
- Communicate and coordinate with IPPA's administrative staff and Board of Directors
- Communicate and engage with the DIVISION's Advisory Committee
- Serve as a de-facto member of IPPA's Council of Advisors
- Transitions to the role of Past-President upon completion of term
- Role requires a minimum commitment of 2-5 hours per week

President-Elect (2 year term)

The President-Elect is the second-ranking officer in each division and assumes the President position at the next term. Some of the key responsibilities include:

- Support the DIVISION President in fulfilling the goals and objectives of the DIVISION by providing continuity to established programs and by formulating future programs.
- Assume the responsibility of the DIVISION President in their absence
- Accept responsibilities delegated by the DIVISION President, such as overseeing special projects and being a committee member/project team liaison
- Support President in providing oversight to DIVISION operations, including onboarding new volunteers and ensuring appropriate representation on DIVISION's committees
- Support President in ensuring all volunteers undergo a new volunteer orientation and adhere to IPPA's policies, procedures and member code of conduct.
- Represent the DIVISION at World Congress activities
- Manage the division's annual activity report, annual activity proposal and budget request, and new initiative proposal process, which includes 1) development (outlining the project's alignment with strategy and member needs, resources needed), 2) approval by IPPA's Divisions Committee, 3) project management and 4) evaluation.
- Role requires a minimum commitment of 2-5 hours per week

Past President (2 year term)

The DIVISION Past President will support any activities of the division on a discretionary basis.

Secretary (2 year term)

The Secretary serves as the chief administrative officer for the DIVISION. Some of the key responsibilities include:

- Assure the maintenance of records and compliance with DIVISION and IPPA policies and procedures
- Oversight of administration, including recording minutes of division meetings, and coordinating communication between committee leads and division officers.
- Ensuring Division meets deadlines for annual activity report, annual activity proposal and executes budget requests.
- Co-conduct, analyze and communicate the annual member survey (in coordination with IPPA's Membership Committee)
- Support division initiatives, including World Congress (program sessions, business meeting and special events), as well as year-round programming, such as POIC and webinars, as directed by the PRESIDENT
- Oversee or coordinate with committee leads, or others engaging in administrative initiatives, as instructed by the DIVISION President
- Role requires a minimum commitment of 2-5 hours per week

Communications Lead

The Communications Lead serves as the communications bridge between the DIVISION's Leadership Team and DIVISION members. Some of the key responsibilities include:

- Initiate, draft, and execute formal communication between the DIVISION and its members
- Co-conduct, analyze and communicate the annual member survey
- Oversee or coordinate with task force, leads, or others engaging in administrative initiatives, as instructed by the DIVISION President
- Communication with IPPA administration staff
- Role requires a minimum commitment of 2-5 hours per week

Community Lead

The Community Lead will coordinate the involvement of members in the DIVISION's initiatives as set forth by the DIVISION Leadership Team. A central aspect of the Community Lead's role will be the promotion and management of the online community platform, including:

- Leading the discussion and establishment of user guidelines
- Tracking usage and user interest
- Managing existing online content
- Identifying potential new content areas and features
- Appointing and coordinating volunteers to assist with the above

Many DIVISION initiatives will have a strong connection to the online platform, and so the Community Lead will ensure that such initiatives are suitably represented there. This includes:

- Making the appropriate announcements
- Creating threads or interjecting information into existing ones
- Identifying and coordinating changes in the platform layout to support new or changing initiatives

Communication with members is an inherent part of this role. To ensure clear, concise and consistent communications, the Community Lead will coordinate with the Communications Lead to:

- Promote and amplify issues raised in formal communication to DIVISION members
- Advise on events and other community platform issues that might be suitable for inclusion in a formal communication to DIVISION members