### MISSION STATEMENT

MISSION STATEMENT: To represent and advocate for the interests of young children, their caregivers, and the professionals who serve them.

- Div 37 Officer’s Manual

### PURPOSES

- To provide a forum for the exchange of ideas and information among professionals and students in the field of child advocacy.
- To identify and address the needs of young children.
- To promote the development of interventions that are effective in achieving the goals of child advocacy.

### TERMS OF OFFICE

- Terms of office for officers are three years.

### OFFICES TO BE FILLED: 2011 - 2017

- President
- Student Award Chair
- Treasurer
- Secretary
- Council Representative
- Member-at-Large
- Dir. of Education
- Advocate Editor (Appointed)
- Review Editor (Appointed)
- Membership Chair (Appointed)
- Fellows Chair (Appointed)
- Graduate Student Representative (Appointed)
- Undergraduate Student Representative (Optional Appointment)
- Book Series Editor
- Journal (CS:SPR&P) Editor

### PAST AND PRESENT OFFICERS

- President
- Student Award Chair
- Treasurer
- Secretary
- Council Representative
- Member-at-Large
- Dir. of Education
- Advocate Editor (Appointed)
- Review Editor (Appointed)
- Membership Chair (Appointed)
- Fellows Chair (Appointed)
- Graduate Student Representative (Appointed)
- Undergraduate Student Representative (Optional Appointment)
- Book Series Editor
- Journal (CS:SPR&P) Editor

### PRESIDENTIAL/CONVENTION THEMES

- Nicholas Hobbs Award
- Distinguished Contribution to Child Advocacy Award
- Lifetime Advocacy Award
- Student Research Award
- Student Dissertation Award
- Student Poster Awards

### DIVISION 37 AWARDS RECIPIENTS

- Nicholas Hobbs Award
- Distinguished Contribution to Child Advocacy Award
- Lifetime Advocacy Award
- Student Research Award
- Student Dissertation Award
- Student Poster Awards

### DIVISION 37 SIGNIFICANT EVENTS

- Task Forces of Division 37
- Publications of Division 37 Task Forces
- Calendar of Divisional Events
- President
- President-Elect
- Past-President
- Secretary
- Section President
- Council Representative
- Members-at-Large
- Advocacy
- Task Force Coordinator and Coordinator of Diversity Activities
- Communications and Technology
- Early Career Psychologist Chair
- Editor, Advocate
- Editor, Review
- Program Chair
- Membership Chair
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MISSION STATEMENT

The Society for Child and Family Policy and Practice (Division 37 of the American Psychological Association; formerly Division 37: Child, Youth, and Family Services) is committed to the application of psychological knowledge to advocacy, service delivery, and public policies affecting children, youth, and families. The Society advances research, education, training, and practice through a multi-disciplinary perspective. Society activities have focused on such topics as: divorce and custody, children’s mental health, child abuse prevention, pediatric AIDS, drug-exposed infants, latchkey children, homelessness, and systems of care. The Society’s membership newsletter, Child and Family Policy and Practice Advocate, highlights emerging issues in the field. Student members and professionals in related fields are welcome to join.

PURPOSES

1. To provide a recognized and designated organizational entity in APA to be concerned specifically with professional, scientific, and public interest issues relative to services and service delivery structures for children, youth and families.

2. To advance and integrate the professional efforts of psychologists who work with children, youth and families in different perspectives and settings.

3. To promote the application of developmental and ecological theory and research as a basis for development of prevention and intervention efforts with children, youth and families.

4. To emphasize the importance of adequate education and training in service and investigative approaches related to children, youth and families, and to the individuals, groups and organizations who are in positions of influence in their lives.

5. To provide a systematic forum for the presentation of policy, clinical and research findings in the area of services to children, youth and families at APA meetings.

6. To provide a vehicle for relating psychological knowledge and integrating it with other fields (e.g., anthropology, law, pediatrics) and dimensions (e.g., employment, education, recreation, family planning), dealing with the total welfare of children, youth, and their families.

7. To provide a mechanism for child, youth, and family advocacy in order to bring about those social changes consistent with psychological knowledge that will promote the well being of children, youth and families.

8. To stimulate the development of research initiatives on professional and policy issues concerning children, youth, and families by highlighting what is known and what needs to be known about these issues.
TERMS OF OFFICE

The Executive Committee (EC) consists of its elected officers: President, Past President, President-Elect, Secretary, Treasurer, Council Representative, Representative from Section 1, and four (4) Members-at-Large. These elected officers are the only board members who can vote. The Board of Directors (BOD) consists of the elected officers and the appointed officers.

Officers' terms begin January 1, but the elected officer becomes officer-designate upon announcement of election results in July preceding the beginning of his/her term. All officer designates are invited to attend the Board meeting and Business meeting that are held in August at the APA annual meeting.

<table>
<thead>
<tr>
<th>Elected Officers</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>President</td>
<td>1 year</td>
</tr>
<tr>
<td>President-Elect</td>
<td>1 year</td>
</tr>
<tr>
<td>Past-President</td>
<td>1 year</td>
</tr>
<tr>
<td>Secretary</td>
<td>3 years</td>
</tr>
<tr>
<td>Treasurer</td>
<td>3 years</td>
</tr>
<tr>
<td>Council Representative*</td>
<td>3 years</td>
</tr>
<tr>
<td>Member-at-Large (4)</td>
<td>3 years, staggered terms</td>
</tr>
<tr>
<td>Section President**</td>
<td>2 years</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Appointed Officers</th>
<th>TERM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office</td>
<td></td>
</tr>
<tr>
<td>Advocate Editor</td>
<td>3 years, renewable</td>
</tr>
<tr>
<td>Review Editor</td>
<td>3 years, renewable</td>
</tr>
<tr>
<td>Membership Chair</td>
<td>3 years, renewable</td>
</tr>
<tr>
<td>Fellows Chair</td>
<td>2 years, renewable</td>
</tr>
<tr>
<td>Program Chair***</td>
<td>1 year, renewable</td>
</tr>
<tr>
<td>Task Force Chairs</td>
<td>1 year, renewable</td>
</tr>
<tr>
<td>Liaison to APA CYF Committee</td>
<td>3 years, renewable</td>
</tr>
<tr>
<td>Liaisons to other related groups</td>
<td>1 year, renewable</td>
</tr>
<tr>
<td>Committee Chairs</td>
<td>1 year, renewable</td>
</tr>
</tbody>
</table>

*If indicated by the number of APA apportionment ballots, a Council Representative(s) could be elected in any year for a 3-year term.
**The Section President is elected by Section membership, not the Division.
***The Program Chair term runs from September 1 (or just after the APA convention) – August 31 (or the end of the APA convention).
## OFFICES TO BE FILLED: 2011 - 2017

<table>
<thead>
<tr>
<th>Election Year</th>
<th>Term of Office</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>2011</strong></td>
<td></td>
</tr>
<tr>
<td>President-Elect*</td>
<td>January 1, 2012 – December 31, 2014</td>
</tr>
<tr>
<td>Treasurer</td>
<td>January 1, 2012 – December 31, 2014</td>
</tr>
<tr>
<td><strong>2012</strong></td>
<td></td>
</tr>
<tr>
<td>President-Elect*</td>
<td>January 1, 2013 – December 31, 2015</td>
</tr>
<tr>
<td><strong>2013</strong></td>
<td></td>
</tr>
<tr>
<td>President-Elect*</td>
<td>January 1, 2014 – December 31, 2016</td>
</tr>
<tr>
<td>Secretary</td>
<td>January 1, 2014 – December 31, 2016</td>
</tr>
<tr>
<td>Member-at-Large: Advocacy</td>
<td>January 1, 2014 – December 31, 2016</td>
</tr>
<tr>
<td><strong>2014</strong></td>
<td></td>
</tr>
<tr>
<td>President-Elect*</td>
<td>January 1, 2015 – December 31, 2017</td>
</tr>
<tr>
<td>Treasurer</td>
<td>January 1, 2015 – December 31, 2017</td>
</tr>
<tr>
<td>Member-at-Large: Tech &amp; Comm</td>
<td>January 1, 2015 – December 31, 2017</td>
</tr>
<tr>
<td><strong>2015</strong></td>
<td></td>
</tr>
<tr>
<td>President Elect*</td>
<td>January 1, 2016 – December 31, 2018</td>
</tr>
<tr>
<td>Member-at-Large: Task Force &amp; Diversity</td>
<td>January 1, 2016 – December 31, 2018</td>
</tr>
<tr>
<td><strong>2016</strong></td>
<td></td>
</tr>
<tr>
<td>President-Elect*</td>
<td>January 1, 2017 – December 31, 2019</td>
</tr>
<tr>
<td>Secretary</td>
<td>January 1, 2017 – December 31, 2019</td>
</tr>
<tr>
<td>Member-at-Large: Advocacy</td>
<td>January 1, 2017 – December 31, 2019</td>
</tr>
<tr>
<td>Council Representative**</td>
<td>January 1, 2017 – December 31, 2019</td>
</tr>
<tr>
<td>Member-at-Large: Early Career</td>
<td>January 1, 2017 – December 31, 2019</td>
</tr>
<tr>
<td><strong>2017</strong></td>
<td></td>
</tr>
<tr>
<td>President-Elect*</td>
<td>January 1, 2018 – December 31, 2020</td>
</tr>
<tr>
<td>Treasurer</td>
<td>January 1, 2018 – December 31, 2020</td>
</tr>
<tr>
<td>Member-at-Large: Tech &amp; Comm</td>
<td>January 1, 2018 – December 31, 2020</td>
</tr>
</tbody>
</table>

*The President-Elect serves on the Board three years: one year as President-Elect, one year as President, and one year as Past President. Each President-Elect appoints a Program Chair for the convention of the year of his/her presidency, a Graduate Student Representative for a two-year term, and Membership and/or Fellows Chairs if those terms are ending (see Past and Present Officers list for when Membership and Fellows Chairs’ terms end). As President, s/he has the option of appointing an Undergraduate Student Representative.

