

POLICY MANUAL
THE SOCIETY FOR GENERAL PSYCHOLOGY,
DIVISION 1 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION
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I. OFFICERS AND OTHER OFFICIALS

A. The officers of the Society are the President, the President-elect, the Past President, the Council Representative(s), three elected Members-at-large, a Secretary, a Treasurer, an Awards Coordinator, an Historian, the Editor of the Society Journal, the Editor of the Society Newsletter, an Early Career representative and a Student Representative. [bylaws Article III.1]

B. All officers (named above) are voting members of the Executive Committee.

C. The Presidents, Council Representative(s), Members-at-large are elected by the membership.

D. The Secretary, Treasurer, Historian, the Newsletter Editor are appointed for renewable three-year terms by the Executive Committee. [Bylaws Article III]. The Early Career (EC) Representative is appointed for a three-year term of service, but must meet the APA definition of EC for the entire term of their service. The Student Representative is appointed for a two year term of service [Bylaws Article III]. The Journal Editor is selected and appointed by actions of the Executive Committee for a contracted term of service.

E. An Awards Coordinator is appointed by the outgoing President for the ensuing year [ByLaws III.4]. Upon assuming office the President-elect appoints (a) Program Chair(s)- designate to serve during their Presidential term. Fellows and Membership Chairs are selected by the President-elect with the approval of the Executive Committee and assume office at the time that their predecessors' terms of office expire.

II. TERMS OF OFFICE

A. Elected officers assume office at the end of the Annual Business Meeting during the year in which they were elected, except that the Council Representative(s) assume(s) office at the beginning of the calendar year following the year in which they were elected.

B. Appointed officers assume office at the end of the Annual Business Meeting during the year in which they were elected, except that the Treasurer assumes office at the beginning of the calendar year following the year in which they were appointed.

C. Task Force and Special Committee members assume office immediately upon appointment Interim officers appointed by the Executive Committee to fill a vacated office assume office immediately upon appointment..

III. DUTIES OF OFFICERS AND OTHER OFFICIALS (see brief narrative descriptions of roles in Appendix)

A. The President-elect

1. Is elected by the membership of the Society.
2. Serves as a member of the Society's Executive Committee.
3. Serves as a member of the Presidential Trio.
4. Decides whether a "midwinter" meeting of the Executive Committee will be held during the following year. Mid-winter meetings are held every two or three years, contingent upon need.
5. Performs the duties of the Society's President in the absence or incapacity of the latter.
6. Chairs the William James Book Award process and sends formal notification to the recipient of the Award.
7. Appoints a person to serve as Program Chair-designate who becomes Chair during the following year.
8. Should attend the APA's Division Leadership Conference; if unable to attend, should designate an alternate as a substitute.
9. Serves as a member of the Nominations and Elections Committee (Bylaws VII.1).

B. The President

1. Presides at all meetings of the Society.
2. Chairs the Executive Committee of the Society.
3. Leads the Presidential Trio (President, President-elect, Past President); schedules regular meetings (conference calls) with this group as well as a meeting at the convention.
4. Assists the Awards Coordinator, Fellows, Membership, and Program Chairs in the performance of their duties.
5. Serves as Chair of the George A. Miller Award process and sends formal notification to the recipient of the Award.
6. Supervises the affairs of the Society with the consultation of the Executive Committee.
7. Designates a substitute for a Council Representative who is unable to attend a meeting of the Council.
8. Prepares the annual Society Report to the Council of Representatives.
9. Consults as appropriate with the President-elect and Past President on routine matters, and keeps the Executive Committee informed of all actions taken. The President must consult with the members of the Executive Committee before taking action on any matter with policy or budgetary implications.
10. Serves as a member of the Nominations and Elections Committee. [Bylaws III.4, VII.1]

C. The Past President

1. Serves as a member of the Executive Committee.
2. Serves as a member of the Presidential Trio.
3. Performs the duties of the Society's President in the absence or incapacity of both the President and the President-elect.
4. Serves as Chair of the Ernest R. Hilgard Award process and sends formal notification to the recipients of this Award.

