



## INTERNATIONAL UNION OF PSYCHOLOGICAL SCIENCE CALL FOR NOMINATIONS

The International Union of Psychological Science (IUPsyS) hereby issues a call for nominations from National Members holding voting rights in the Assembly for the following positions:

- **Secretary-General**
- **Three Executive Committee (EC) Members.**

A description of the positions is attached. The term of office is four years, starting from the conclusion of the 2022 Assembly and ending at the conclusion of the 2026 Assembly.

In terms of the [Rules of Procedure](#) it is intended that the three EC Members elected at the 2022 Assembly will enable greater representativeness of the EC (see Section III 6(i) of the Rules of Procedure). The current list of regular EC Members is available [here](#).

In terms of Section III 1 of the Rules of Procedure, the Elections Committee is composed of the Past President as Chair and two persons elected by the Assembly. The current Past President is Saths Cooper (Chair). As the 2021 Assembly deferred certain matters to the incoming leadership, the Officers reappointed Maria Luisa Ramirez (Colombia) and Charles M Super (USA) as members of the Elections Committee given that the next Assembly will be held in 2022. No member of the Elections Committee can be a candidate in the 2022 elections.

Any National Member holding voting rights in the Assembly may submit nominations for the positions.

Each nomination should be made on a separate form. It is required that the nomination for **Secretary-General** must be accompanied by the following:

- A cover letter by the Nominee (not exceeding 2 pages) addressing their specific experiences and skills relevant to the position and why they would want to serve in this role;
- A one-page *curriculum vitae* of the Nominee;
- A signed statement expressing the Nominee's agreement to be nominated and to serve if elected;
- A letter of endorsement from at least one National Member of IUPsyS which does not need to be the National Member in the Nominee's country of residence; and
- At least two letters of recommendation speaking to the Nominee's qualifications, experiences and skills for the position, which may be sent separately by the recommender.

Each nomination for **Executive Committee Member** should also be made on a separate form. It is required that each nomination for this position must be accompanied by the following:

- A cover letter by the Nominee (not exceeding 1 page) addressing their specific experiences and skills relevant to the position and why they would want to serve on the EC;
- A one-page *curriculum vitae* of the Nominee;
- A signed statement expressing the Nominee's agreement to be nominated and to

- serve if elected; and
- A letter of endorsement from at least one National Member of IUPsyS which does not need to be the National Member in the Nominee's country of residence.

To facilitate the submission of nominations, Nomination Forms are attached. The signatures of the Nominator and of the Nominee may be submitted on separate forms, but all information should be completed on each form to ensure necessary linkage.

The nomination forms are also available [here](#).

**Nominations are to be submitted by email to:**

Professor Saths Cooper, Chair, IUPsyS Elections Committee (Email [scooper@kenako.org](mailto:scooper@kenako.org)) with copies to Dr Ann D. Watts, Secretary-General (Email [anndwatts@iafrica.com](mailto:anndwatts@iafrica.com)) and Dr Karl Swain, Administrative Coordinator (Email [karl.swain@iupsys.org](mailto:karl.swain@iupsys.org)).

**The deadline for submitting nominations to the Chair of the Elections Committee is 03 December 2021.**

All inquiries about the nominations, the elections process and cycle should only be directed to the Chair of the Elections Committee (Email: [scooper@kenako.org](mailto:scooper@kenako.org)).

The first report on all nominations received in good order will be sent by the Chair of the Elections Committee to National Members by 03 February 2020, five months in advance of the 2022 Assembly to be held on **03 July 2022**.

This report will be sent by email to the email address on record for each National Member (see <http://www.iupsys.net/about/members/national-members/index.html> for your entry to verify the email). If you wish it to be sent to another or an additional contact, please inform the Administrative Coordinator, Dr Karl Swain ([karl.swain@iupsys.org](mailto:karl.swain@iupsys.org)), of the contact person's designation and information.

cc: Executive Committee  
Maria Luisa Ramirez and Charles M Super

## POSITION DESCRIPTIONS

For further information see the current [Statutes and Rules of Procedure](#).

### SECRETARY-GENERAL

The Secretary-General of IUPsyS is responsible for the principal administrative functions of IUPsyS. As communicated to members in 2019, as part of IUPsyS' current strategic plan the next Secretary-General will assume office in July 2022 with the organisational underpinnings of the Secretariat office, and all the support this will provide, in place. In line with these advances, minor changes will need to be made to the Statutes to reflect the oversight role of the new Secretary-General. As such the next Secretary-General will be responsible for overseeing the administration of the day-to-day activities of IUPsyS, in consultation with the President and other Officers, and the execution of the policies approved by the EC and Assembly. In addition, the Secretary-General will oversee the maintenance of active communication with National Members, Affiliated organizations and other national, regional and international organizations (e.g., the UN, UNESCO, WHO, ICS).

Duties will include:

- Administrative oversight of, e.g., setting of agendas for EC, Officer and Assembly meetings; Union activities in the development of IUPsyS' strategic plan and budget; the preparation of reports on Union activities; collecting information for EC and Assembly meetings; arranging events; and the maintenance of the current Union archives;
- Financial oversight of IUPsyS' day-to-day finances, e.g., the maintenance of the IUPsyS bank and investment accounts, management of all IUPsyS bank transactions, the making of payments on behalf of IUPsyS according to the approved budget, collection and recording all Union dues (from National Members) and other income (e.g., from funders), and payment of dues to bodies to which IUPsyS adheres;
- Executive oversight, e.g., serving as signatory for IUPsyS, budgetary oversight, supervision of staff; and
- Representation, e.g., meetings with global bodies and other Union partners.

