



Society of Industrial and Organisational Psychology Australia Incorporated

SIOPA Call for Nominations & Role Descriptions

SIOPA seeks key leaders to progress the IO Psychology profession in Australia Call for Nominations

SIOPA was founded in 2016 as an independent and incorporated association to create growth, supervision and professional development opportunities for Industrial/Organisational (I/O) Psychologists and related disciplines in Australia.

In 5 years, SIOPA has established a strong member base covering 6 Australian States and Territories and has conducted more than 25 CPD events to the benefit of members and the profession.

The Society is responsibly managed for the benefit of its members, and in the best interests of the I/O Psychology profession. It is self-funded and financially robust.

After successfully establishing and leading the Society for five year terms, the President and Vice President roles will be vacated in 2022 and the Board is seeking nominations for its next President and Vice President.

Organisational Psychologists who are Registered in Australia and have the ability to make an impact for the profession within a voluntary leadership role are encouraged to nominate. Nominations will be accepted from any members or non-members who can meet the eligibility criteria.

Nominees will need to complete a nomination form and be assessed by the Board to ensure they can meet the eligibility criteria (SIOPA rules and bylaws are available at <https://siopa.org.au/about/about-siopa/>), and to determine their needs, expectations and support requirements if appointed. Qualified nominees will then submit an overview of their credentials to the membership to enable a member vote to determine appointments to the office bearer positions. Role Descriptions for the President and Vice President positions are on the subsequent pages.

This is an exciting opportunity to facilitate the next phase of growth, development and impact of the I/O Psychology profession in Australia. SIOPA has a strong and growing membership, a self-sustaining financial position, and a proven ability to deliver relevant content and events for members around Australia. There is a strong base of support with an experienced team on the National Board and advisory committees. The current President and Vice President will each remain on the Board and actively support the new office bearers.

Nominations can be made by contacting **Dr Gina Chatellier** (siopasecretary@gmail.com or 0413 419 123).

3.0 ROLES & RESPONSIBILITIES

PRESIDENT

The President has the following duties—

- a) Provide leadership to the organisation;
- b) Ensure [in partnership with the Board] that the organisation's objectives, goals and mission are being followed;
- c) Ensure [in partnership with the Board] that the organisation develops in the appropriate direction;
- d) Ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion;
- e) Produce [in partnership with the Board] a Strategic Plan for the organisation;
- f) Ensure [in partnership with the Board] the regular review and development of the Strategic Plan;
- g) Ensure that appropriate standing orders are in place;
- h) With the Secretary, prepare the agenda in advance of the meeting;
- i) Chair Board meetings according to Standing Orders;
- j) Rule on issues of meetings procedure not covered in the Standing Orders;
- k) Report to the Annual General Meeting on the situation of the organisation;
- l) Chair General Meetings according to Standing Orders;
- m) Liaise [in partnership with the Vice- President] with the Strategic Advisory Group;
- n) Liaise [in partnership with the Vice- President] with the Industry Advisory Group;
- o) Assign [in partnership with the Board] administrative duties to Board members and volunteers;
- p) Personally carry out administrative duties as assigned;
- q) Manage the business of the Board;
- r) Manage the recruitment, induction, and training of Board members [in partnership with the Board];
- s) Manage [in partnership with the Board] the assessment, review and renewal of the Board;
- t) Manage the organisation's grievance procedures;
- u) Ensure the harmony of Board deliberations;
- v) Manage [in partnership with the Board] the succession of the position of Chair;
- w) In partnership with the Vice-President, serve as spokesperson for the organisation as appropriate;
- x) Promote the organisation in the community as opportunities arise;
- y) Serve [as nominated by the Board] in negotiation with other organisations;
- z) Ensure that
 - the modes of performance of all legal requirements are featured in the procedures manual;
 - the performance of all legal requirements is reported to the Board;
 - the performance of all legal requirements is fully documented.;
- aa) Ensure that all legal requirements are met;
- bb) With the Treasurer, ensure the organisation's financial control procedures are adequate and that risk management strategies are in place; and
- cc) As for Board members (below).

VICE-PRESIDENT

The Vice- President has the following duties —

- a) In the absence of the President, perform the President duties;
- b) Provide leadership to the organisation;
- c) Support and assist the President with their duties;
- d) Manage the business of the Board;
- e) Liaise [in partnership with the President] with the Strategic Advisory Group;
- f) Liaise [in partnership with the President] with the Industry Advisory Group;
- g) In partnership with the President, serve as spokesperson for the organisation as appropriate;
- h) Ensure [in partnership with the Board] that the organisation operates in an ethically, environmentally, and socially responsible fashion;
- i) Serve [as nominated by the Board] in negotiation with other organisations;
- j) Promote the organisation in the community as opportunities arise;
- k) Assign [in partnership with the Board] administrative duties to Board members and volunteers;
- l) Personally carry out administrative duties as assigned; and
- m) As for Board members (below).