

Job Descriptions for ITAA Officers and Trustees

President

The president is the chief executive officer of the association, elected by the membership and responsible for presiding over all board of trustees and member meetings. He or she manages the work of the association through the other officers and the office manager. The president has different roles during a 5-year term: one (1) year as president-elect, three (3) years as president, and one (1) year as past president.

General Functions of the President: Directs the work of the association in accordance with the bylaws and guidelines; represents the association to the public and the professional community; recruits and appoints chairpersons and members of subdivisions and committees with the assistance of the officers in charge and subject to ratification by the board.

Specific Functions of the President: Plans, chairs, and follows up on meetings of the board of trustees and the executive committee; coordinates the work of the divisions, staff, and other working bodies of the association; manages association finances in conjunction with the treasurer and office manager; manages the budget allotted for the president's expenses; supervises the work of the office manager and staff, and in the absence of the office manager, supervises the work of the staff; gives regular performance appraisals and career development guidance to staff; participates in planning and carrying out long-range planning activities of the association; responds to concerns and needs of members and working groups in the association and delegates tasks as appropriate; ensures that there is adequate communication within and among parts of the association and with other national and regional TA associations around the world as required; reasonable assessment of and commitment to the time necessary to fulfill the position; attends in-person and telecommunication executive committee and board meetings.

Selection Criteria for the President: Is an ITAA member in good standing; has the ability, time, and commitment to serve the ITAA as chief executive officer; has demonstrated ability to show leadership, organize, plan effectively, set goals and objectives, develop action plans, set meeting objectives, and conduct board meetings; has experience and skills in managing employees and facilitating participatory management of volunteers by fostering a common vision for the ITAA and a spirit of service; has demonstrated the ability to produce results through others while generating positive support (e.g., negotiate performance expectations, monitor progress, provide feedback, and take appropriate action); has demonstrated the ability to work toward common goals as a team member; has demonstrated the ability to communicate effectively both orally and in writing; has demonstrated an ability at win-win negotiating. It is desirable that he or she will have had previous experience on the board of trustees.

President-Elect

The president-elect is an elected officer of the association, a member of the board of trustees, and a member of the executive committee. He or she is elected for a 1-year term immediately preceding his or her term as president. The president-elect prepares for leading the association and facilitates continuity by becoming familiar with the operations and leadership of the ITAA.

General Functions of the President-Elect: Becomes familiar with the bylaws and guidelines and the structure and management of the association as well as with the staff and committee chairs; develops plans for the following 3 years in consultation with the president; works with the nominations committee to recruit candidates for office who reflect the cultural diversity of the membership; attends in-person and telecommunication board meetings.

Specific Functions of the President-Elect: Manages the budget allotted to the president-elect and submits budget items for president-elect and president functions; assists the president with some of his or her work as agreed between them.

Selection Criteria for President-Elect: Same as for the president.

Past-President

Each president of the ITAA goes on to serve one more year as past president. He or she is a member of the executive committee and the board of trustees, attends in-person and telecommunication board meetings, and provides, when requested, guidance and continuity in the management of the association. The past president takes on specific assignments as requested by the president, serving in those areas best suited to his or her talents and interests.

Vice President – Operations

The vice president – operations is an elected officer of the ITAA who serves on the executive committee and the board of trustees and is responsible for the management of the operations division of the organization. The vice president – operations performs the duties and exercises the powers of the president during any temporary absence of the president.

General Functions of the Vice President – Operations: Maintains liaison with, advises, and receives the reports of designated committees; plans and manages the budget of the operations division in consultation with the office manager, the finance committee, and the board of trustees; functions as the primary liaison between the board of trustees and the division's standing committees; responds to needs expressed by individual members and affiliated organizations, assigning tasks to relevant committees for evaluation and response; works closely with the vice presidents of the development division, the research and innovation division, and the professional standards division.