The Secretary-General position requires a time commitment of not less than one day per week. The Secretary-General should possess demonstrable executive and administrative skills in organizing and implementing programmes and activities, requires knowledge of and access to electronic communications, and should possess clear English writing skills for overseeing reports, grant applications and other documentation. The Secretary-General is required to sign a confidentiality and conflict of interest declaration.

### EXECUTIVE COMMITTEE

The Duties of the **Executive Committee (EC)** include:

- Approving the annual budget, appointing auditors annually and reviewing their reports;
- Monitoring the progress on the organization of the International Congresses of Psychology and other Union activities;
- Appointing members of Standing Committees and establishing and appointing members to Committees and Work Groups;
- Reporting to each Assembly;
- Making decisions necessary for the running of IUPsyS and the achievement of its aims between Assemblies.

EC members are also expected to take responsibility for one major initiative identified in the current strategic priorities of IUPsyS. A time commitment of at least a half-day per week is required. EC members are expected to attend one face-to-face EC meeting a year (travel

permitting), varying in length from two to five days, participate in regular virtual meetings and communications, and carry out assigned tasks. Each EC Member is required to sign a confidentiality and conflict of interest declaration.



## INTERNATIONAL UNION OF PSYCHOLOGICAL SCIENCE

### NOMINATION FORM: 2022 NOMINATION FOR SECRETARY-GENERAL

NATIONAL MEMBER: \_\_\_\_\_

**NOMINATOR** (Person authorized to submit nominations by the National Member)

Authorized Person's Name: \_\_\_\_\_

Authorized Person's Address: \_\_\_\_\_

\_\_\_\_\_

Authorized Person's Email: \_\_\_\_\_

Authorized Person's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

#### NOMINEE

Name of Person being Nominated: \_\_\_\_\_

Nominee's Address: \_\_\_\_\_

Nominee's Email: \_\_\_\_\_

#### The nominee must read and sign the following statement:

*I agree to be nominated for the position specified. I declare I have no competing/conflicting interests, and, if elected, I commit to serve to the best of my ability, starting with the Incoming Executive Committee Meeting on 05 July, 2022.*

Nominee's Signature: \_\_\_\_\_ Dated: \_\_\_\_\_

This completed Nomination Form must be accompanied by the following supporting documents (check each one that is included):

- \_\_\_ Cover letter by the nominee (not exceeding one page) addressing their specific experiences and skills relevant to the position and why they would want to serve as Secretary-General.
- \_\_\_ A one-page *curriculum vitae* of the nominee.
- \_\_\_ A one-page letter of endorsement from at least one National Member of IUPsyS which does not need to be the National Member in the nominee's country of residence.

**The completed Nomination Form and all the documents listed above should be emailed to the Elections Committee Chair, Prof. Saths Cooper ([scooper@kenako.org](mailto:scooper@kenako.org)) by 03 December 2021, with copies to Dr Ann D. Watts, Secretary-General ([anndwatts@iafrica.com](mailto:anndwatts@iafrica.com)) and Dr Karl Swain, Administrative Coordinator (Email [karl.swain@iupsys.org](mailto:karl.swain@iupsys.org)).**



## INTERNATIONAL UNION OF PSYCHOLOGICAL SCIENCE

### NOMINATION FORM: 2022 NOMINATION TO THE EXECUTIVE COMMITTEE

NATIONAL MEMBER: \_\_\_\_\_

**NOMINATOR** (Person authorized to submit nominations by the National Member)

**Authorized Person's Name:** \_\_\_\_\_

**Authorized Person's Address:** \_\_\_\_\_

\_\_\_\_\_

**Authorized Person's Email:** \_\_\_\_\_

**Authorized Person's Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

#### NOMINEE

**Name of Person being Nominated:** \_\_\_\_\_

**Nominee's Address:** \_\_\_\_\_

**Nominee's Email:** \_\_\_\_\_

**The nominee must read and sign the following statement:**

*I agree to be nominated for the position specified. I have no competing/conflicting interests, and, if elected, I commit to serve to the best of my ability, starting with the Incoming Executive Committee Meeting on 05 July, 2022.*

**Nominee's Signature:** \_\_\_\_\_ **Dated:** \_\_\_\_\_

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This completed Nomination Form must be accompanied by the following supporting documents (check each one that is included):

- \_\_\_ Cover letter by the nominee (not exceeding one page) addressing their specific experiences and skills relevant to the position and why they would want to serve on the EC.
- \_\_\_ A one-page *curriculum vitae* of the nominee.
- \_\_\_ A one-page letter of endorsement from at least one National Member of IUPsyS which does not need to be the National Member in the nominee's country of residence.

**The completed Nomination Form and all the documents listed above should be emailed to the Elections Committee Chair, Prof. Saths Cooper ([scooper@kenako.org](mailto:scooper@kenako.org)) by 03 December 2021, with copies to Dr Ann D. Watts, Secretary-General ([anndwatts@iafrica.com](mailto:anndwatts@iafrica.com)) and Dr Karl Swain, Administrative Coordinator (Email [karl.swain@iupsys.org](mailto:karl.swain@iupsys.org)).**

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