**If indicated by the number of APA apportionment ballots, Council Representative(s) could be elected in any year for a 3-year term.
## PAST AND PRESENT OFFICERS

| **PRESIDENT** | **1977-78** | Milton Shore (Appointed) | **1979-81** | Gerald Koocher |
| **1979-80** | Milton Shore | **1982-84** | Gary Melton |
| **1979-80** | Lee Salk | **1985-87** | Thomas Kenny |
| **1980-81** | Suzanne Sobel | **1988-90** | Louise Guerney |
| **1982** | Carolyn Schroeder | **1991-93** | Glen Aylward |
| **1983** | Gerald Koocher | **1994-96** | Barbara Bonner |
| **1984** | Donald Routh | **1997-99** | James Bray |
| **1985** | Diane J. Willis | **2000-02** | Jeffrey Haugaard |
| **1986** | Gary Melton | **2003-05** | William Rae |
| **1987** | Benjamin Pasamanick | **2006-08** | Mark Chaffin |
| **1988** | James Garbarino | **2009-11** | Vesna Kutlesic |
| **1989** | Thomas Kenny | **STUDENT AWARD CHAIR** | **1992-93** | Louise Guerney |
| **1990** | John Murray | **1994-95** | Brian Wilcox |
| **1991** | Judith Meyers | **1995-96** | Rodney Hammond |
| **1992** | Gail Goodman | **1996-2001** | Brian Wilcox |
| **1993** | Maureen Black | **2002-04** | Jeffrey Haugaard |
| **1994** | Jan Culbertson | **2005-07** | Jeffrey Haugaard |
| **1995** | Dennis Drotar | **2008-10** | Karen Saywitz |
| **1996** | Jane Knitzer | **2010-13** | Jennifer Kaminski |
| **1997** | David Wolfe | **SECRETARY** | **1977-78** | Carolyn Schroeder (Appointed) |
| **1998** | Ed Zigler | **1978-80** | Carolyn Schroeder |
| **1999** | Cynthia Schellenbach | **1981-83** | Suzanne Bachman |
| **2000** | Karen Saywitz | **1984-85** | Lois Weithorn |
| **2001** | Sheila Eyberg | **1985-86** | Sophie Lovinger |
| **2002** | Brian Wilcox | **1987-89** | Kay Hodges |
| **2003** | Richard Abidin | **1990-92** | Ellen Garrison |
| **2004** | Luis Vargas | **1993-95** | Sheila Eyberg |
| **2005** | Bette Bottoms | **1996-98** | Susan Rosenthal |
| **2006** | Anne Culp | **1998-2001** | Mary Haskett |
| **2007** | Carol Falender | **2002-04** | Carol Falender |
| **2008** | Patrick Tolan | **2005-07** | Jennifer Wyatt Kaminski |
| **2009** | Carolyn Schroeder | **2008-10** | Liza Suarez |
| **2010** | Sandra Bishop-Josef | **2010-13** | Jennifer Kaminski |
| **2011** | Karen Budd | **TREASURER** | **1977-78** | Suzanne Sobel (Appointed) |
| **2012** | Michael Roberts | **1978-79** | Barbara Silver |

* As of 1982, terms are for calendar year

| **COUNCIL REPRESENTATIVE** | **1979-82** | Theodore Blau |
| **1982-84** | Milton Shore |
| **1985-87** | Ira Iscoe |
| **1988-90** | Gary Melton |
| **1991-95** | Carolyn Schroeder |
| **1995-96** | Rodney Hammond |
| **1996-2001** | Brian Wilcox |
| **2002-04** | Jeffrey Haugaard |
| **2005-07** | Jeffrey Haugaard |
| **2008-10** | Karen Saywitz |
| **2010-13** | Carol Falender |

* As of 1997, the Past President serves in this role

| **MEMBER-AT-LARGE** | **1978-79** | Barbara Silver |
| **1978-80** | Carole Rayburn |
1978-81  Herbert Freudenberger
1979-82  Diane J. Willis
1981-83  Barbara Silver
1982-84  Sandy Leichtman
1983-85  Joann Grayson
1984-86  Norman Mitroff
1985     Sophie Lovinger
1986-87  Lois Weithorn
1986-88  Lenore Behar
1987-89  Judith Meyers
1988-90  Marsha Liss
1989-91  Kathy Katz
1990-92  Jan Culbertson
1991-93  Louise Guerney
1992-94  Cynthia Schellenbach\(^a\)
1993-95  Brian Wilcox
1994-96  Karen Saywitz
1995-97  Cynthia Schellenbach\(^a\)
1996-98  Barbara Boal\(^b\)
1997-99  Barbara Bonner
1998-00  Luis Vargas\(^a\)
1999-01  Bonnie Leadbeater\(^b\)
2000-02  Susan Limber\(^c\)
2001-03  Anne Culp\(^a\)
2002-04  Karen Budd\(^b\)
2003-05  Jodi Quas\(^c\)
2004-06  Natalie Porter\(^a\)
2005-07  Allison Redlich\(^b\)
2006-08  Joaquin Borrego\(^c\)
2007     Ingrid Cordon\(^c\)
2007-09  LaTonya Wood\(^a\)
2008-09  Mindy Feinberg Gutow\(^b\)
2009-10  John Murray\(^b\)
2009-11  Lorinda Camparo\(^c\)
2010-12  Richard Puddy\(^a\)
2011-13  Cindy Miller-Perrin\(^b\)
2011-13  Amy Damashek\(^d\)

\(^a\) MAL: Task Forces & Diversity
\(^b\) MAL: Advocacy
\(^c\) MAL: Communications & Technology
\(^d\) MAL: Early Career Psychologists

1997-99  Barbara Bonner
*As of 2000, this position became MAL for Communications & Technology

**ADVOCATE EDITOR (Appointed)**
1977-79  Milton Shore & Suzanne Sobel
1980-82  Gary Melton
1983-85  Donald Wertlieb
1986-90  Jan L. Culbertson
1991-93  Wayne Holden
1992-98  Seth Kalichman
1998-99  Rick Short
2000-08  Lorinda Camparo
2009-11  Kamala London

**REVIEW EDITOR (Appointed)**
2005-07  Patricia Hashima
2008-10  Kamala London
*In 2010, the Review was incorporated into the Advocate

**MEMBERSHIP CHAIR (Appointed)**
1977-78  Carole Rayburn
1978-80  Norman Mitroff
1981-82  Gerald Weinberger
1983-88  Richard Abidin
1989-91  Maureen Black
1992     Karen Saywitz
1993-94  Rodney Hammond
1995-99  Patricia Siegel
2000     Anne Culp
2001-02  Beverly Funderberk
2002-05  Laura Nabors
2006-08  Mindy Feinberg & Tina Anctil
2008-10  Amy Shadoin
2011-13  John Murray

**DIR. OF EDUCATION**
1992-93  Louise Guerney
1994-96  Karen Saywitz

**FELLOWS CHAIR (Appointed)**
1987-88  Carolyn Schroeder
1989-90  John Murray
Div 37 Officer’s Manual

Sheila Eyberg 1991-92
Diane Willis 1993-94
David Lachar 1995-96
Robert Emery 1997-98
Dennis Drotar 1999
David Wolfe 2000
Carolyn Schroeder 2001-03
Wayne Holden 2003-05
Cynthia Schellenbach 2006
Diane Willis 2007-09
Diane Willis 2010-11

GRADUATE STUDENT REPRESENTATIVE
(Appointed)
1986-88 Joseph Carrao
1989-91 Kathleen Kostelny
1992 Ann Tobey
1993 Akintunde Morakinyo
1994 Akintunde Morakinyo
1995 Charisse Peoples
1996 Hiro Yoshikawa
1997-98 Carolyn Grasley
1999 Francesca Pernice
2000 Marta Simopoulos
2001 Karen Bearss/Jane Quierdo
2002 Jennifer Wyatt
2003 Kristen Gustavson
2004 Elizabeth Ibanez
2005 Maggie Stevenson/Tisha Wiley
2006 Kelly Kinnison
2007 Gesenia Sloan-Pena
2008 Cynthia Najdowski
2009 Sangeeta Parikhak
2010 Sangeeta Parikhak
2011 Lauren Legato
2012 Emily Kessler

Barbara Oudekerk 2005
Alaine Kalder 2007

BOOK SERIES EDITOR
1987-94 Gary Melton/Carolyn Schroeder
1995-99 Gary Melton/Jeffrey Haugaard

JOURNAL (CS:SPR&P) EDITOR
1997-2002 Michael Roberts

CONVENTION PROGRAM CHAIR
2002 Vicky Weisz
2003 Eric Vernberg
2004 Art Jones
2005 Kari Nysse-Carris
2006 Mario Hernandez
2007 Mario Hernandez &
2008 Victor Trinidad
2009 Kathy Grant & Amy West
2010 Rich Puddy
2011 Rich Puddy
2012 Bridget Biggs

UNDERGRADUATE STUDENT
REPRESENTATIVE (Optional Appointment)
### PRESIDENTIAL/CONVENTION THEMES

