



IARP FORENSIC SECTION JOB DESCRIPTIONS

Position Title: FORENSIC SECTION CHAIR

Term: One year as Vice-Chair, followed by one year as Chair and one year as Past Chair.

A year is defined as the period of time from the regular Forensic Section meeting in July until, and including, the regular Forensic Section meeting the following June.

The Vice-Chair shall serve in that office for one year, and shall automatically assume the office of Chair in the subsequent year for a one-year term. At the end of his/her one-year term, each Chair shall serve a one-year term as Past Chair.

Meeting Requirements: Attends monthly telephonic conferences of the Forensic Section (usually one hour in length).

Job Description:

1. Governance

1.1. Preside at and attend all meetings of the Forensic Section. Coordinate agenda with the IARP Board.

1.2. Work with the IARP Board in seeing that basic policies and programs designed to further the goals and objectives of the Forensic Section are planned, formulated, presented to the IARP Board, and executed following IARP Board approval.

1.3. Appoint members of committees and task forces, outline the purpose and duties of these committees and task forces, and monitor progress.

1.4. Support and defend policies and programs adopted by the membership, IARP Board and Forensic Section.

1.5. Promote interest and active participation in the Forensic Section on the part of the membership and report activities of the Forensic Section to members by means of letters, publications or speeches.

1.6. Under the direction of the Executive Director, act as a spokesperson for the Forensic Section to the press, the public, legislative bodies, and related organizations.

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1.7. Coordinate an annual meeting at the IARP Annual Conference in order to review the "State of the Forensic Section."

1.8. Exercise general supervision over the work and activities of the Forensic Section, committees and task forces.

1.9. In cooperation with the IARP Board, ensure that all orders and resolutions of the Board of Directors are carried into effect.

1.10. Assume a key role in the orientation and transition of the Vice-Chair to the duties of Chair.

1.11. Responsible to the Board of Directors and to the membership for ensuring that the programs and policies of the Association reflect the needs and aspirations of the membership.

1.12. Consult with and advise the Executive Director on all matters pertaining to Forensic Section policies and programs.

2. Communication

2.1. Maintain at least monthly communication with other members of the Forensic Section.

3. General

3.1. Deliver to successor all Forensic Section property within one month after leaving the office of Past Chair.

3.2. Attend all Forensic Section meetings.

3.3 Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

Position Title: FORENSIC SECTION VICE-CHAIR

Term: One year as Vice-Chair, followed by one year as Chair and one year as Past Chair.

A year is defined as the period of time from the regular Forensic Section meeting in July until, and including, the regular Forensic Section meeting the following June.

The Vice-Chair shall serve in that office for one year, and shall automatically assume the office of Chair in the subsequent year for a one-year term. At the end of his/her one year term, each Chair shall serve a one-year term as Past Chair.

Meeting Requirements: Attends monthly telephonic conferences of the Forensic Section (usually one hour in length).

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Job Description:

1. Perform the duties of the Chair in the absence of the Chair or if the Chair is unable to serve.
 2. As the newly elected Vice-Chair, learn the duties of the Chair and operations of IARP and the Forensic Section.
 3. Carry out special project assignments from Chair.
 4. Attend all Forensic Section meetings.
 5. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.
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Position Title: FORENSIC SECTION SECRETARY

Term: Two years.

A year is defined as the period of time from the regular Forensic Section meeting in July until, and including, the regular Forensic Section meeting the following June.

Meeting Requirements: Attends monthly telephonic conferences of the Forensic Section (usually one hour in length).

Job Description:

1. Take minutes, including attendance, of Forensic Section meetings or any other official organizational meeting. Transcribe minutes using Forensic Section approved format.
2. Within one week after each meeting provide minutes to Forensic Section Chair to be posted to the Forensic Section Board Library on the IARP website for each Forensic Section member's review for corrections and verification; corrections will be discussed and minutes accepted at next Forensic Section meeting or teleconference.
3. Coordinate an annual review of the Forensic Section Policies and Procedures. Should a Forensic Section vote require an amendment of the Forensic Section Policies and Procedures, that amendment will be transcribed and provided to each Forensic Section member for review no later than 24 hours prior to the next Forensic Section meeting.
4. Attend all Forensic Section meetings.
5. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

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Position Title: FORENSIC SECTION REPRESENTATIVE to the IARP BOARD OF DIRECTORS

Term: Two years.

A year is defined as the period of time from the regular Forensic Section meeting in July until, and including, the regular Forensic Section meeting the following June.

Meeting Requirements: Attends monthly telephonic conferences of the Forensic Section (usually one hour in length).

Attends monthly telephonic conferences of the IARP Board of Directors (usually one hour in length). Several of the Board meetings may be conducted in-person at sites determined by the IARP Board of Directors.

Job Description:

1. Represent the interests of the IARP Board of Directors.
2. Ensure that the IARP Board is kept fully informed on the conditions and operations of the Forensic Section. Ensure that the Forensic Section is apprised of all relevant activities and policies/procedures of the IARP Board of Directors.
3. Attend all Forensic Section meetings.
4. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

Position Title: FORENSIC SECTION MEMBER AT LARGE (3 positions)

One each (FINANCE, EDUCATION, MARKETING/MEMBERSHIP COMMITTEES)

Term: Two Years

In order not to have all three positions open for election at one time, the terms will be staggered as follows: Member-at-Large (Finance Committee) and Member-at-Large (Education Committee) will be open for election during "odd" calendar years and the Member-at-Large (Marketing and Membership Committee) will be open for election during "even" years.

A year is defined as the period of time from the regular Forensic Section meeting in July until, and including, the regular Forensic Section meeting the following June.

Meeting Requirements: Attends monthly telephonic conferences of the Forensic Section (usually one hour in length). Attends monthly telephonic conferences of the IARP committee (usually one hour in length).

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Job Description:

1. Assigned by the Chair to act as liaison to the IARP committee.
 2. Relay special interests and concerns of the Forensic Section to the IARP committee.
 3. Subsequent to each monthly IARP committee meeting (within two business days), provide a brief outline summary, through email correspondence, of what transpired during the IARP committee meeting to each of the Forensic Section members.
 4. Attend all Forensic Section meetings.
 5. Attend all meetings of the assigned committee.
 6. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.
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Position Title: FORENSIC SECTION PAST CHAIR

Term: One year as Vice-Chair, followed by one year as Chair and one year as Past Chair.

A year is defined as the period of time from the regular Forensic Section meeting in July until, and including, the regular Forensic Section meeting the following June.

The Vice-Chair shall serve in that office for one year, and shall automatically assume the office of Chair in the subsequent year for a one-year term. At the end of his/her one year term, each Chair shall serve a one-year term as Past Chair.

Meeting Requirements: Attends monthly telephonic conferences of the Forensic Section (usually one hour in length).

Job Description:

1. Mentor the Vice-Chair to prepare him/her for the position of Chair, which he or she will assume in the following year.
2. Assist the IARP Elections Committee with identifying candidates for future positions.
3. Serve on committees as appointed by the Chair.
4. Attend all Forensic Section meetings.
5. Attend IARP Annual Conference and Forensic Section Annual Meeting, if possible.

Date of Adoption by the Forensic Section Board: June 16, 2016