5. Issues a call for nominations for the office of President-Elect and, when terms will be expiring or new openings occur, for Council Representative(s) and Members-at-Large.
6. Serves as Chair of the Nominations and Elections Committee. The current President and President-elect serve on this committee (Bylaws VII.1), as well as other interested individuals.
7. Chairs the Staats Award Committee in the year following the end of their term as Past President.

D. The Council Representative(s)

1. Are elected by the membership.
2. Serve as voting members of the Executive Committee.
3. Report to, and seek guidance from, the Executive Committee concerning upcoming matters in Council. From time to time, Council Representatives have sought instructions from the Executive Committee. It has been the practice of this body to discuss issues coming before Council, but to avoid providing direct instructions, except in rare cases.
4. Report to the Executive Committee concerning actions taken in Council that are of interest to the Society. If the timing of Council and Executive Committee meetings precludes oral report of either Council agenda items or actions in a timely fashion, the information may be mailed or sent electronically to the members of the Executive Committee.
5. Following all meetings of the APA Council of Representatives, prepares and presents a written report of the meeting's discussions and decisions. A briefer version of this report is normally published in the Society's Newsletter, "The General Psychologist."

E. The Secretary

1. Is appointed by the Executive Committee for a renewable term of three years.
2. Serves as secretary and voting member of the Executive Committee.
3. In consultation with the President, prepares the agenda and minutes for all Executive Committee and Society Business meetings. Distributes the agenda, including minutes and reports at least one week prior to the scheduled meeting.
4. Maintains the records of the Society and deposits them with the Historian.
5. Prepares an annual roster of Society officers and officials, and a calendar of Society deadlines and duties.
6. A duty of the Secretary is to distribute to the EC and forward to the Newsletter Editor the minutes of the Executive Committee and Business meetings at the annual convention as well as any mid-year meetings for publication in the Newsletter. [Executive Committee, August, 2008]. Ideally, such minutes will be distributed within a month following the meeting.
7. Sends out hard copies of the Newsletter to those members requesting them. [Executive Committee, August, 2008]
8. Working with the Presidential Trio, updates this manual to reflect policy actions of the Executive Committee each year. [Electronic mail vote, 2008]

F. The Treasurer

1. Is appointed by the Executive Committee for a renewable term of three years.

2. Serves as treasurer and voting member of the Executive Committee.
3. Has custody and oversight of all funds and property of the Society.
4. Works with APA Central Office to monitor receipt of membership dues and any special assessments as they may be voted in accordance with the bylaws.
5. Works with APA Central Office to issue reimbursements and disbursements as authorized by the Executive Committee.
6. As conditions warrant, may recommend members of a Budget Committee for confirmation by the Executive Committee, and serves as Chair of this committee.
7. Prepares a preliminary budget for the coming year for consideration by the Executive Committee at its August meeting, and a revised budget for presentation when APA Central Office has completed its end-of-year audit.
8. Consults with members of the Executive Committee when unanticipated costs arise between meetings; seeks EC approval for such expenses.
9. Prepares financial reports for APA Central Office as needed, or on request of the Executive Committee.
10. Files tax reports and related documents as required by the APA. The outgoing treasurer (who leaves office at the end of December) will be responsible for filing tax information for that calendar year. [Executive Committee meeting, Fall, 2007]

G. The Historian

1. Is appointed by the Executive Committee for a renewable term of three years.
2. Serves as a member of the Executive Committee.
3. Receives records, documents, and other relevant materials from the outgoing officers and committee chairs and, in consultation with the Executive Committee, determines which should be preserved, and in which depository.
4. Reports at least annually to the Executive Committee.

H. The Newsletter Editor

1. Is appointed by the Executive Committee for a renewable term of three years.
2. Serves as a member of the Executive Committee.
3. Prepares and edits at least two issues of the Society's Newsletter, "The General Psychologist," each year.
4. The Newsletter will be published electronically. Any member who needs a print copy will have to request it from the Secretary. [Executive Committee, August, 2008]

I. The Journal Editor

1. Is appointed and contracted to a mutually-agreed upon term of service by actions of the Executive Committee (Bylaws III.11).
2. Prepares and edits the Society's Journal, Review of General Psychology.
3. Serves as a member of the executive committee and prepares an annual written report of the status of the journal's for the EC.