<table>
<thead>
<tr>
<th>Year</th>
<th>Speaker</th>
<th>Theme</th>
</tr>
</thead>
<tbody>
<tr>
<td>1999</td>
<td>Cynthia Schellenbach</td>
<td>Fostering Resilient Children, Youth, and Families</td>
</tr>
<tr>
<td>2000</td>
<td>Karen Saywitz</td>
<td>Developmental Psychology and the Child Witness</td>
</tr>
<tr>
<td>2001</td>
<td>Sheila Eyberg</td>
<td>Dissemination of Mental Health Information to Parents and Teachers of young children in Head Start</td>
</tr>
<tr>
<td>2002</td>
<td>Brian Wilcox</td>
<td>Eschewed an explicit theme, to focus on the Division’s financial health and sustainability</td>
</tr>
<tr>
<td>2004</td>
<td>Luis Vargas</td>
<td>Mental Health Services to Minority, Low SES Children: Training, Policy and Services</td>
</tr>
<tr>
<td>2005</td>
<td>Bette Bottoms</td>
<td>Improving Policy and Services through Research-Based Advocacy</td>
</tr>
<tr>
<td>2006</td>
<td>Anne Culp</td>
<td>Advocating for Prevention Programs and the Promotion of Positive Mental Health in Children</td>
</tr>
<tr>
<td>2007</td>
<td>Carol Falender</td>
<td>Collaboration; Advancing Policy and Practice of Evidence-Based Treatments for Minority Children, Youth, and Families; and Expanding Training in Advocacy for Children and Children’s Issues</td>
</tr>
<tr>
<td>2008</td>
<td>Patrick Tolan</td>
<td>What If We Take Prevention Seriously?</td>
</tr>
<tr>
<td>2009</td>
<td>Carolyn Schroeder</td>
<td>Preparing Child and Family Psychologists in Policy and Practice for the Future: Prevention, Early intervention Advocacy and Training</td>
</tr>
<tr>
<td>2010</td>
<td>Sandra Bishop-Josef</td>
<td>Closing the Gaps Among Research, Practice and Policy to Improve the Well-Being of Children and Families</td>
</tr>
<tr>
<td>2011</td>
<td>Karen Budd</td>
<td>Strengthening Parenting in Real-World Practice and Policy</td>
</tr>
<tr>
<td>2012</td>
<td>Michael Roberts</td>
<td>TBD</td>
</tr>
</tbody>
</table>
DIVISION 37 AWARDS RECIPIENTS

NICHOLAS HOBBS AWARD


1985  Edward Zigler, Ph.D., Yale University. APA Address: "In Memory of Nicholas Hobbs."


1987  Urie Bronfenbrenner, Ph.D., Cornell University. APA Address: "Research and Policy: Answering our Questions."

1988  Gerald Koocher, Ph.D., Harvard University. APA Address: "Ethical Issues in Services for Children."

1989  Carolyn Schroeder, Ph.D., University of North Carolina at Chapel Hill, & Stephen Schroeder, Ph.D., Nisonger Center of Ohio State University. APA Address: "The Future of Children is Now."

1990  Lewis Lipsitt, Ph.D., Brown University; Head of Science Directorate, APA.


1992  Gary B. Melton, Ph.D., University of Nebraska-Lincoln. APA Address: "Is There a Place for Children in the New World Order?"

1993  Diane J. Willis, Ph.D., University of Oklahoma Health Science Center. APA Address: "New Markets for Psychologists: Creating Community-Based Prevention/Intervention Programs."

1994  James Garbarino, Ph.D., Erikson Institute for Advanced Study in Child Development. APA Address: "Children Living in a Violent World."

1995  Lenore Behar, Ph.D., North Carolina Div. of Mental Health. APA Address: "Refining Systems of Care for Children with Mental Health Problems."

1996  Donald K. Routh, Ph.D., University of Miami, Florida. APA Address: "Mental Retardation Revisited."


1999  Dante Cicchetti, Ph.D., Mt. Hope Family Center and University of Rochester; APA Address: “Child Maltreatment: A Research and Policy Agenda for the Dawn of the Millenium”

2000  Aletha C. Huston, Ph.D., University of Texas at Austin.
2001  Barbara L. Bonner, Ph.D. University of Oklahoma “Below the Edge of Advantage and Surviving only on Courage”

2002  Joy Osofsky, Ph.D., Louisiana State University Health Sciences Center New Orleans School of Medicine

2003  Gail Goodman, Ph.D., University of California, Davis “Long-Term Effects of Legal Involvement on Child Victims”


2005  Robert Friedman, Ph.D., University of South Florida, “On transformation: personal, professional, and systemic”

2006  Karen Saywitz, Ph.D., University of California, Los Angeles. [unexpectedly unable to attend convention]

2007  Brian L. Wilcox, Ph.D., University of Nebraska, Lincoln’s Center on Children, Families, and the Law

2008  Sheila M. Eyberg, Ph.D, University of Florida, Gainesville “Parent-Child Interaction Therapy: From practice to research to education and training”

2009  Donald Wertlieb, Ph.D., Tufts University, “On Hobbs’ Shoulders: Communicating for Children’s Mental Health”

2010  W. Rodney Hammond, Ph.D., Centers for Disease Control and Prevention, “Preventing Violence: A View through the Public Health Looking Glass”

DISTINGUISHED CONTRIBUTION TO CHILD ADVOCACY AWARD


1986  Kenneth Wooden APA Address: "Weeping in the Playtime of Others."

1987  Mark Soler Youth Law Center. APA Address: "Horrors & Healers: New Directions for Child Advocacy."

1989  Bill Harris, Director of KIDSPAC.

1990  Ira Schwartz, D.S.W. University of Michigan Center for the Study of Youth Policy.


1992  Irving Harris, Irving Harris Foundation.

1993  Richard Krugman, M.D., University of Colorado School of Medicine. APA Address: "Multidisciplinary Approaches to the Prevention of Child Abuse and Neglect."

1994  Lenore Terr, M.D., University of California at San Francisco. APA Address: "True Memory of Childhood Trauma -- The Quirks, Absences, and Returns."

1995  Jack P. Shonkoff, M.D., Dean, Florence Heller Graduate School, Brandeis University. APA Address: "New Challenges in Early Childhood Interventions."


1997  Deborah Prothrow-Stith, M.D., Harvard School of Public Health. APA Address: Untitled

1998  No award given

1999  T. Berry Brazelton, M.D., Brazelton Center for Infants and Parents, Children’s Hospital, Boston; APA Address: “Touch Points: Theory, Practice, and Training”.

2000  Beatrice Hamburg, M.D., and David Hamburg, M.D.

2001  John E. B. Myers, J.D., University of the Pacific, APA Address: “Advocacy for Abused Children in Court: Best Interest? Best Practice?"

2002  No award given

2003  Tom Birch, J.D., National Child Abuse Coalition


2006  Robin Kimbrough-Melton, J.D., Clemson University

2007  Laurie Mulvey, M.S.W., University of Pittsburgh Office of Child Development

2008  Shay Bilchik, J.D., Georgetown University, Washington, DC
2009  Olivia Golden, PhD, Urban Institute, Washington, DC

2010  Ellen Bassuk, MD, National Center on Family Homelessness, APA Address: “America’s Homeless Children”

LIFETIME ADVOCACY AWARD

1995  Adah Maurer, Ph.D., The Union Institute. Award Address: "Corporal Punishment in the Schools."

1996  Kenneth B. Clark, Ph.D. (retired) & Mamie Phipps Clark, Ph.D. (posthumous). Award Address given in their honor by Thelma Dye-Holmes, Ph.D., Executive Director, Northside Center for Child Development.

2005  Sen. Christopher Dodd (D-CT)

INTERDIVISIONAL EXEMPLARY SERVICE AWARD

2009  Mary Campbell, Office of Children Youth and Families, American Psychological Association

STUDENT RESEARCH AWARD


1991  Mark Weist, Virginia Polytechnic Institute and State University. Award Paper: "Toward the Empirical Validation of Treatment Targets in Children."


1993  Mary Anne Yanulis, Fordham University. Award Paper: "Foster Care Children: Understanding of Families, Foster Care, and Adoption."

1994  Gwyne Kohl, Yale University. Award Paper: "Parent Involvement with Urban Elementary School Children."

1995  Eric J. Bruns, Department of Psychology, University of Vermont. Award Paper: "Interventions for Children Experiencing Severe Emotional Disturbance."