Specific Functions of the Vice President – Operations: Assesses organizational needs; follows up on decisions of the board of trustees with appropriate committee chairs; integrates the work of the committees to meet the overall concerns, activities, and goals of the organization; coordinates with the conference committee, the ethics committee, the Eric Berne Fund for the Future, and the scholarship grant fund committee; participates in the recruitment of committee chairs with the president and president-elect; prepares budgets for the operations division and requests and oversees the financial management of committees in the context of organizational needs and priorities; serves as an assistant to the president, for whom he or she may carry out specific assignments; prepares an annual report on the activities of the operations division for the executive committee and the board of trustees; attends in-person and telecommunication executive committee and board meetings.

Selection Criteria for the Vice President – Operations: Is an ITAA member in good standing; desirable to have had previous involvement, preferably as a chair, with a standing committee of the ITAA or another volunteer professional organization; reasonable assessment of and commitment to the time necessary to fulfill the position; demonstrated ability to serve in a management and leadership capacity; demonstrated ability to organize and plan effectively, set goals and objectives, develop action plans, and set and carry out meeting objectives; demonstrated ability to negotiate performance expectations, monitor progress, and provide feedback to colleagues; demonstrated ability to communicate effectively both orally and in writing.

Vice President – Development

The vice president – development is an elected officer of the ITAA who serves on the executive committee and the board of trustees and is responsible for the management of the development division of the organization.

General Functions of Vice President – Development: Plans and manages the work of the development division of the ITAA; plans and manages the budget of the development division in consultation with the finance committee, the executive committee, and the board of trustees; coordinates with the vice presidents of the operations division, the research and innovation division, and the professional standards division.

Specific Functions of the Vice President – Development: Identifies and solicits revenue-generating projects for the ITAA, assessing their relevance, profit potential, ethical propriety, and consistency with the mission and purpose of the association; directs the development of initial project proposals within the development division to be approved by the executive committee and the board of trustees; coordinates the website committee and the membership

committee; identifies and establishes means by which the image of and familiarity with the ITAA and transactional analysis can be enhanced among professional and lay communities; oversees the budget and development of the website and social media platforms and communicates with the team that manages those; appoints subdivision managers and project managers and recruits members for volunteer participation in conjunction with the president; oversees, coordinates, and supports the work of subdivision managers; prepares an annual report on the activities of the development division for the executive committee and the board of trustees; attends in-person and telecommunication executive committee and board meetings.

Selection Criteria for the Vice President – Development: Is an ITAA member in good standing; has skills in marketing and business practices and familiarity with and involvement in forces and trends within the professional marketplace; has skills in managing a budget and engaging in product development (i.e., to accurately anticipate costs and forecast profit); has participated in other professional and/or business organizations; reasonable assessment of and commitment to the time necessary to fulfill the position; demonstrated ability to serve in a management and leadership capacity; demonstrated ability to organize and plan effectively, set goals and objectives, develop action plans, and set and carry out meeting objectives; has the ability to negotiate performance expectations, monitor progress, and provide feedback to colleagues; demonstrated ability to communicate effectively both orally and in writing.

Vice President – Research and Innovation

The vice president – research and innovation is an elected officer of the ITAA who serves on the executive committee and the board of trustees and is responsible for the management of the research and innovation division of the organization.

General Functions of Vice President – Research and Innovation: Plans and manages the research and innovation division of the ITAA; plans and manages the budget of the division in consultation with the finance committee, the executive committee, and the board of trustees; works collaboratively with the vice presidents of the operations division, the development division, and the professional standards division.

Specific Functions of the Vice President – Research and Innovation: Plans and manages the budget of the research and innovation division in consultation with the finance committee, the executive committee, and the board of trustees; oversees and coordinates efforts of committees; appoints committee and project managers subject to approval by the president; recruits committee members; seeks additional means to disseminate research information and results within related professional communities; oversees and reports to the board of trustees on the work of the editorial boards of the *Transactional Analysis Journal* and *The Script* newsletter; has an active role in promoting the publication and distribution of the *TAJ*; manages and coordinates the Eric Berne Memorial Award committee and the ITAA Research Award (ITAARA) committee; prepares an annual report on the activities of the research and innovation division for the executive committee and the board of trustees; seeks funding and outside support for activities of the division; attends in-person and telecommunication executive committee board meetings.