J. The Members-at-large of the Executive Committee

1. Are elected by the membership of the Society.
2. Serve as members of the Executive Committee.
3. Are appointed by the President, with the approval of the Executive Committee, to

perform some specific tasks for the Society (such as chairing awards committees, serving on committees or task forces, acting as liaisons to various groups, assisting in the generation of appropriate items for the Society's annual convention program, etc.).

K. The Early Career Representative represents and speaks on behalf of Early Career Psychologists to the Executive Committee.

L. The Student Representative represents and speaks on behalf of students and APAGS members to the Executive Committee.

L. The Webmaster oversees and maintains the Society Listserv and maintains the Society Website but is not an officer of the Society. [Executive Committee, 2004].

a. The listserv is moderated and is for announcements only. [Executive Committee, November, 2006]

M. All officers, committee chairs, and appointees are expected to provide written annual reports in time for the annual meeting, preferably two weeks or more before the meeting. These reports will be circulated in electronic form one week prior to the meeting so that members of the executive committee can read them prior to traveling to the meeting.

IV. COMMITTEES

A. The Society's Committees are the Executive Committee, the Nominations and Elections Committee, the Publications Committee and the Program Committee. Other ad hoc committees and task forces may be appointed, as needed, by the President with the concurrence of the Executive Committee.

B. The Program committee, and other committees where practical, will have at least three members. The committee chairs-designate will be named a year in advance in order to facilitate communication during transfer. The outgoing chair will remain on the committee in order to advise the new chair.

C. The Society has an Awards Coordinator and Chairs for Fellows, Membership, and Publications Committees.

D. Executive Committee

1. Meets twice at the annual APA convention, once by itself near the beginning of the convention to conduct business and to plan for the Annual Business Meeting, and again as part of the Business Meeting of the members. Other meetings may be scheduled at the discretion of the President.

2. A "midwinter meeting" of the Executive Committee, or some subgroup thereof, may be held at a time and place specified by the incoming President for the purpose of conducting specific business and planning for future initiatives. When possible, such meetings will be held electronically.

E. The Nominations and Elections Committee, in consultation with the Executive Committee and the APA Elections Office, processes nominations and prepares slates of nominees for elected Society offices. It is composed of the Past-president (chair, President, and President elect. [Bylaws VII.1]

a. The Nominations and Elections Committee shall determine the number of nominees to be nominated for each office, providing that at least two nominees are named for each office. [Bylaws V.2]

b. The preferential count of the votes for each office shall be obtained by the Chair of the Nominations and Elections Committee from the APA Elections Officer, and these counts shall be referred to the Society. The Chair of the Nominations and Elections Committee shall indicate to all candidates the result of the election, and the Nominations and Elections Committee shall announce the election results at the Annual Business Meeting of the Society. [Bylaws V.5]

c. Nominees for Member-at-large of the Executive Committee should be informed that by accepting nomination they agree to attend all meetings of the committee, and agree to perform a task for the Society assigned to them by the committee [Executive Committee, February, 2001]

F. The Program Committee, consisting of the Program Chair, the Past Program Chair and the Program Chair-designate, shall prepare the annual convention program for the Society in consultation with the President and coordination with the APA Convention Office..

G. Liaisons to boards, committees, and other groups may be appointed by the President or President-elect with the approval of the Executive Committee. Other task forces and ad hoc committees may also be appointed by the President or President-elect. Such groups report to the Executive Committee no later than at the first Executive Committee meeting at the APA Annual Convention following their establishment, or at an earlier time, if so requested by the Executive Committee. The roster of all officers, chairs, officials, and liaisons will be revised annually and attached to the minutes of the Executive Committee. Past task forces and ad hoc committees have included: Teaching (General Psychology), Evolutionary Psychology, Humor, IRB/Scientific Integrity, Science & Practice, and Technology.

H. The Publications Committee oversees the Society's publications, including the journal, the newsletter, and any volumes issued under the Society's sponsorship.

V. CHAIRS

A. The President-elect appoints the Fellows and Membership Chairs when these offices become open. The President-elect also appoints the Program Chair(s)-designate who serve as the Program Chair(s) the following year.

B. The Awards Coordinator oversees the Society's awards programs (see Section VI. (SOCIETY AWARDS)).

C. The Fellows Chair solicits and processes nominations for Fellow status through the

Society, and makes recommendations to the Executive Committee about both new Fellows candidates and candidates for Fellow in the Society who already are APA Fellows through other divisions.

