

Open Call for Applications for the Position of INS Executive Director

It has been my privilege and honor to serve as the INS Executive Director (ED) since 2014. However, my 5-year term will be coming to a close at the end of the 2019 INS meeting in New York, and I have decided to follow the implicit wisdom of previous INS EDs and step down before hitting the “70” mile marker. The INS Board of Governors will begin accepting applications for the ED position beginning January 1, 2018. As noted in the Call for Applications below, this is an appointed position with salary support or stipend. The Board has accepted the recommendation to keep the INS administrative office with its excellent staff in Salt Lake City and allow the next ED to “telecommute” to the office with occasional onsite visits. It is anticipated that there will be a “phase in” period where that the next ED “learns the ropes” before taking on the full duties of the office. This is an exciting opportunity for the right individual and wonderful learning experience, at least for me. Interested parties are welcome to contact me for more information at: Gordon.chelune@hsc.utah.edu.

INS Executive Director: Call for Applications

Beginning January 1, 2018, the INS Board of Governors will begin inviting nominations, including self-nominations, for the position of INS Executive Director (ED). The INS Executive Director functions as Chief Operating Officer of the Society, working closely with the President, Treasurer, Secretary, Board of Governors, and Director of Office Operations (DOO) to provide mission-centered, fiscally responsible leadership of the INS. The successful candidate will be appointed to a five-year term that will begin at the end of the annual meeting in New York City in February 2019. This is an appointed position with a stipend or salary support for 20 to 30 percent of effort.

The primary responsibilities of the Executive Director’s office are as follows:

1. Oversees and directs maintenance of membership rosters, collection of dues, communications with members, and operation of the Society’s website;
2. Coordinates and provides support for the work of the Board of Governors and Society officers in conducting the business of the Society;
3. Coordinates with the Site Selection Committee, identifies and evaluates sites and venues for the Society’s two yearly meetings, and conducts appropriate negotiations with hotels, conference centers, and local organizing entities;
4. Together with the INS Office and Director of Office Operations (DOO), oversees all aspects of the Society’s annual meeting; for the annual midyear meetings, the ED negotiates with local host societies and coordinates between the INS Office and Professional Conference Organizers (PCOs);
5. Provides oversight and logistical support for the Nominating Committee and conducts the annual Elections;
6. Together with the INS President, prepares the Assent and Action Agendas for the Board of Governors meetings;
7. Provides leadership and assistance to all INS members so as to facilitate the international research and educational mission of the Society;
8. Coordinates with the Society’s journal publisher; and
9. Together with the DOO, the Executive Director directs and supervises staff, and maintains an operations budget that supports the duties described above.

The applicant should have a terminal degree in one of the disciplines represented within INS, be a Full Member of the Society, and be able to develop experience and competency in fiscal administration, organizational leadership, contract negotiation, and staff management. The successful candidate would additionally have established a strong record of accomplishment in the field of neuropsychology and be able to acquire sufficient working knowledge and understanding of the international neuropsychology community to insure that INS serves all of its members and that the Society can maximally engage the talents of neuropsychologists around the world in furthering its mission.

Interested parties can contact Gordon Chelune (gordon.chelune@hsc.utah.edu) for additional information if desired. Nomination materials should be submitted electronically to the INS office at ins@utah.edu and include:

- A letter of interest from the nominee addressed to INS Executive Director Search Committee, International Neuropsychological Society, 2319 S. Foothill Drive, Ste. 260, Salt Lake City, Utah 84109 USA. The cover letter should include a statement of his/her vision for the position as well as a summary of his/her administrative experience
- A current curriculum vitae
- Contact information for 3 references

Applications will be considered until the position is filled.