Selection Criteria for the Vice President – Research and Innovation: Is an ITAA member in good standing; has a personal history of innovative contributions to transactional analysis through research, professional publications, program development, education, and/or other activities; demonstrated ability to generate a creative vision of the development of transactional analysis and its applications to current fields and future trends; extensive, comprehensive knowledge of the field of transactional analysis; demonstrated ability to discern research that is worthwhile, relevant to members, and important to the field; creative and scientific attitudes; reasonable assessment of and commitment to the time necessary to fulfill the position; demonstrated capacity to serve in a management and leadership capacity; demonstrated ability to organize and plan effectively, set goals and objectives, develop and carry out action plans, and meet objectives; demonstrated ability to negotiate performance expectations, monitor progress, and provide feedback to colleagues; ability to communicate effectively both orally and in writing.

Vice President – Professional Standards

The vice president – professional standards is an elected officer of the association who is a member of the board of trustees and the executive committee. He or she is the manager of the International Board of Certification (IBOC) serving in accordance with the IBOC Operating Agreement; in coordination with the PSC establishes standards for training of ITAA members.

General Functions of Vice President – Professional Standards: Functions as liaison officer for the ITAA to the IBOC, the professional standards committee (PSC), the executive committee, and the other divisions.

Specific Functions of the Vice President – Professional Standards: Serves as manager of the IBOC in compliance with the IBOC Operating Agreement, which includes appointing committees and committee chairs of the IBOC, communicating with staff responsible for records, scheduling activities (oral examinations, Training Endorsement Workshops, etc.), coordinating with the treasurer for the budget of the IBOC, and coordinating with the chair of the Professional Standards Committee with regard to training standards; provides reports of IBOC activities to the board of trustees; in coordination with the professional standards committee, prepares reports for the board and the membership; receives and refers to the board any dispute of policy or procedure set forth in the Operating Agreement or the Training and Examinations Handbook; represents the ITAA and the IBOC on the TA World Council of Standards (TAWCS); attends in-person and telecommunication executive committee and board meetings.

Selection Criteria for the Vice President – Professional Standards: Is an ITAA member in good standing; attends meetings of the International Board of Certification; reasonable assessment of and commitment to time necessary to fulfill the position; demonstrated capacity to serve in a management and leadership capacity; demonstrated ability to organize and plan effectively, set goals and objectives, develop action plans, carry out action plans, and meet objectives; demonstrated ability to negotiate performance expectations, monitor progress, and provide feedback to colleagues; ability to communicate effectively both orally and in writing.

Secretary

The secretary is an elected officer of the association and a member of the board of trustees and the executive committee.

General Functions of the Secretary: Oversees and is responsible for a full and complete record of the proceedings of the board of trustees; assists the president in setting agendas for board and executive committee meetings as well as setting up the logistics of meetings both in person and online; assists the president in ensuring that the official business of the association is conducted in accordance with the bylaws and guidelines; oversees the legal aspects of the operation of the association in consultation with the bylaws committee; supervises the maintenance of the association's records; manages committees responsible for governance of the association; provides administrative support to the president and executive committee; communicates with board members and outside parties as necessary and appropriate.

Specific Functions of the Secretary: Takes the minutes of executive committee and board of trustees meetings; makes these available online once they are approved; ensures good record keeping of all minutes and relevant documents; informs the president on matters arising from the minutes and carries out any follow-up asked for by the president; works with the ITAA staff as required throughout the year and specifically to prepare the annual board packet; monitors and makes recommendations to the board concerning legal aspects of the operation of the association in an international environment, including matters affecting members' rights; oversees the development and recording of changes in organizational structure and procedures of the association, including the guidelines and bylaws; manages the bylaws committee and the nominating committee; ensures that minutes from standing committees are filed with the corporation records; undertakes any tasks prescribed to this office by the trustees; serves on the nominations committee and other committees as needed; helps facilitate the award nomination and selection processes for the Muriel James Living Principles Award, the Hedges Capers Humanitarian Award, the

Robert and Mary Goulding Social Justice Award , and the ITAA Service Award; attends in-person and telecommunication executive committee and board meetings.