STUDENT DISSERTATION AWARD
2002  Jane G. Querido, University of Florida, “Early Intervention for Child Conduct Problems in Head Start Families”


2005  Shadi Houshyar, Yale University, “Genetic and Environmental Predictors of Resiliency in Maltreated Children”

2006  Richard Puddy, University of Kansas, “The Role of Service Coordination in an Innovative School-Based Intensive Mental Health Program”

2007  Lily Alpert, University of Connecticut, “Caseworker Family-Focus and Parent Engagement in Foster Care”

2008  Timothy D. Nelson, University of Kansas, "Practitioner Perspectives on Evidence-Based Practice: Toward a Model for Designing, Evaluating, and Disseminating Treatments with Research Support"  

2010  Catherine DeCarlo Santiago, University of Denver, “Family Coping as a Protective Factor for Poor Children”  

Honorable Mention: Margaret Stevenson, University of Illinois at Chicago, “Jurors' Discussions of a Defendant's History of Child Abuse and Alcohol Abuse in a Capitol Case”  
Honorable Mention: Erin Gabrielson, Pepperdine University, “Cultural Responsiveness: Working with Interpreters When Providing Mental Health Services to Limited English Proficient (LEP) Clients”

STUDENT POSTER AWARDS

2000  Suzanne M. Busby, University of Maryland, Baltimore County, “Young Children Exposed to Violence: Contextual and Protective Factors”  
Claudine M. Cangiano, St. Louis University, “Dating Violence: Links to Childhood Parenting and Attachment”  
Cynthia Ramirez, University of Michigan, “Community Violence Effects on the Mental Health of Latino Children”  
Marta M. Simopoulos, Rosemead Graduate School of Psychology, Biola University, “Violence Exposure and Depression: Consideration of World View and Coping Style”  
Jacqueline Zeller, University of Virginia, “School Staff Decisions Regarding Reporting Child Abuse”

2001  Hillary J. Heinze, “Delinquency and Peer Group Composition”  
Ehrin E. Lovria, “Psychosocial Variables Affecting PTSD Symptoms in Child Crime Victims”  
Nicole Marcus, “Parents’ Report of Interparental Aggression and Children’s Retaliatory Beliefs”  
Brett Scofield, “An Evaluation of an Early Head Start Program in Kansas”  
Caryn M. Sabourin, “Psychological Adjustment among Children Who Witness Abuse”
Kerry O’Mahar, University of Wisconsin, Milwaukee, “Attribution of Responsibility of Adjudicated Sex Offenders”
Connie Tang, University of Wyoming, “Long-Term Effects of the Boys’ Town Education Model”
G. Canby Robinson, North Carolina State University, “Marital Conflict and Parenting Behavior in Prediction of Child Social Behavior”
Rebecca Johnson, University of Kansas, “Effects of Abuse History and Psychopathology on Adolescents’ Autobiographical Memory”

James G. Barrett, “Mental Health Services in Schools: Evaluation of a Comprehensive Coordinated Approach”

2004  Kelly N. Rogers, University of North Carolina at Greensboro, “Role of Individual-Level and Family-Level Competence to Predict Aggression”
Caren Caty, California School of Professional Psychology, Los Angeles, “Effects of School-Based Group Psychotherapy on At-Risk Adolescents”
Jimmy Venza, Long Island University, “Child Placement Decisions: Clinical Application of Attachment Theory”
Christopher D. Kacir, Shawnee State University, “Parent Training and Juvenile Recidivism”
Huijun, Li, Florida State University, “Children Having Hearing or Speech Impairment: Their Fears and Anxieties”

2005  Courtney DeThomas, Fairleigh Dickinson University, “Meta-analysis of school-based intervention programs for SED children”
Laura Eckert, University of Wisconsin-Milwaukee, “Prospective study: Cognitive moderators of depression in urban children”
Brittany Lakin, Loyola University-Chicago, “Burnout in children’s residential treatment center staff”
Stephanie Stowman, University of Nevada-Las Vegas, “Consideration of age and special needs in child neglect assessment”
Tisha Wiley, University of Illinois-Chicago, “Sexual orientation and child sexual abuse: Myths and perceptions”

2006  Cynthia Najdowski, University of Illinois-Chicago, “Understanding women’s suspicions of unremembered childhood sexual and physical abuse”
Nicole Owings, George Mason University, “Peer acceptance of children with autism in inclusive school settings”
Farah Williams, University of Virginia, “Evaluation of a statewide student suicide prevention program”
Laura Young, University of Alabama, “Effects of parental involvement on children’s academic achievement”

Melissa McKeown, University of North Carolina-Chapel Hill, “Therapist, Parent, and Youth Perspectives of Problems with Community Services”
Rebecca Redington, Columbia University, “Marital and Family Therapists' Case Conceptualizations of an Interracial Family”
Laura Young, University of Alabama, “Predicting Parental Involvement and Its Effects on Children's Academics”

2008  Rachel Baden, B.A., Marital and parenting behaviors, Children’s Interpersonal Schemas, and Child Aggression, University of Alabama, Tuscaloosa
       Julie Cohen, B.A., Impact of Foster Youth’s Age at Entry on Post-Emancipation Outcomes University of Arizona, Tucson, AZ
       Sara Gould, M.A., State Mental Health Plans: Components and Comprehensiveness University of Kansas, Lawrence
       Kristin M. Wieneke, MA, Increasing Supports and Services to Address the Comprehensive Needs of Children, Boston College, Chestnut Hill, MA
       Awardee for Section:
       Colin B King, MA, Characteristics Associated with Suspected Cases of Maltreatment Referred by Educators, Human Development & Applied Psychology, OISE/University of Toronto, 252 Honorable Mention: Jeremy J. Davis, MA, The Relationship Between Parental Incarceration and Outcomes in Foster Care, University of Indianapolis, Indianapolis, IN

2009  Stephanie T Snow, MS: Mothers’ attributions predict concurrent and longitudinal mother-child interaction Quality
       Lisa A De La Rue, BA: An Alternative to Incarcerating Youth: Developing Programs that Decrease Recidivism and Strengthen Family Relationships
       Section awardee: Laura E Miller, BA: Preschooler’s Appraisals of Interparental Conflict in Families Experiencing Domestic Violence

2010  Colin B. King, M.A., University of Toronto, "Comparing Child Abuse Referrals Received from Educators to Other Professionals"
       Jonathan I. Martinez, M.A., UCLA, "How Parents' Social Networks Influence Youth Mental Health Service Use"
       Sara L. Stromeyer, B.A., University of Alabama, "Inflation of Competencies and Academic Outcomes in Aggressive Children"

DIVISION 37 SIGNIFICANT EVENTS

1977  In January, the APA Council of Representatives approved the "Division of Child and Youth Services."

1977  The Division 37 Newsletter is first published, with Milton Shore and Suzanne Sobel as editors.

1978  In January, the Division of Child and Youth Services becomes an official division of APA (Division 37).

1980  The first Division 37 Task Forces are established.

1981  The name of the division is changed by Bylaws vote to: "The Division of Child, Youth, and Family Services".
1981  Division 37 adopts a new logo, designed by Susan Frank of Brooklyn, New York.

1983  The first Distinguished Contribution to Child Advocacy Award is presented to Robert Mnookin.

1984  The first Nicholas Hobbs Award is presented to Jane Knitzer.

1989  The first Student Award is presented to Suniya Luthar of Yale University.

1990  The name of the newsletter is changed to *Child, Youth and Family Services Quarterly*.

1991  Division 37 adopts a new logo, designed by John Murray.

1993  The Division becomes an APA Continuing Education Approved Sponsor.

1995  The Division establishes its first Section: Section 1, The Section on Child Maltreatment. The first Lifetime Career Achievement Award is presented to Adah Maurer.

1996  The creation of a Division 37 journal entitled, *Children's Services: Social Policy, Research, and Practice*, was approved.


2000  Title of newsletter changed to *Child, Youth, and Family Services Advocate*, published three times a year. The Division initiated an active web site and Listserv.

2005  Publication of *Children's Services: Social Policy, Research, and Practice* ended.

2003  Publication of the *Child and Family Policy and Practice Review* begins, twice a year. Advocacy training on Capitol Hill in conjunction with Midwinter Meeting.

Division 37 took the lead in establishing the Interdivisional Task Force on Child and Adolescent Mental Health, with participating Divisions 7, 12, 16, 43, 53 and 54. This Task Force grew out of APA’s Task Force on Psychology’s Agenda for Child and Adolescent Mental Health, which was formed in response to the declaration of a crisis in children’s mental health care in the “Report of the Surgeon General’s Conference on Children’s Mental Health: A National Call to Action Agenda” (US Public Health Service, 2001).

2007  In January, the new name of the Division officially becomes *Society for Child and Family Policy and Practice*.

2008  January marks the 30th Anniversary of Division 37.

The Division makes an agreement with Division 53, Society of Clinical Child and Adolescent Psychology, to publish a Section on Policy and Advocacy in the *Journal of Clinical Child and Adolescent Psychology* (JCCAP) in exchange for free on-line access to JCCAP. With this agreement it was decided to cut costs by discontinuing the publication *Child and Family Policy*
and Practice Review. The Advocate was expanded to include substantive articles on current issues.

An award for early career psychologists, The Diane J. Willis Early Career Award for Policy and Advocacy”, is established with the American Psychological Foundation.

2009 Division Bylaws were amended to allow for electronic and email voting. The bylaws were also amended to include an additional position on the board of directors for a Member-at-Large representing Early Career Psychologists.

Division 37 and the Interdivisional Task Force on Child and Adolescent Mental Health collaborated with SRCD to convene Healthy Development: A Summit on Children’s Mental Health. This interdisciplinary summit was designed to enhance collaboration among researchers, mental health experts, other stakeholders, and communication scientists regarding the importance of early childhood mental health and the promotion of healthy development in order to inform public attitudes and public policy.

