

**International Academy of Life Care Planners  
A Section Of  
International Association of Rehabilitation Professionals**

**Policies and Procedures**

Article I      Name

This organization shall be known as the International Academy of Life Care Planners, a Section of the International Association of Rehabilitation Professionals. The name of this organization may be known as IALCP.

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 IALCP shall be extended to 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 membership application processes. No application shall be made directly to or accepted by IALCP.

Section 3      Dues:      Dues for Sections of IARP are determined, collected, and managed by IARP. IALCP may not establish or collect dues without the approval of the IARP Board of Directors. IALCP acknowledges that dues collected by IARP do not directly come to IALCP. If IALCP seeks and obtains approval for additional dues, grants, or other income, those funds shall be managed by IALCP.

Section 4      Rights of Members:

- A. Each member of IALCP 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      IALCP Board of Directors

Section 1      Members:      The IALCP Board of Directors shall be comprised of six members.

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

- A. 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.

- B. 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. This person shall record accurate minutes of section board proceedings and provide a reading of the minutes as requested.
- C. Section Past-Chair: This person shall assist the section chair as needed and directed. This person shall coordinate the nomination process for the annual election. (This position becomes effective May 2009).
- D. 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, and assume other duties as assigned.
- E. Members-At-Large: These persons shall participate in IALCP Board meetings and be responsible for duties as assigned.
- F. 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.

Section 3      Qualifications and Election:

- A. All candidates and elected Board members shall be members of IALCP.
- 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. IALCP 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 IALCP, 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. Members-At-Large of the IALCP Board of Directors are elected for terms of office of two (2) years, and may be re-elected to serve up to (6) consecutive years. The Chair-Elect is elected each year; the Chair-Elect becomes Chair the following year and then Past-Chair (3 year term of office).
- B. Terms shall expire in staggered rotation so that at least one position is elected each year, and under no circumstances shall all positions be elected in the same year. The founding Board members will determine the rotation schedule for each position, and any original Board member who serves less than a three (3) year founding term will not have the partial term count toward the permitted consecutive years.
- C. Directors who fill mid-term vacancies shall not count the partial term in calculating re-election eligibility.
- D. Members who have completed the maximum consecutive terms shall be eligible to seek additional terms after completing at least 1 year off of the Board.

Section 5      Duties:      The IALCP 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 provides 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:     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 in IALCP. The Board of Directors shall have the authority to re-assign roles to any and all Board members in the process of filing the vacancy.

Section 7     Compensation:     Members of the Board of Directors will not receive monetary compensation for services provided as members of the Board. Coverage of expenses will be in accordance with IARP policies. Any additional coverage of expenses must be authorized by the IALCP Board of Directors and, as needed, IARP Board of Directors.

Article V     Meetings of the 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 IALCP.

Section 2     Location:     Meetings shall occur at regularly scheduled IALCP and/or IARP events, such as conferences, where IALCP members are invited and likely to attend. Funding for other 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:

- A.     Standards Committee: This Committee shall oversee periodic revisions of the Standards of Practice in accordance with procedures developed by the Committee.
- B.     Peer Review Committee: 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.
- C.     Membership: This Committee shall develop strategies for membership promotion, which shall be approved by the Board of Directors. This Committee is not intended to manage existing members and shall refer queries from the membership regarding membership issues to the IARP office.
- D.     Nominating: This Committee shall seek candidates for the Board of Directors and prepare and present a slate to the IALCP membership. This committee shall be comprised of three (3) members, who are elected by the membership on an annual basis. Nominating committee members shall not seek election to the Board of Directors for IALCP, during the year served on this committee.

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.

- A.     Education: 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, an Ad Hoc Committee will be appointed for that opportunity. 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.

## 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:     IALCP Policies and Procedures are created by a vote of the IALCP Board of Directors, and may be amended by a vote of the Board of Directors, by any process established by the Board of Directors.