Selection Criteria for the Secretary: Is an ITAA member in good standing; desirable to have previously served on the ITAA board of trustees or a standing committee; reasonable assessment of and commitment to the time necessary to fulfill the position; a responsive correspondent; has demonstrated interest in the effective running of the board of trustees and the association; has a good understanding of the ITAA bylaws and guidelines; has a high level of computer and internet skills and the time to fulfill the many functions of this role.

Treasurer

The treasurer is an elected officer of the association who serves as a member of the board of trustees and the executive committee and as chairperson of the finance committee.

General Functions of the Treasurer: Oversees all financial operations of the association.

Specific Functions of the Treasurer: Guides the executive committee and the board of trustees in determining the annual budget; provides guidance on day-to-day decisions related to the expenditure of funds according to the budget when requested by the president or the office manager; consults with the president and staff on needs that occur outside the budget; helps develop proposals for the board of trustees with regard to special needs; manages the finance committee; prepares easy-to-understand reports that interpret the financial status of the organization to the board of trustees; assists other volunteer leaders in developing and following budgets; reports quarterly to the board of trustees and annually to the membership on the financial status of the association; assists the executive committee and board of trustees to formulate 3-year plans for use in long-range planning for the association; attends in-person and telecommunication executive committee and board meetings.

Selection Criteria for the Treasurer: Is an ITAA member in good standing; ideally will have served as a volunteer in the ITAA, preferably on the finance committee or as a committee chairperson or trustee; reasonable assessment of and commitment to the time necessary to fulfill the position; background in financial management or experience in management of voluntary associations or businesses; accessible for consultation; able to communicate financial and policy matters effectively; able to interpret financial documents and develop financial plans; strong financial training, business experience, or prior experience as a treasurer is desirable.

Regional Representatives

Regional representatives are at-large trustees nominated and elected by members within a designated geographic area.

General Functions of Regional Representatives: Fulfill the dual responsibilities of representing the interests of all members as well as the interests of members residing in a geographic region; serve the interests of regional members by maintaining contact with them and informing them of relevant projects; contribute to the promotion of transactional analysis in the geographic region they represent.

Specific Functions of Regional Representatives: Attend meetings of the board of trustees and respond to matters arising in between board meetings; attend to the requests, suggestions, and needs of regional members and present this information to the board of trustees; serve on and assist the membership committee by contacting expired members to encourage them to renew; work on committees to accomplish specific tasks as needed; serve on committees and participate in communications relevant to matters arising in between meetings of the board; coordinate with each other to generate ideas and share best practices in service of their region; attends in-person and telecommunication board meetings.

Selection Criteria for Regional Representatives: Are ITAA members in good standing; reasonable assessment of and commitment to the time necessary to fulfill the position; ideally will have served for one year or more on at least one

ITAA committee or in an equivalent position in another TA organization; have the ability to serve the ITAA as a whole while giving particular attention to the region they were elected to represent.

NOTE FOR ALL POSITIONS: Any trustee who does not attend three successive board of trustees meetings will be disqualified from serving on the board, and his/her position will be declared vacant unless the trustee has given reasonable prior notice of inability to attend, or the trustee requests a leave of absence not to exceed 30 days, or the trustee suffers from an illness or disability that prevents him/her from attending meetings and the board waives the automatic disqualification, or the board, upon good cause shown, agrees to reinstate the trustee who has missed three successive meetings(see the ITAA Bylaws, Section 8.9.3).

Should there be any conflict between these job descriptions and the association bylaws, the language of the bylaws will prevail.