2010 On May 3, APA co-sponsored a congressional briefing hosted by the Society for Research in Child Development to highlight their report entitled Healthy Development: A Summit on Young Children's Mental Health. Karen Saywitz and Patrick Tolan represented Division 37.
TASK FORCES OF DIVISION 37

1980  Task Force on Children, Youth & Health Services (William Rae, Chair)
      Task Force on Children, Youth & the Law (Norman Mitroff, Chair)
      Task Force on Children, Youth & Education (Alan Krichev, Chair)

1981  Task Force on Funding of Services for Children (James Reisinger & Sandra Leichtman, Co-Chairs)

1982  Task Force on Training Issues in Child, Youth & Family Services (Marilyn Erickson, Chair)
      Task Force on Legal Issues (Gary Melton, Chair)
      • Subcommittee on Adolescent Abortion (Gary Melton, Chair)
      • Subcommittee on Civil Commitment of Minors (Gary Melton, Chair)
      • Subcommittee on Informed Consent for Treatment & Research Involving Children (later called "Children, Ethics and the Law") (Gerald Koocher & Patricia Keith-Spiegel, Co-Chairs)
      • Subcommittee on Psychologists’ Involvement in Child Custody Determinations (Lois Weithorn, Chair)


1985  Task Force on Residential Treatment (Kathleen Wells, Chair)
      Task Force on State-Level Legislative Consultation (Gerald Koocher, Chair)

1986  Task Force on Behavioral Toxicology (Gary Melton, Chair)
      • Subcommittee on Maternal and Fetal Toxins (Theo Sonderegger, Chair)
      • Subcommittee on Environmental, Developmental, and Behavioral Neurotoxicology (Stephen Schroeder & Gary Melton, Co-Chairs)
      Task Force on Economics & Regulation of Children’s Services (Gary Melton, Chair)
      Task Force on Pediatric AIDS (Jeffrey Seibert, Chair)

1987  Interdivisional Task Force on Child Abuse Training (James Garbarino, Chair)

1992  Task Force on the Effects of Physical Punishment on Children (Murray Straus, Chair)

1993  Task Force on Model Practices in Service Delivery in Clinical Child Psychology (Co-sponsored with Section 1, Division 12; Michael Roberts, Chair)
      Task Force on Innovative Models for Service Delivery in Clinical Child Psychology (Co-sponsored with Section 1, Division 12; Scott Henggeler, Chair)

1994  Task Force on Poverty, Family Processes, and Child Development: Recommendations for Intervention (Co-sponsored with Division 7; Brian Wilcox and Geraldine Brookins, Co-Chairs)
      Task Force on Parenting Styles, and Normative Development among Families from Ethnic Minorities (Co-sponsored with Divisions 7 and 45; Diane Scott-Jones, Chair)

1996  Task Force on training psychologists for new directions in the public sector of Children's Mental Health (Co-sponsored with CYF; Jane Knitzer and Judy Meyers, Co-Chairs)
1999  Task Force on Fostering Resilient Child, Youth, and Families (Cynthia Schellenbach and Ken Maton, Co-Chairs)

2000  Task Force on Developmental Psychology and the Child Witness (Karen Saywitz and Thomas Lyon, Co-Chairs)

2004  Task Force on Corporal Punishment of Children (Sandra Graham-Berman, Chair)

2005  Child and Family Advocacy Task Force (Allison Redlich and Sandra Bishop-Josef)

   Interdivisional Task Force on Child and Adolescent Mental Health (Karen Saywitz)

2006  Interdivisional Task Force on Child Maltreatment Prevention (with Division 41; Mary Haskett and Sharon Portwood)

2008  Task Force on Education and Training in Social Policy at the Graduate and Undergraduate Level (Mindy Feinberg Gutow & Carol Falender, Co-Chairs)

2010  Task Force on Foster Care and Adoption (Sandra Bishop-Josef, Chair)
PUBLICATIONS OF DIVISION 37 TASK FORCES


2009  Report of *Healthy Development: A Summit on Young Children’s Mental Health*. Partnering with Communication Scientists, Collaborating across Disciplines and Leveraging Impact to Promote
[Includes contributions from the Interdivisional Task Force on Child and Adolescent Mental Health]


CALENDAR OF DIVISIONAL EVENTS

FIRST QUARTER (January – March)

Important Dates and Events:
- **January 1**: New Officers, Committee Chairs and Members, and Liaisons assume office.
- **Midwinter Board of Directors Meeting**: Award nominees are reviewed and selected; final slate of candidates for Divisional office are reviewed and selected; budget is reviewed and approved; nominees are generated for APA Boards and Committees (e.g., Ethics Committee, CIRP); planning begins/continues for Division initiatives, activities, and new task forces.

**All Officers**:  
- Submit report to Secretary for midwinter BOD meeting, upon request.

**President**:  
- Send photograph and presidential column to *Advocate* Editor by January 15.
- Submit Annual Report of Division and Section activities to APA Office of Division Affairs prior to February 1 (working with Secretary, Past President and Section President).
- Prepare final agenda for midwinter meeting for mailing to BOD at least 2 weeks prior to meeting (with Secretary).
- Preside at mid-winter meeting.
- Solicit nominations for APA Boards and Committees from BOD
- Write letters of congratulations to award recipients (Hobbs and Advocacy) after Chair of Awards Committee informs them of their selection, if applicable in a given year

**President-Elect**:  
- Attend Division Leadership Conference.
- Begin thinking, drafting, or preparing Presidential theme or issue, to be discussed at midwinter meeting.
- As early as possible (the fourth quarter of the previous year is optimal), appoint a Program Chair for the year in which s/he will serve as President, so s/he can attend the midwinter meeting during the President-Elect year.
- As early as possible (the fourth quarter of the previous year is optimal), appoint a Graduate Student Representative to serve during the year s/he will serve as President-Elect.
- [if Membership Chair’s 3-year term is ending during President-Elect year] As early as possible (the fourth quarter of the previous year is optimal), appoint Membership Chair to serve during the year in which s/he will serve as President.
- [if Fellows Chair’s 2-year term is ending during President-Elect year] As early as possible (the fourth quarter of the previous year is optimal), appoint Fellows Chair to serve during the year in which s/he will serve as President.
- Inform *Advocate* Editor of appointees prior to January 15.
- Send name of new Fellows Chair and/or Membership Chair to APA Membership Committee Staff Liaison.

**Past-President**:  
- Prepare slate of eligible candidates for divisional office to present to BOD at midwinter meeting.
Inform APA of final slate of candidates for divisional office prior to the deadline of March 15.

Gather information on nominees for divisional awards for presentation to BOD at midwinter meeting.

Write letters of congratulations to all new awards recipients following midwinter meeting, inviting recipients to present at Convention and including travel stipend details.

Inform all persons nominating candidates for awards of the results of the awards selection process.

Send award recipients’ names and information to Program Chair immediately after midwinter meeting for inclusion in the Convention program.

Send award recipients’ and candidates’ names and information to Advocate Editor by January 15.

Select volunteer from Board to be on Student Dissertation Award Committee.

Ask Section President to appoint Section member to be on Student Poster Award Committee.

Send announcement of Student Dissertation Award competition for inclusion in Advocate by January 15.

Secretary:

- Assist Presidents in preparation and submission of Annual Report.
- Request required reports for midwinter meeting from all officers and optional reports/materials from associated APA Directorates and Offices (e.g., PI Directorate, CYF Office).
- Assist President in preparing agenda for midwinter meeting.
- Prepare final agenda materials (e.g., officer reports) for midwinter meeting for distributing to BOD at least 2 weeks prior to meeting.
- Prepare draft of minutes of midwinter meeting and circulate to BOD for review within two weeks following meeting.
- Send corrected minutes of midwinter meeting to President for approval.
- Send approved minutes to BOD and abbreviated minutes to Advocate Editor for publication in the next issue.
- Request optional candidate statements from the slate of officer candidates for posting on the website and listserv (statements <250 words can also be submitted for the APA website).

Treasurer:

- Send 4th quarter financial report from previous year to Finance Committee.
- Update and finalize budget for current year at midwinter meeting.
- Send tax report to APA Central office by March 15.

Section President:

- Prepare Section report and represent Section at Division Midwinter Board of Directors Meeting
- Submit Annual Report of Section activities to Division Secretary for forwarding to APA Office of Division Affairs prior to February 1.
- Prepare and submit article for the Advocate reporting Section business

MAL: Task Forces & Diversity:

- Obtain progress reports from all task force chairs to be presented at midwinter meeting.
MAL: Technology & Communications:
- Update Division website with new Position Holders, President’s Welcome, and contact information for awards, membership, and becoming a Fellow.

Program Chair:
- Coordinate with Section Program Chair to request Hospitality Suite at Convention, if applicable
- Notify convention submission authors of acceptance status, including letter to student-authored posters of entry into Student Poster Award competition.
- With President, coordinate co-listing and co-sponsorship of convention programming with other Divisions, Offices and Directorates.
- Submit final program for APA Convention to APA Central Office
- Provide student poster abstracts to Past President for use in Student Poster Award competition.

SECOND QUARTER (April – June)

President:
- Submit presidential column to Advocate Editor by May 1 (Convention issue)

Secretary:
- Order plaques for award recipients and Past President, and print appreciation certificates for exiting officers to be presented during APA Business Meeting.

Treasurer:
- Send 1st quarter financial report to Finance Committee.

Section President:
- Prepare and submit article for the Advocate reporting Section business

Past President:
- Distribute Student Dissertation Award entries and rating forms to review committee as soon as possible after June 1 submission deadline.

President-Elect:
- With Program Chair-Delegate, prepare "Call for Submissions" for following year’s convention, and submit to Advocate Editor by June 1 and to APA Monitor upon request.
- Begin thinking, planning Convention programming (invited symposia, addresses, etc.)

Program Chair:
- Send “print ready” final program (including reviewer acknowledgment) to Advocate Editor for publication, and to President for distribution via listserv.
- With President, Section President, and Section Program Chair, coordinate logistics for convention hospitality suite (if applicable), social hours, mentoring sessions, etc.
THIRD QUARTER (July – September)

Important Dates and Events:

- Convention Business & Board of Directors Meeting

All Officers:

- Submit report to Secretary for convention BOD meeting, upon request.

