



INTERNATIONAL ASSOCIATION OF
REHABILITATION PROFESSIONALS

**Life Care Planning IALCP Section of
International Association of Rehabilitation Professionals**

Policies and Procedures

- Article I Name
This organization shall be known as the Life Care Planning IALCP Section of the International Association of Rehabilitation Professionals (IARP).
- Article II Purpose
The purpose for this organization shall be to:
- A. Promote the practice of life care planning through educational opportunities.
 - B. Promote the ongoing review and application of Standards of Practice for Life Care Planners.
 - C. Promote skill development and recognition through a Peer Review process.
 - D. Promote collaboration, cooperation, and communication among specialists in life care planning, across settings to develop ethical and quality practice.
 - E. Promote life care planning research.
 - F. Promote leadership in the field of life care planning.
- Article III Membership
- Section 1 Eligibility:
Membership in the Life Care Planning IALCP Section shall be extended to any members in good standing of IARP who are involved in, or interested in, the field of life care planning.
- Section 2 Application:
Application for membership in IALCP shall be made through IARP. No separate application is required
- Section 3 Dues:
There are no Dues for Sections of IARP. IARP members may join any section in which they have an interest.
- Section 4 Rights of Members:
- A. Each member of the Life Care Planning IALCP Section shall have the right to vote on all matters put forth to the Section membership.
 - B. Each member shall be entitled to attend and participate in meetings convened by and for the Section.
 - C. Each member shall receive a copy of any and all regular publications that are designated as member benefits.
 - D. Each member shall have the right to all member benefits of IARP.

Article IV
Section 1

Life Care Planning IALCP Board of Directors

Members:

The Life Care Planning IALCP Section Board of Directors shall be comprised of seven voting members, and a student advisor when appropriate.

Section 2 Roles: The members of the Board shall be:

Section Chairperson: This person shall lead meetings of the Section Board, establish agendas for meetings of the Board, facilitate all activities of the Section, and assume other duties as assigned.

Section Chair- Elect: This person shall assist the section chair in all areas of administration of the section in preparation for assuming leadership of the section, and perform duties of the chair in his/her absence. This person shall record accurate minutes of section board proceedings unless otherwise assigned, and provide the minutes for review, discussion and verification by the board.

- A. **Section Past-Chair:** This person shall assist the section chair as needed and directed and serve as a consultant and advisor to the chair. This person shall coordinate the nomination process for the annual election
- B. **Section Representative to IARP Board of Directors:** This person shall attend meetings of the IARP Board and participate in those meetings in accordance with IARP By-Laws and Policies and Procedures, communicate section goals and activities to the board to assure the needs of the section are reflected, and communicate activities and directives of the IARP Board of Directors to the section. Assume other duties as assigned.
- C. **Three (3) Members-At-Large:** These persons shall participate in the Life Care Planning IALCP Section Board meetings and be responsible for duties as assigned. The assignment of roles to each Board member shall be determined by the Board members annually during a Board meeting with input from the membership as necessary.
- D. Student advisor – 1 or more individuals must be enrolled in a graduate or certification program with specific interest in Life Care Planning at the time of appointment. Will communicate concerns and needs of the students to the board and participate in committee work as assigned.

Section 3

Qualifications and Election:

- A. All candidates and elected Board members shall be members of the Life Care Planning IALCP Section in good standing.
- B. Candidates will be solicited within the IALCP membership. Candidates will be screened for qualification by a Nominating Committee or, in the absence of such Committee, by the Board of Directors. All qualified candidates shall be presented to the membership, as long as each candidate follows election procedures and provides required information.
- C. Elections shall be conducted annually in accordance with procedures established through IARP. The Life Care Planning IALCP Section supports the use of mailed or electronic voting processes as deemed appropriate by IARP.

- D. Election and balloting materials shall be made available to all members of the Life Care Planning IALCP Section and shall include information on the candidates and voting instructions. Candidates shall be responsible for completing and submitting candidate information in accordance with procedures established by IARP.

Section 4

Terms of Office:

- A. The Three (3) Members-At-Large of the Life Care Planning IALCP Section Board are elected for terms of office of two (2) years, and may be re-elected to serve up to (6) consecutive years. Terms shall expire in staggered rotation so that at least one Member at Large is elected each year.
- B. The Chair-Elect is elected each year; the Chair-Elect becomes Chair the following year and then Past-Chair (3- year term of office).
- C. Section Representative to IARP Board of Directors will be elected for a 2-year term.
- D. Directors who fill mid-term vacancies shall not count the partial term in calculating re-election eligibility.
- E. Members who have completed the maximum consecutive terms shall be eligible to seek additional terms after completing at least one year off the Board.
- F. Student Advisor – 1 year term, non-voting position.

Section 5

Duties:

The Life Care Planning IALCP Section Board of Directors has the authority to assign duties to individual Board members in accordance with the following principles:

- A. The Board of Directors acts as the policy setting body for the Section, establishing goals and making recommendations for action and activities.
- B. The Board of Directors promotes leadership development and participation opportunities for the general membership of the Section by seeking to have Section members serve as Committee chairpersons and Committee members.
- C. The Board of Directors oversees the activities delegated to Section members and provides direction and approval as necessary.
- D. The Board of Directors may serve as Committee chairpersons and Committee members.
- E. The Board of Directors may determine that certain activities and responsibilities cannot be delegated to general members and may assign those activities and responsibilities within the Board membership. This would generally apply to special ad-hoc assignments or situations where an elected leader is needed to represent the Section.
- F. The Board of Directors develops and implements plans that promote growth of the Section and provide services to Section members and the field of life care planning.
- G. The Board of Directors provides appropriate communication to Section members, IARP, and the life care planning community.

