

## **IEDP Committee**

The IEDP Committee consists of a Chair, Secretary, Treasurer, Student Representative and other members who take on specific roles such as Professional Development.

### **Tasks undertaken by the Committee:**

- Offer professional development and networking opportunities for members.
- Publish a biannual newsletter.
- Contribute to the planning of the annual NZPsS conference.
- Liaise with the Executive on behalf of the membership and in relation to professional issues impacting on psychologists working in education.
- Contribute to discussions with the public, media and government to promote the use of psychological knowledge to support equality and uphold the spirit and intent of Te Tiriti o Waitangi.
- Contribute to government reviews such as preparing submissions.

## **Description of Committee Roles**

### **Chair**

- Interpret the rules and aims of the Institute.
- Meet with the committee on a regular basis. Chair committee meetings.
- Support committee members in their role.
- Communicate with members and share relevant professional information.
- Prepare an annual report for the AGM and chair the meeting.
- Represent the Institute at NZPsS planning days.
- Liaise with National Office and the Executive as appropriate.

### **Secretary**

- Monthly meeting - Arrange monthly meeting times and ensure committee members have a link to Zoom. Prepare agenda. Take minutes and distribute minutes to committee members prior to the following meeting.
- AGM - notify members of AGM date, prepare agenda and minutes of previous AGM.
- Ensure adherence of the IEDP Committee to the rules.

### **Treasurer**

- Prepare a financial report for the AGM.
- Provide details of monthly expenses and income for the GBM.
- Authorise invoices and expenses.
- Provide expense claim forms to members who require reimbursement for institute-related expenses.

### **Professional Development**

- In collaboration with the committee and based on membership feedback, identify areas of need and interest for professional development.
- Source opportunities for professional development to meet identified needs and interests.

- Logistically organise professional development sessions both online and face to face (e.g. venue, advertising, liaising with presenters).
- Moderate the IEDP Facebook page and regularly update this with information relevant to the profession.

#### **Student Representative**

- Support students to join the IEDP.
- Communicate and liaise with IEDP student subscribers.
- Share the views, interests and needs of IEDP student subscribers with the committee.
- Seek student contributions for the IEDP newsletter.
- Contribute updates to the IEDP Facebook page.