President:

- Work with Secretary to draft tentative agenda for APA Convention BOD Meeting about 6 weeks prior to meeting.
- Invite APA staff members to convention BOD meeting, as appropriate
- Set agenda for Business Meeting at Convention
- Write letters of congratulations to all newly elected officers, inviting them to BOD and Business meetings at Convention.
- Send final agenda for APA BOD Meeting to BOD members 2 weeks prior to meeting.
- Preside at BOD meeting held during APA Convention.
- Preside at Business meeting held during APA Convention and present plaque to Past President.
- Present Presidential Address at APA Convention (or preside over Presidential Symposium)
- Send "Call for Nominations" for offices and awards to Advocate Editor by September 1.

Past-President:

- Receive election results from APA, and inform Past-President.
- Provide names and addresses of new officers to Secretary.
- Inform all candidates for office of the election results.
- Arrange for the Awards Ceremony Banner to be made and brought to convention.
- Arrange for APA Division Services to bring the portable Division banner to convention.
- Notify Student Dissertation Award winner and invite to convention social hour.
- Request Student Dissertation Award check from Treasurer, to be presented at convention.
- Distribute student poster abstracts (obtained from Program Chair) and rating forms to Student Poster Award Committee Coordinate all members of Student Poster Award committee to be at poster session.
- Conduct review of student posters at convention, notify recipients of awards, and invite to social hour.
- Preside at Awards Ceremony at convention, and present plaques to awards recipients.
- Arrange for Treasurer to send poster award checks after convention, and Membership Chair to activate free membership year.
- Notify Advocate editor and Member-at-Large for Technology & Communications (for website posting) of Student Dissertation Award winner and Student Poster Award winners by October 1.

Secretary:
- Request required reports for convention meeting from all officers and optional reports/materials from associated APA Directorates and Offices (e.g., PI Directorate, CYF Office).
- Add new officers to Division BOD mailing list, and request permission from them to publish addresses in the Advocate. Alert Advocate Editor if any permissions are lacking.
- Send Officer's Manual and Bylaws to all new officers and invite them to APA convention meeting.
- Advise next year's President-Elect to begin thinking about appointments to Program Chair, Graduate Student Representative, Fellows Chair (if necessary) and Membership Chair (if necessary).
- Upon request from APA, submit names of Division awardees (Hobbs, Child Advocacy, and Dissertation) and Section awardees who will be honored at convention.
- Print certificate for Dissertation Award and give to Past President.
- Assist President in preparing agenda for convention meeting.
- Prepare final agenda materials (e.g., officer reports) for convention meeting for mailing to BOD at least 2 weeks prior to meeting.
- Prepare draft of minutes of convention meeting and circulate to BOD for review within two weeks following meeting.
- Send corrected minutes of convention meeting to President for approval.
- Send approved minutes to BOD and abbreviated minutes to Advocate Editor by October 1 for publication.
- Distribute electronic copies of the Advocate to APA directorates.

Treasurer:
- Send 2nd quarter financial report to Finance Committee.
- Present proposed budget for next year at convention meeting.

Section President:
- Prepare Section report and represent Section at Division APA Board of Directors Meeting.
- Identify Section representative to attend Internships on Parade, if applicable.
- Deliver Section Presidential Address/Symposium at APA Convention, if applicable.
- Present Section Early Career and Dissertation Awards at Presidential Address/Symposium, if applicable.
- Serve on selection committee for Division/Section Poster Award.
- Prepare and submit article for the Advocate reporting Section business.

MAL: Task Forces & Diversity:
- Obtain progress reports from all task force chairs and liaisons to be presented at APA meeting.

MAL: Technology & Communications:
- Update Division website with award recipients, election results, and membership dues (if applicable).

Program Chair:
- Coordinate with Membership Committee to have membership brochures at all sessions.
**Fellows Chair:**
- Appoint members of Fellows Committee to review nominees during the following year.
- Prepare "Call for Nominations" for Fellows to send to Advocate Editor by October 1.

**FOURTH QUARTER (October – December)**

**President:**
- Begin working on Division Annual Report with Past President, Secretary and Section President (due February 1)
- Send updates for “Div 37 Significant Events” section of Officer’s Manual for his/her year of Presidency to the Secretary
- Solicit nominations for elections and awards (for discussion at mid-winter meeting and submission to Advocate by January 15).
- Begin soliciting submissions for Student Dissertation Award

**Past-President:**
- Have Membership Chair award one-year free membership to Student Poster Award winners and Dissertation Award winners as well as all people who submitted dissertations.

**President-Elect:**
- Work with Program Chair on Convention programming for year in which s/he serves as President. (Submission call deadline: December 1). Invite symposia and addresses.
- Draft tentative agenda for midwinter meeting to BOD six weeks prior to meeting (with Secretary).
- Plan for midwinter meeting location, schedule, and food (with Secretary).
- Set next Board of Directors meeting date/location at Convention.
- Appoint liaisons to other divisions, and task force and committee chairs to serve during presidential year (in consultation with EC and Member-at-Large for Task Forces and Diversity).

**Treasurer:**
- Send 3rd quarter financial report to Finance Committee.
- Notify APA Travel of approved travelers for midwinter meeting, and provide EC with necessary forms and procedures for scheduling travel through APA.

**Section President:**
- Plan presidential address or symposium for following year’s APA Convention, if applicable
- Work with Division Program Chair to plan Section activities for following year’s APA Convention
- Prepare and submit article for the Advocate reporting Section business

**Program Chair:**
- Solicit reviewers for APA program submissions.
- Coordinate with APA and President-Elect to conduct blind reviews of convention submissions.
Secretary:
- Prompt next year’s President-Elect for appointee names (Program Chair, Student Representative(s), and Membership and Fellow’s Chair if needed), to be invited to midwinter meeting.
- Make arrangements (through APA Central Office, Child Divisions, or with regional hotel) for hotel, food, and meeting rooms for midwinter meeting.
- Assist President in preparing agenda for midwinter meeting
- Request Officer’s Manual updates from President (Significant Events), MAL: Task Forces (Task Forces and Task Force Publications), and exiting officers.
- Update Officer’s Manual and BOD Roster and send to all Officers
- Request required reports for convention meeting from all officers and optional reports/materials from associated APA Directorates and Offices (e.g., PI Directorate, CYF Office).

Member-at-Large: Task Forces:
- Send updates for “Task Forces” and “Task Force Publications” sections of Officer’s Manual for the past year to the Secretary

Advocate Editor:
- Submit hardcopies and PDFs of all three Advocate issues to Secretary for archiving.
PRESIDENT

The President assumes office on January 1 of the year following his/her year as President-Elect, and serves for one year.

A. MAJOR RESPONSIBILITIES:

1. Set tone and provide leadership to Division regarding overall vision and mission;
2. Preside at meetings of the Board of Directors (BOD) and the Executive Committee (EC);
3. Preside at APA Division 37 Business Meeting;
4. Prepare agendas for all EC, BOD, and Business meetings;
5. Exercise supervision over the affairs of the Division;
6. Oversee the duties of the other Executive Committee officers;
7. Coordinate activities within the Division, with APA Central Office, other divisions and organizations;
8. Appoint/Reappoint Ad Hoc Committees/Task Forces of the Division in consultation with the BOD;
9. Present a Presidential Address at APA (or preside over a Presidential Symposium);
10. Prepare Presidential Message for each issue of the Advocate;
11. Serve as Chair of the Finance Committee;
12. Serve as Chair of the Publications Committee;
13. Serve on Communications and Technology Committee;
14. Serve on Student Award Committee;
15. Serve on Long Range Planning Committee;
16. Serve on the Division 37 Advocate Editorial Board;
17. Prepare for duties as Past-President by placing ads in the Advocate calling for nominations for awards and elections.

B. SPECIFIC DUTIES:

1. **Midwinter Meeting:** The President sets the date and place of the Midwinter BOD meeting which occurs during his/her presidential year. Plans must be made by October, while still President-Elect. Meetings typically are held in January/February in Washington, DC, so as to use APA meeting rooms and to facilitate communication with members of the APA Central Office staff or at a Regional location with other Divisions. In order to conserve funds, the Midwinter meeting may be held over a weekend. Elected members of the BOD, the Advocate Editor, and the current and future Program Chairs and Student Representatives are automatically invited to the Midwinter meeting. The President, Past-President, and President-Elect jointly decide who else (e.g., major committee chairpersons, task force chairs) will be invited, taking into account both substantive and budgetary considerations.

2. **APA Convention Board Meeting:** The President sets the day and time of the APA meeting in cooperation with the Program Chair. This meeting is attended by all Board Members.

3. **Agenda and Division Business:** The President sets the tone for the business of the Division through the agenda for the Midwinter and Convention board meetings. Regular contact and input from other Executive officers is important. A tentative agenda is sent to all EC members at least six weeks prior to each meeting, to obtain their input. A final agenda is circulated at least two weeks prior to meetings. The Secretary requests written reports from all EC members (where
pertinent) and Committee Chairs at the time the tentative agenda is mailed, six weeks prior to the BOD meeting. The Task Force Coordinator should request progress reports from all task force chairs and liaisons at least six weeks prior to the BOD meetings, and forward these reports to the Secretary. These written reports are then compiled into an agenda book for each BOD/EC meeting. The President has the responsibility of inviting special guests and members of the APA Central Office to the BOD meeting, if desired. Coordinating the business and goals of the Division with the APA Public Interest Directorate and other pertinent Central Office Directorates is an important part of the job. The Divisional Affairs Office in APA Central Office can assist in identifying resources within Central Office. For substantive matters, the staff liaison to the APA Committee on Children, Youth and Families (Mary Campbell) and the Children, Youth and Families staff in the Public Policy Office are the major resources.