- H. The Board of Directors will use staff resources to implement day-to-day operations in accordance with policy and action decisions of the Board.
- I. The Board of Directors must establish policies, actions, and activities within the framework of IARP By-Laws and policies. Any policies, actions, and activities with budgetary considerations must be approved within IARP procedures.

Section 6 Vacancies:

- A. In the event of a vacancy on the Board of Directors, the remaining Board members shall select and appoint a replacement, so long as the replacement is qualified by membership.
- B. The Board of Directors shall have the authority to re-assign roles to any and all Board members in the process of filling the vacancy.

Section 7 Compensation:

Members of the Board of Directors will not receive monetary compensation for services provided as members of the Board.

- A. Coverage of expenses will be in accordance with IARP policies. Any additional coverage of expenses must be authorized by the Life Care Planning ISLCP Section Board of Directors and, as needed, IARP Board of Directors.

Article V Meetings of the Life Care Planning IALCP Section:

Section 1 Calling Meetings:

Meetings shall be held as determined by the Board of Directors or at the written request of at least (10) members of the Section. Notice of meetings shall be provided to all members of the Life Care Planning IALCP Section.

Section 2 Location:

Meetings shall occur at regularly scheduled times determined by consensus of the Board members.

- A. Meetings may occur at Life Care Planning IALCP Section and/or IARP events, conferences or where Life Care Planning IALCP Section members are invited and likely to attend.
- B. Funding for special meetings shall be authorized by IARP prior to calling such meeting.

Article VI Committees

Section 1 Establishing Committees: The Board of Directors determines the need for Committees, establishes the charges for the Committees, and appoints Committee Chairpersons and members. Committee members will be screened and selected based on qualifications that the Board determines are appropriate for each Committee. Committees may be Standing (on-going) or Ad-hoc (temporary). The Board of Directors may create, dissolve or alter any Committee.

Section 2 Committee Authority: Committees may act within the scope of authority conveyed by the Board of Directors in establishing the charges for the Committee. The Board of Directors retains the right to approve certain decisions and processes, and will work with the Committee Chairperson to determine when Board approval is needed. The Board of Directors will refrain from micromanaging and re-working Committee activity.

Section 3

Standing Committees:

The following Committees shall be formed when the Board of Directors has identified a Chairperson and members. Once formed, the Committees shall be on going until such time that the Board of Directors dissolves the Committee. Ad Hoc Committees may be appointed as identified by the IALCP Section Board.

- A. **Education:** The chair of this committee will serve as the IALCP section liaison on the IARP Education Committee. Education opportunities are considered to be an important service to members. As each education opportunity that the Board of Directors wishes to pursue is identified, the Board of Directors will make effort to identify and develop education opportunities, either independently or through other IARP and Section events or with other organizations.
- B. **Membership:** The chair of this committee will serve as the IALCP section liaison on the IARP Membership Committee. This Committee shall develop strategies for membership promotion and retention, which shall be approved by the Board of Directors.
- C. **Journal of Life Care Planning Liaison:** The chair of this committee will serve the IALCP section liaison and make monthly contact with the journal editor, and provide feedback to the Life Care Planning IALCP board. This committee will communicate the needs and interests of the section to the editor and provide feedback on production of the journal to the section board.
- D. **Fellow / Peer Review Committee:** The chair of this committee shall oversee the process for peer review that leads to designation as a Fellow of IALCP. This Committee manages periodic review and revision of the process and oversight of the review of applicants. This Committee shall be comprised of Fellows unless otherwise approved by the Board of Directors. This Committee may include a separate Review Panel of Fellows who conducts the review of applicants.
- E. **Finance Committee Liaison:** This member will serve as the IALCP section liaison on the IARP Finance Committee. This member will communicate the financial status of the organization to the IALCP Section Board and provide input and feedback on life care planning specific membership needs to the IARP Board.
- F. **Nominating:** Chaired by the Past-Chair, this Committee shall seek candidates for the Board of Directors and prepare and present a slate to the IALCP membership. Nominating committee members shall not seek election to the Board of Directors for Life Care Planning IALCP Section, during the year served on this committee.
- G. **Strategic Planning Committee:** The members of the Board of Directors shall serve as the section's strategic planning committee. The Board of Directors shall solicit feedback from its members in the preparation of the plan. The plan will be reviewed on an ongoing basis, but at least quarterly and updated as appropriate as approved

by the IALCP Section board. The section's strategic plan should be congruent with the IARP strategic plan.

H. **Canada liaison:** This member will serve as the IALCP section liaison to the Canadian Chapter.

Section 4

Ad Hoc Committees:

From time to time the Board of Directors may determine that temporary Committees shall be formed to address limited projects or tasks.

Ad-hoc committees may include, but not limited to:

- Standards Committee: This Committee shall oversee periodic revisions of the Standards of Practice.
- Advancement of the profession
- Core Competency development
- Code of Ethics revision
- Representative on the annual conference committee
- Representation on Summit committee

Article VII

Amendments

Section 1

Policies and Procedures Review: The Board of Directors will review all policies and procedures at least annually and recommend changes as needed.

Section 2

Policies and Procedures Revision: Life Care Planning IALCP Section Policies and Procedures are created by a vote of the Life Care Planning IALCP Section Board of Directors, and may be amended by a vote of the Board of Directors, by any process established by the Board of Directors.