



Ohio School Psychologists Association

Job Title:	Membership Committee Member (Non-voting)		
Time Commitment:	See additional notes	Travel Required:	Quarterly Board Meetings
Reports To:	Executive Director	Works With:	Executive Director, Business Manager, Officers and Executive Board members, organization and committee members

Job Description

THE MEMBERSHIP COMMITTEE SHALL CONSIST OF AT LEAST ONE (1) MEMBER FROM EACH REGION.

PURPOSE OF POSITION

- To encourage school psychologists, students, interns, retirees, and affiliates to become members of the Association;
- To provide information about the Association to those who are eligible but may not yet be members;
- To assist regional affiliates in their efforts to increase membership;
- To work cooperatively with the Office of Exceptional Children and Inter- University Council (IUC) to increase Association membership;
- To review the applications for membership and ensure that prospective members meet the qualifications of the category for which they are applying.

FUNCTION

In conjunction with the Association staff, this committee shall assume several duties related to recruiting and retaining members:

- To obtain a list of non-renewing members and send them a letter (by mid- October) encouraging their continued membership in the Association;
- To contact the Office of Exceptional Children or the Inter-University Council (IUC) to obtain the names of intern school psychologists at the beginning of each year and invite those individuals to join the Association;
- To contact the Ohio State Board of Psychology by December 10th to obtain list of licensed school psychologists in the state of Ohio and send those individuals invitations to join the Association;
- To obtain a list of IUC members from their representative and invite them to join the Association;
- To contact regional affiliate Membership Committee Chairs and/or regional Presidents requesting that regional affiliate membership lists be sent to the Business Manager by October 1st of each year;
- To submit names of potential members to the Association office so that membership materials can be mailed or e-mailed to them;
- To review new applications for membership prior to Executive Board meetings to ensure that members meet the qualifications for the category for which they are applying;
- To submit potential new members' names to the Executive Board for approval;
- To report to Executive Board on membership count. (Obtain information from the Association office);
- To send membership news to Editor of The Ohio School Psychologist.

In conjunction with the Association staff, elected Officers and the Executive Board, this committee shall provide support with issues related to the Association's Code of Ethics:

- To provide information to school psychologists who have questions regarding issues of professional ethics and conduct, and to publicize the Association's Code of Ethics to the membership;
- To review the Association's Code of Ethics on a periodic basis.

In conjunction with the Association staff, this committee shall assume several duties related to managing issues related to research within the Association:

- To facilitate, as appropriate, research by members and other appropriate groups as related to professional practices;
- To encourage the incorporation of empirically based research into professional practices, and disseminate information to members through convention programs, submissions to The Ohio School Psychologist, and other means, as appropriate;
- To coordinate the research activities (including surveys) of other committees, Executive Board, and all requests to gather information from the Association membership.

(a) Procedures for requests for research involving wide participation of Association members:

(b) Consistent with the fourth stated purpose of the Association as outlined in Chapter 1 (page 1), the Association will evaluate requests for research that involve active participation of Association membership.

(c) When these requests involve the solicitation of data from Association members via questionnaires, interviews, or other methodology, the following guidelines shall be observed:

- The researcher(s) may request that an invitation to participate in research be distributed to the Association listserv;
- All proposals for research shall be directed in writing to the Association office;
- At its discretion and with approval from the Association Executive Board, the committee may exercise limits on the number of requests that may be approved in any one fiscal year;

(d) The researcher(s) of an approved study, upon approval, shall be sent notification that the invitation to participate with the survey link and other relevant information for making an informed decision to participate was posted on the Association listserv. Under no circumstances shall the researcher(s) be provided with an electronic database of Association members;

(e) The researcher(s), as a condition of approval of research activity, may be required to submit an article for publication in The Ohio School Psychologist. This article may include the purpose, methodology, results, and discussion of the study.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Executive Board members must be active OSPA members in good standing and voting members of the Association (excluding intern members).

YOUR LOGO
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Company Name

PREFERRED SKILLS

Good oral and written communication skills
Strong ability to recruit and retain committee members

ADDITIONAL NOTES

Appointments are ongoing unless the person resigns or is removed by the Executive Director, subject to majority approval of the Planning and Development Committee. Time commitments will vary depending on the specific committee or organization with which you are affiliated. The OSPA Operations Manual provides guidance regarding activities