4. **Appointments:** The President appoints the chairs and members of Ad Hoc Committees, Task Forces, as well as Liaisons to other organizations, with consultation of the EC and the Member-at-Large for Task Forces and Diversity. In the past, Liaisons have been appointed to Divisions 53 and 54, to CYF, and to the APA Committee on International Relations in Psychology (CIRP). To the extent possible, Liaisons are appointed who hold office on both the Division 37 BOD and the BOD of the other organization, so that no additional expenses will be incurred with the Liaison position. Each year, the President must appoint a Program Chair and Student Representative, to serve during the year in which s/he is President. The Student Representative is appointed for a two-year term so that each serves during the year of the president-elect term and the president term, to provide continuity. The Membership Chair is a three-year term, so in the year before the Membership Chair term expires, the President-Elect should appoint a new chair to begin their term in January of the coming year. The Fellows Chair is a two-year term, so in the year before the Fellows Chair term expires, the President-Elect should appoint a new chair to begin their term in January.

5. **Correspondence:** The President has the responsibility of coordinating the activities of the Division with those of other divisions and organizations, and APA. Correspondence with these other groups must be carried out in a timely fashion. All correspondence shall be copied to the President-Elect, Past-President, and Secretary (and to the Treasurer if matters pertain to finances of Division). Other specific correspondence includes:
   a. Writing letter of congratulations to recipients of the Nicholas Hobbs Award and the Distinguished Contribution to Child Advocacy Award, after the Chair of the Awards Committee informs recipients of their selection.
   b. Writing a letter of congratulations to all newly elected officers of the Division, inviting them to attend the APA BOD and Business meetings.
   c. Writing a letter of congratulations to recipient of Student Award.
   d. Submitting “Division Spotlight” items to the APA Monitor as needed upon request by APA.

6. **Presidential Addresses:** The President shall make an address at the APA convention (alternatively, s/he can preside over a Presidential Symposium). The address may be scheduled for 50 minutes or 25 minutes, depending on whether the time for the address is shared with the Division Business Meeting. This decision is made at the discretion of the President, in consultation with the Program Chair and EC. In addition, the President has the privilege of publishing a "President's Message" in the Advocate, for each of the three issues published during the Presidential year. The topics have varied considerably, but most have related to the business of the Division, scientific or professional issues of interest to the membership, or other professional information the President would like to share with the members.
7. **Preside at APA Business Meeting:** The President shall plan the agenda for and preside at the Business meeting held annually at the APA Convention. The President will present a plaque to the Past-President in appreciation of his/her service to the Division.

8. **Annual Report:** The President shall prepare the Division Annual Report for submission to the APA Central Office, with input from the Secretary as needed, and shall give final approval before it is submitted. The Annual Report concerns Division activities for the February meeting of the APA Council of Representatives. This report is due on February 1 of each year. Preparation of this statement should begin in November (when APA Division Services sends the necessary forms) so the President and Secretary can discuss content and make corrections, and the President can give final approval. The Section Annual Report is also due at the same time, so the President must request completion of that report by the Section President, Treasurer, and Secretary.

9. **Minutes:** The President shall review all aspects of the Division Minutes, make corrections as needed, and give approval of the final draft before they are published in the Advocate.

10. **Nominees for APA Boards and Committees:** The President and BOD will be asked to submit nominees to APA for vacancies on various Boards and Committees (e.g., CYF, Ethics Committee). The nominees are discussed at the Midwinter meeting. The BOD typically chooses boards and committees of particular significance and actively pursues the nomination of candidates who will advocate children's interests. At the Midwinter meeting, the President appoints BOD members to contact particular nominees, assure that they are willing to have their names submitted, and prepare letters of support on behalf of the nomination. The President and/or liaisons to other groups (e.g., Divisions 53 and 54) attempt to develop coalitions of support for nominees.

11. **Nominations and Elections:** The Past-President chairs the Nominations and Elections Committee, but solicitation of nominations occurs during the year as President. The President must prepare a Nominations Ballot (see Appendix A) to be submitted to the Advocate Editor by September 1. Deadline for receipt of nominations is December 15, so that a slate of nominees can be developed by the time of the Midwinter meeting.

12. **Awards:** The Past-President chairs the Awards Committee, but solicitation of nominations for the awards must occur during the year as President. The "Call for Nominations" for the Nicholas Hobbs Award and the Distinguished Contribution to Child Advocacy Award should be included in the Advocate along with the Nominations Ballot (submitted to the Editor by September 1; see Appendix B). Deadline for receipt of nominations is December 1 to allow the Awards Committee to review the candidates and make a recommendation to the BOD by the time of the Midwinter meeting. The nominees will be reviewed at the Midwinter meeting during the Past-Presidential year, and awards recipients will be honored at the convention. The Past-President may choose to move that either or both awards are not presented in a given year.
PRESIDENT-ELECT

The President-Elect assumes office on January 1 after his/her election, and serves for one year.

**A. MAJOR RESPONSIBILITIES**

1. Preside over Division Business meetings, Board meetings, or Executive Committee meetings in the absence of the President;
2. Assume the duties of the office of President in the absence of the President due to death, incapacity, resignation or other contingencies;
3. Appoint a Program Chair for the year in which s/he will serve as President;
4. Appoint a Membership Chair if the Membership Chair term (a three-year term) will end in the president-elect year, for the three years beginning when the President-Elect is the President;
5. Appoint a Fellows Chair if the Fellows Chair term (a two-year term) will end in the president-elect year, for the two years beginning when the President-Elect is the President;
6. Appoint a Student Representative for the year in which s/he will serve as President; the Student Representative will serve during the President-Elect year as well, to provide continuity.
7. [optional] Appoint an Undergraduate Student Representative for the year in which s/he will serve as President.
8. Appoint liaisons and other committee or task force chairs for the year in which s/he will serve as President;
9. Serve on Long Range Planning Committee;
10. Serve on Finance Committee;
11. Attend Division Leadership Conference in January of President-Elect year.

**B. SPECIFIC DUTIES**

1. *Division Business:* The President-Elect should become familiar with the Division business, especially the standing committees and special task forces, in order to prepare for the presidential year.

2. *Filling the Office of President:* The President-Elect is designated by the Bylaws to assume the office of President, should the president become unable to perform the duties of the office.

3. *Appointments:* The President-Elect shall prepare for the presidential year by making appointments of key committee chairs, in consultation with the Executive Committee. Persons considered for appointments may include those currently holding the position or nominees for elected office who did not win the election.
   a. The Program Chair Designate (for the year in which the President-Elect serves as President) should be appointed prior to the start of the president-elect year so that s/he can attend the Midwinter meeting (during the President-Elect year). The Program Chair Designate will need to prepare a "Call for Submission" to be submitted in June to the *APA Monitor* and the *Advocate* regarding specifics of the Division's program requirements. The Program Committee consists of the Program Chair Designate, the current Program Chair, and the immediate Past Program Chair.
   b. Should the Membership Chair term be ending, the President-Elect shall appoint a Membership Chair to serve during the year in which s/he becomes President and the following two years. The President-Elect also may appoint one or two members of a
Membership Committee to assist the Chair, if desired. These appointments shall be made in the Fall of the President-Elect year so that the appointees can assume office on January 1, and can be listed in the first issue of the Advocate for the Presidential year.

c. Should the Fellows Chair term be ending, the President-Elect shall appoint a Fellows Chair who must be a Fellow in the Division. The Fellowship Chair will appoint the members of the Fellows Committee from among current Fellows of the division. These appointments must be made in June of the President-Elect year so that a "Call for Nominations for Fellow" can be listed in the Fall Advocate, including the name of the Fellows Chair.

d. The President-Elect shall appoint a Graduate Student Representative to serve during the year in which s/he becomes President and to continue for a second year to provide continuity. This appointment shall be made in October of the President-Elect year, shortly after elected. The Student-Representative-Elect is invited to attend the midwinter meetings with the President-Elect, to meet the current student Representative and become oriented to the Division. The President-Elect may also appoint an Undergraduate Student Representative to serve during the year in which s/he becomes President.

e. Finally, the President-Elect shall appoint liaisons and other committee or task force chairs to serve during the year in which s/he becomes President. Liaisons typically are appointed for: Division 53 (Clinical Child Psychology) and Division 54 (Society of Pediatric Psychology), and the APA Committee on Children, Youth and Families. Liaisons have sometimes been appointed for Division 41 (Psychology and Law), Division 7 (Developmental), or Division 16 (School). Other liaisons may be appointed at the discretion of the President-Elect.

f. The usual procedure for Liaison appointment is for the President-Elect to correspond with the President or President-Elect of the other group to coordinate plans for liaison appointments, and agree upon a candidate. To the extent possible, it is preferable to select liaisons who serve on the BOD of both groups. Otherwise, some agreement must be reached regarding responsibility for expenses incurred by the liaison for attendance at BOD meetings.

g. The appointment of the liaison to CYF is made in consultation with the President and the current liaison to CYF. This liaison is often the President-Elect him/herself, or another Division BOD member.

4. Correspondence: All correspondence should be copied to the President, Past-President and Secretary (and to the Treasurer if matters pertain to finances of the Division).

5. Convention Programming: In May preceding the year for which the program is being planned, APA will request a brief description of the types of program submissions appropriate for Division 37. The President-Elect and Program Chair should coordinate to send the Division requirements in by the deadline (usually mid-June).
PAST-PRESIDENT

The Past-President assumes office on January 1 of the year following his/her year as President, and serves for one year.