D. The Membership Chair monitors and administers the Society's membership, and develops, proposes and implements strategies intended to increase the number of members of the Society. Officers and members of the Society are encouraged to recruit new members for the Society, and to propose strategies for increasing the Society's membership.

E. The Program Chair-designate, appointed by the President-elect, serves as Program Chair the following year.

F. The Publications Chair oversees the Society's publications, including the journal, the newsletter, and any volumes issued under the Society's sponsorship.

G. Chairs present written reports to the Executive Committee at least annually.

VI. SOCIETY AWARDS

A. The Awards Coordinator is responsible for publicizing the Society's awards and for coordinating the various processes involved in determining the recipients of the awards. Society awards currently include the William James Book Award, the Ernest R. Hilgard Award for Lifetime Achievement in General Psychology, the George A. Miller Award for an Outstanding Article in General Psychology, and the Arthur W. Staats Lectureship in Unifying Psychology.

1. In the Fall, the Coordinator sends announcements of the William James Book Award competition to publishers with information about the award, deadlines, and addresses for submission and whom to contact for further information; the Coordinator also sends similar announcements about all Society awards to the APA Monitor, the American Psychologist, the Editor of the Society's Newsletter, to all APA divisions and other relevant groups.
2. The Coordinator arranges with the individual award chairs the receipt and distribution of materials for judging the awards. The judging process must be completed for all awards by June 1st of the award year.
3. The Coordinator organizes award addresses by the previous year's recipients with the Program Chair.
4. The Coordinator is responsible for the printing of the award certificates and for having award checks prepared and distributed to the person who chairs each award address and introduces the speaker.
5. The Awards Handbook should be consulted regarding details of these tasks and examples of letters.

B. Members of the Executive Committee are not eligible for the Society's awards during their term as member of the Executive Committee.

C. The President-elect is Chair of the William James Book Award process, the Past President is Chair of the Ernest R. Hilgard Lifetime Achievement Award process, and the President is Chair for the George A. Miller Award for an Outstanding Article in General Psychology. The Past-past President serves as chair of the Arthur W. Staats Lectureship committee. All Chairs of specific award committees are encouraged to solicit, at their discretion, the assistance of additional individuals in the task of selecting the final recipient for each award.

D. An additional award for exceptional service to the Society, the C. Alan Boneau Award, is occasionally bestowed by the Society; this award is given at the discretion of the Executive Committee. [Other service awards may be given: The Presidential Citation for Outstanding Service is given to an individual or individuals the current President deems to have provided exceptional service to Division 1. Recognition Awards for Dedicated Service to Division 1 are given to Division 1 members who have completed their term of service to the division^(pending EC approval)]

E. The Anne Anastasi General Psychology Graduate Student award is given to outstanding graduate students at each of the following levels: 1) Under two years of graduate school and 2) Two years or more of graduate school.

F. The Raymond Corsini Student Poster Award is given for the best student poster presented in the Division 1 Poster session at the APA convention. [Executive Committee established this award as the Anne Anastasi Award in August, 2008; renamed in 2014]. The Awards Coordinator acts as chair of the Poster Award or appoints someone else to act in that role.

G. A single recipient will be selected for each of the division's major awards (William James Book Award, the Ernest R. Hilgard Award for Lifetime Achievement in General Psychology, and the George A. Miller Award for an Outstanding Article in General Psychology) [Executive Committee, August 2017) An Honorable Mention/Recognition Award may be given to the runner-up in the William James Book Award Competition and the Miller Award [Executive Committee, November, 2007, August, 2008 & subsequent electronic mail vote.]

VII. SOCIETY NEWSLETTER

A. The Editor of the Newsletter, The General Psychologist, is appointed for a three-year renewable term by the Executive Committee, and serves ex officio as a voting member of the Executive Committee.

B. The Editor of the Newsletter is responsible for preparing the contents of each issue of the Newsletter in their final form, and arranging for timely electronic distribution of the Newsletter. At least two issues are prepared annually.

C. Officers and other officials of the Society are encouraged to seek out, or

generate themselves, articles for potential publication in the Newsletter.

