

## **IPSO PRESIDENT ELECT**

### **QUALIFICATIONS**

- Organizational skills
- Communication skills
- Leadership/teamwork skills
- Speaks reasonably good English – speaking Spanish or another language is desirable

### **IPSO REPRESENTATION**

- Attends IPSO events, speaks with members, socializes, raises awareness about IPSO and its programs, and recruits IPSO Representatives & members
- Is a member of the IPA-IPSO Relations Committee

### **TRAINING OF PRESIDENT ELECT**

- Attends the ExCom Orientation at first ExCom Annual Meeting after the biannual IPA/IPSO Congress, follows the President's Training Plan.

### **PROJECTS**

- Oversees the Visiting Candidate Programs with the Vice-Presidents Elect, offering support and guidance as needed
- Is in contact with the IPA, usually the Deputy Executive Director, with regards to funding of the Financial Incentive Visiting Candidate Program
- Coordinates the Cross Regional Study Groups and creates new ones by sending out two yearly calls in April and October informing the membership of their existence.
- Leads the COPLAN team as Chairperson for IPA/IPSO Congress.
- Seeks to continue to enrich the IPSO Archives with documents.

### **COMMUNICATION**

- Communicates regularly with and be available for the President, the ExCom, IPSO Representatives, candidates, and other regional psychoanalytic organizations, by using email, WhatsApp, online and in-person meetings.

### **REPORTS**

- Is responsible for Minutes of all Meetings of the ExCom (online monthly meetings, and the ExCom Annual Meeting) and of the IPSO Business Meeting Minutes.
- Collects all VCP and CRSG Reports: issues VCP Completion Certificates
- Collects yearly reports from the Chairs of ongoing Cross Regional Study Groups
- Sends the IPA, usually the Deputy Executive Director, detailed reports of FI-VCP
- Writes two annual reports for the Newsletters: July and December
- Prepares an annual report (using PP or similar) for the ExCom Annual Meeting
- Prepares a biannual report (using PP or similar) for the IPSO Business Meeting

### **FINANCIAL**

- Keeps track of Financial Incentive Visiting Candidate Program funding and expenses
- Submits annual budget to Treasurer and Treasurer Elect

**WILL ASSIST THE PRESIDENT AS NEEDED**