D. Approved at the Division's Executive meeting in August 2009, the permissions policy for use of publications by the Society for General Psychology is as follows: The Society encourages the use of material from *The General Psychologist*, subject to the following guidelines:

1. Short quotations with attribution, as described in the APA Publication Manual, are permitted by fair use standards.
2. Complete articles may be used for nonprofit educational or other academic purposes, provided that the user (a) obtains permission from the author(s) and (b) notifies the newsletter editor prior to use. (To facilitate the use of material from *The General Psychologist*, the newsletter editor may routinely request blanket permissions from authors for nonprofit academic use.)
3. For-profit use requires the additional permission of the Society's President, in consultation with the chair of the Publications Committee.

VIII. SOCIETY JOURNAL

A. The Society sponsors a journal, *Review of General Psychology*. The Executive Committee appoints the Editor of the journal, and the Editor, who serves as a voting member of the Executive Committee, is expected to report periodically (at least annually) to the Executive Committee.

B. The contract for the services of the Editor is arranged between the Society as represented by the Presidential Trio, treasurer, chair of the Editor Search Committee, and the selected editor in consultation with the APA.

C. The contract for the journal is arranged between the executive committee and the APA in consultation with the editor and the chair of the publications committee.

D. Officers and other officials of the Society are encouraged to seek out, or generate themselves, articles for potential publication in the journal.

IX. REIMBURSEMENT POLICIES

A. When authorized by the Executive Committee, the Society reimburses expenses that cannot be otherwise reimbursed from such sources as grants, institutional travel funds, etc.

B. Budget and Expenditures. The Treasurer will prepare a budget to be voted on and approved at the annual meeting. The treasurer will be authorized to make all expenditures allotted in the budget. Any additional expenses during the year will require executive committee approval, which can be obtained by majority vote over electronic mail.

[Executive Committee August, 2008]

C. Requests for reimbursement should be submitted to the Treasurer, who will forward them to the APA for processing. Original receipts, and/or electronic versions of receipts

should be submitted for reimbursement of any expenses from the Society's Account (sending original receipts may expedite processing)..

D. Continuing Authorizations

1. Executive Committee: Reimbursement for cost of APA Convention registration (i.e, the early registration fee, excluding CEUs or other costs) is available for the following EC members: President, President-elect, Secretary, Treasurer, Awards Coordinator, 2 Suite Coordinators, as long as other funds are not available to the specified individuals. In addition, transportation to (and from), lodging and meals for Executive Committee members to attend a scheduled "midwinter" meeting are covered, or costs of a conference call if no physical "midwinter" meeting is held; travel costs that are not covered by the APA for Council Representatives to attend the mid-winter meeting of the Council of Representatives; travel costs to the APA Leadership Conference for designated attendees that are not covered by the APA; clerical and telephone costs incidental to carrying out assignments from the Executive Committee; and (modest) refreshments served during meetings of the Executive Committee.

2. Program Committee: For the two-year term of service for the Program Chair, a budget of up to \$3,100 is available (\$800 for honorarium; up to \$800 for travel and up to \$1,500 for hotel. The incoming Program Chair-designate will receive up to \$1,100 (\$300 honorarium, up to \$400 for travel and up to \$400 for hotel) and, as Program Chair, up to \$2,000 (\$500 honorarium, up to \$400 for travel and up to \$1,100 for hotel). In addition, transportation, lodging and meals for the "midwinter" Executive Committee meeting (if there is one) for the current Program Chair(s); and an annual budget approved by the Executive Committee to cover clerical, telephone, and mailing expenses, social hours, a New Fellows reception (if one is held), and other expenses associated with the annual convention program. In the event that program co-chairs are appointed, the travel costs are to be divided between them by their mutual agreement.

3. Student Representative: is provided an annual \$750 stipend.

4. Newsletter Editor: A budget as voted by the Executive Committee in the annual budget annually for clerical and technical assistance, plus a stipend as determined by the Executive Committee [2017 - currently \$500 per issue].

5. Secretary: A budget as voted by the Executive Committee for use as a discretionary fund.

6. Treasurer: A budget as voted by the Executive Committee for use as a discretionary fund.

E. Every person receiving travel reimbursement from the Society must report to the Executive Committee on the purpose and substance of that travel.

F. Every Chair who receives a lump sum budget allotment must provide an annual financial report, including receipts or other appropriate documentation, to the Treasurer.

G. The Society will contribute on an annual basis \$2,500 to the Archives for the History of American Psychology (Executive Committee, August 2014), \$200 to Psychology Day at the United Nations (Executive Committee, February 2017), \$200 to the Science Social

Hour at the APA Convention and affiliate membership dues to the Federation of Associations in Behavioral & Brains Sciences (FABBS) (set at \$395 in 2017). Other requests for contribution (including a rationale) may be presented to the Executive Committee for consideration.

X. Dues

A. Changes in annual dues and assessments of any special kind shall be recommended by the Executive Committee and shall be voted on at the next Annual Business Meeting or by mail or electronic ballot of voting members. [Bylaws VIII B]

XI. Miscellaneous

A. Formation of Sections on specific fields of psychology not formally represented in other divisions is authorized if they should be developed by interested members [Electronic Mail vote, 2008].

Appendix: Narrative Descriptions of Executive Committee Elected and Appointed Officers

Presidential Trio:

- President-elect

In the months following election, the President-elect selects a Program Chair and begins to develop a Presidential theme and/or agenda. Working with the Presidential Trio, he/she becomes familiar with the divisions current activities and may suggest new directions. The President-elect attends CODAPAR's Leadership Conference in January of their term, networking with other divisional leaders. As Chair of the William James Book Award committee, he/she establishes the committee and oversees the award selection process.

- President

The President's primary responsibility is to initiate and oversee the division's programs, activities and goals during their Presidential year. This may require appointing individuals, committees and task forces responsible for such initiatives and encouraging these working groups to develop strategies to ensure progress on their tasks. The President chairs the annual Business meeting, as well as the Executive Committee meeting at APA, and any other meetings held in addition. The President is also responsible for responding to requests from other divisions and from APA's Central Office and oversees the division's three listservs (for announcements, Early Career and Student members.) The President chairs the George A. Miller Outstanding Article Award committee and makes recommendations about Presidential Citations for Outstanding Service awards.

- Past President

The Past-President serves as Chair of the Nominations Committee that provides a slate of nominees for open elected positions on the Executive Committee. The Past-President chairs the Ernest R. Hilgard Lifetime Achievement Award Committee and may serve on other divisional committees, and task forces relevant to their presidential initiatives.

Council Representative(s):

The Council Representative serves as a liaison between the Executive Committee and APA governance, attending two annual meetings of the Council. The Council Representative will, whenever possible, provide notice of relevant agenda items, to enable the EC to develop a position on these issues. The Representative is also responsible for expressing the division's position on issues before Council and reporting back to the EC on discussions and decisions reached by Council and APA's other governance bodies

Member-at-large (3):

Each member at-large serves a three-year term on the Division 1 Executive Committee. In addition to serving as a voting member of the Executive Committee, members at-large typically take on additional responsibilities within a specific area of the Division (e.g., fellows chair, research grant coordinator, award committee member, etc.).

Secretary:

The Secretary serves a three-year term with the primary goal of accurately capturing the activities of the Division for the permanent record. The Secretary writes and disseminates minutes of all annual executive committee (EC) meetings, annual business meetings, biannual mid-winter EC meetings and occasional virtual meetings. The Secretary updates, keeps, and disseminates the roster of EC members. The Secretary, a voting member of the EC, works in concert with the presidential trio and EC to enhance and maintain communication with and organize meetings for the EC and information for the Division, and occasionally works with APA Division Services.

Treasurer:

Monitors and reviews division finances, including preparing an annual budget, ensuring expenditures are in line with that budget, and presenting biannual reports on division finances to the Executive Committee. Works with APA Finance staff to process disbursements and reimbursements in a timely fashion and to prepare divisional tax filing. Makes recommendations to the Executive Committee regarding dues increases and long term investment proposals.

Awards Coordinator:

The Awards Coordinator is responsible for publicizing the awards and for coordinating the various processes involved in determining the recipients of the awards, which currently include six (6): the William James Book Award, the Ernest R. Hilgard Award ~~for Lifetime Achievement in General Psychology~~, the George A. Miller Award ~~for an Outstanding Article in General Psychology~~, the Arthur W. Staats Lectureship ~~in Unifying Psychology~~, ~~the~~ Anne Anastasi Graduate Student Award, and the Raymond Corsini Student Poster Award. The Awards Coordinator serves a three-year term.

Historian:

The Historian receives records, documents, and other relevant materials from the outgoing officers and committee chairs and, in consultation with the Executive Committee, determines which should be preserved, and in which depository.

Newsletter Editor:

The newsletter editor reviews all submissions from members on a bi-annual basis. ~~These~~ ~~n~~Newsletters are published in the Spring/Summer and Fall/Winter of every year. The main responsibilities of the editor are to (i) disseminate information on themes, deadlines and word counts for submissions to members, (ii) compile and review all submissions for suitability to themes and alignment ~~to~~ ~~with~~ the goals and mission of Division One, and (iii) design newsletters to fit requirements for release to members, ~~the~~ Division One website editor and the Division Website staff.

Early Career Representative:

The Early Career Psychologist (ECP) Representative represents ~~the Early Career Psychologist~~ members of Division 1 ~~who received their terminal degree within the previous 10 years~~. The ECP Representative ~~will~~ chairs a suite event at Convention ~~that is~~

focused on ECPs, encourages ECP participation at the Division 1 social hour by handing out drink tickets, and may serve as the Suite Program Co-chair. The ECP Representative is expected to mentor the Student Representative and provide support to the Student Representative in their duties.

Student Representative:

The Student Representative represents student needs in the Executive Committee and communicates with the student membership. This includes maintaining and utilizing the student listserv, chairing a suite event at Convention that is focused on students, providing support for the suite programming (i.e., manning the suite, stocking the suite with refreshments), and managing the student travel award (with support from the Early Career Psychologist Representative). The Student Representative also encourages student participation at the Division 1 social hour by handing out drink tickets and in some instances may is likely to make a commitment transition to become the Early Career Psychologist Representative for Division 1. The Student Representative is a voting member of the EC and serves a term of two years.

Other Executive Committee positions (non-voting):

Webmaster:

The Division One Webmaster is responsible for maintaining and updating all the division web pages. The Webmaster formats changes and additions authorized by the President for inclusion on the website. Any additions or changes are formatted as required for intended portrayal on the website pages and authorized by the president. She/he also communicates with the division Secretary and Awards Coordinator to submit update officer names and to update award pages, respectively officer and position changes following the annual and mid-winter meetings as necessary. Communication is also conducted with the Awards Chair to update the award pages with the current year recipients. Any additional division web pages are also updated as requested and needed.

Fellows Chair

The Fellows Chair solicits and processes nominations for Fellow status through the Society for both new Fellows candidates and candidates for Fellow in the Society who already are APA Fellows through other divisions. The Fellows Chair works with the President to form a committee of Division 1 Fellows. The chair also organizes a Fellows recognition event (e.g., breakfast) in the Division 1 suite at the APA convention.

Membership Chair:

The Membership Chair monitors, reports on, and administers the Society's membership. In addition, the membership chair develops and carries out strategies and recruiting drives intended to enhance the number of members of the Society. Officers and members of the Society are encouraged to recruit new members for the Society and to propose strategies for increasing the Society's membership.

Program Chair:

The program chair/s organizes and schedules the Division 1 program for APA's annual convention. The program chair position is a three-year term. During the first year an incoming chair/s observes and trains with the active program chair. During the second year, the chair ~~is~~ actively develops and oversees the program. During the third year, the chair becomes outgoing- chair and mentors the active and incoming program chairs.

Suite Chair/Co-Chairs:

The Suite Program Chair/Co-Chairs support the President and Program Chair in developing the suite program for the annual convention. This includes making the call for suite programming, choosing a committee to select programming, and scheduling the program. ~~The Division 1 President and Program Chair have the discretion to select who may stay, and subsequently host, the suite program; these individuals may or may not be the suite program chair and are likely to be students or early career psychologists. The Suite Program Chair/Co-Chairs sometimes stay in the suite and in Those who stay in the suite,~~ in return for free room at eConvention, are expected to host the various events scheduled for the suite by welcoming guests, ensuring speakers have any needed equipment, and keeping the suite clean, neat, and stocked with food and drinks.