A. MAJOR RESPONSIBILITIES

1. Serve as consultant to the President;
2. Chair Nominations and Elections Committee;
3. Chair Awards Committee;
4. Serve on Continuing Education Committee;
5. Serve on Long Range Planning Committee;
6. Preside at APA Presidential Address and Award Ceremony;
7. Obtain plaques for the two awards recipients and present plaques at APA;

B. SPECIFIC DUTIES

1. Nominations and Elections: The Past-President chairs the Nominations and Elections Committee, which consists of the two most recent Past-Presidents. The following tasks must be accomplished:
   a. The Past-President is responsible for preparing a Self-Nominations Ballot (see Appendix A), and forwarding this Ballot to the Advocate Editor by October 1 during the Presidential year (see President’s duties). The Advocate Editor will include the Self-Nominations ballot in the Advocate to reach all Division 37 members.
   b. Deadline for return of Self-Nominations is December 1.
   c. Once Self-Nominations are received, the Committee shall ascertain whether the nominees are qualified to serve, if elected. All nominees for office must be members of APA and Division 37.
   d. The Committee should make effort to obtain proper representation of various constituencies on the slate, as provided in the Bylaws (Article IV, Section 5). At its discretion, in order to broaden representation as to geographic location, sex, institutional affiliation, age, etc., the Committee may add one name on the ballot for each office for which election is being held. The list of nominees shall be at least twice as many nominees as there are persons to be elected for each office.
   e. Prepare a slate of candidates. The Executive Committee votes on the slate at the Midwinter meeting. In the event that a sufficient number of nominations were not received, the Past President should obtain a list of members from the Membership Chair. This list can be distributed at the Midwinter meeting to generate additional potential candidate names.
   f. The Past President will inform APA in writing of the final ballot by the set deadline. APA will mail the Election Ballot for Division 37 to all voting members.
   g. The Past-President will inform the President and Secretary of the election results as soon as these results are available from APA. The Past-President will inform all candidates of the election outcome by letter.
   h. Provide the Secretary with addresses of new officers so they can be added to the Executive Committee meeting and BOD Roster. The Secretary will send this information to the President so the President can write a letter of congratulations to all officers and invite them to attend the APA Executive Committee meeting.
   i. Ask the Secretary to send the new officers a copy of the Bylaws and Officers’ Manual prior to the APA BOD meeting.
2. **Awards**: The Past-President chairs the Awards Committee, which will consist of the two most recent Past-Presidents. See Policies and Procedures regarding awards for details. The following tasks must be accomplished:
   
a. The Chair of the Awards Committee is responsible for placing a "Call for Nominations" (See Appendix B) in the Summer and Fall Advocate (during the Presidential year) calling for nominations for the Nicholas Hobbs and Distinguished Contribution to Child Advocacy Awards. Ads also may be placed in the APA Monitor, and letters soliciting nominations may be sent to other APA divisions or professional organizations.
   
b. The Chair of the Awards Committee also sends the "Call for Nominations" to the Secretary by October 1 (during the Presidential year) so that it can be included in the Advocate with the Nominations Ballot for elections.
   
c. A letter of nomination, curriculum vitae, two letters of support, and other pertinent supporting materials as desired, must be submitted for each nominee.
   
d. A final slate of nominees shall be prepared for the Executive Committee by the time of the Midwinter BOD meeting.
   
e. If the EC agrees to present either or both awards in a given year, the recipients will be selected at the Midwinter Executive Committee meeting.
   
f. Inform each person who nominated a candidate for an award of the results of the awards process. Those persons nominated but not selected for the award during a given year will have their files reconsidered for two subsequent years.
   
g. Inform each award recipient in writing of his/her selection and invite the recipient to present an APA Awards Address. The recipient of the Hobbs and Distinguished Contribution Awards should be sent our travel policy information.
   
h. Arrange for the Secretary to have plaques made for the two persons who will receive awards during the Past-President year (i.e., the 1992 Past-President will obtain plaques for the 1992 awardees).
   
i. Arrange for the Awards Ceremony Banner to be made and brought to the Convention.
   
j. Preside at the Awards Ceremony at APA, and present plaques to the recipients. All plaques may be obtained locally or from a single source, such as: 5 Star Awards (They have our logo and layout) LisaHigginbotham@5starawards.net or sales@5starawards.net (1-800-553-0133) or Horizons Unlimited -- Contact Elayne Spevack at 301-340-1600 x 141. (APA Supplier)
   
k. The Past-President plans a dinner for the Executive Committee members and awardees and invites them to the Social Hour. Executive Committee members pay for their own meal and the Division pays for the dinners of awardees (and a guest).

3. **Preside at APA Presidential Address**: The Past-President shall introduce the President and the Presidential Address at the APA Annual Convention.

4. **Correspondence**: The Past-President should copy all correspondence of the Division to the President, President-Elect, Secretary, and also to the Treasurer if the correspondence pertains to the financial aspects of the Division.

5. **Chairing the Student Award Committee**: 
   
a. Poster Awards: These awards are for graduate students (up to five) who have submitted exemplary posters to the APA convention. It is anticipated that most of the posters will involve some form of research. The student must be the first author of the paper. Each year students will be invited to submit posters to the APA meetings. Awards will be presented at the poster session to up to five students. The judging committee will include the Past-
President (Chair), a delegate of Section on Child Maltreatment, and Graduate Student Representative. The Rating Form to be used is provided in Appendix C.

i. The Program Chair will give the Past-President a list of student abstracts that have been accepted.

ii. Form a committee to review the posters at the convention. Notify members of the committee of the time for the poster session.

iii. Coordinate with the Treasurer to inform the students designated and be responsible for obtaining the certificates and checks.

iv. Make sure the Advocate Editor lists the awardees in the Advocate, and the Membership Chair activates the one-year free membership.

b. Student Dissertation Award: This award is given to a completed doctoral dissertation concerning issues of social policy, service delivery, welfare, and/or advocacy for children, youth, and families. Each year students will be encouraged to apply by submitting dissertations for review by a committee consisting of the Past President (Chair), President, and one other elected Board Member chosen at the Midwinter Meeting.

i. Distribute the submitted dissertations to the committee members.

ii. Coordinate with committee members to select a winner by July 1.

iii. Inform all entrants of the results by the first week of July and be responsible for obtaining the check to be presented at the convention.

iv. Make sure the Advocate Editor lists the awardees in the Advocate, and the Membership Chair awards the one-year free membership to all entrants.
SECRETARY

The Secretary assumes office on January 1 after his/her election, and serves for a term of three years.

A. MAJOR RESPONSIBILITIES

1. Assist the President in preparing the agenda for Executive Committee (EC) meetings and Board of Directors (BOD) meetings of the Division;
2. Record and keep the Minutes of the EC and BOD meetings;
3. Assist, as needed, in preparation of Annual Report of Division and Section activities, to be submitted to APA;
4. Safeguard all records of the Division;
5. Record Bylaws amendments and send copy of amended Bylaws to APA Archives;
6. Maintain an updated list of BOD members' postal addresses, phone numbers, and e-mail addresses;
7. Answer requests for information about the Division;
8. Assist the President in making arrangements for the Executive Committee and Board meetings;
9. Update Officers' Manual after each Board meeting, and bring updated copy to each EC and BOD meeting for reference;
10. Send Officers' Manual and Bylaws to all newly elected Division officers and newly appointed committee chairs;
11. Add names and addresses of newly elected officers to the BOD Roster for distribution at the APA BOD meeting;
12. Maintain and safeguard the Division Archives, keeping them recorded and updated;
13. Send Quarterly reminders to Board Members with Responsibilities during the upcoming Quarter.

B. SPECIFIC DUTIES

1. Agenda: The Secretary works with the President in preparing the final agenda and agenda book for each EC and BOD meeting. Coordinate with President regarding emailing of the agenda book to BOD members at least 2 weeks prior to the meetings.

2. Minutes: The Secretary has the responsibility to attend all of the EC, Board, and business meetings of the Division. These meetings include the Midwinter BOD meeting and the Business and BOD meetings at the APA Convention. The Secretary should prepare the Minutes of the Executive and Business meetings no later than two weeks following the meetings and distribute them to all members of the Board for review. Within a month following the meetings, all corrections to the Minutes should be made and the Minutes forwarded to the President for final approval. Once corrected and approved, abbreviated Minutes are forwarded to the Advocate Editor for publication. A copy of the Minutes is filed in the Division Archives.

3. Safeguard and Update Division Records: The Secretary must safeguard all records of the Division, including copies of the Minutes, Bylaws, Officers' Manual, a list of past officers of the Division and their terms of office, a list of awards recipients and all other material appropriate for the Division Archives (e.g., Task Force Reports). The Secretary is responsible for recording all amendments to the Bylaws and sending a copy of the amended Bylaws to the APA Archives. The Secretary also maintains an updated list of names, addresses, phone numbers, and e-mail numbers of the current BOD, and distributes this list to all members of the BOD semi-annually (at the APA and Winter BOD meetings). Finally, the Secretary updates the Officers' Manual
following each meeting, incorporating all changes in policies and procedures voted upon at BOD and EC meetings.

4. **Correspondence**: The Secretary is responsible for responding to requests for information about the Division and its activities. These requests often are forwarded to the Secretary by the APA Divisional Affairs Office. APA also asks the Secretary for information regarding various Division committees and activities. A prompt response is necessary. The Secretary should copy all correspondence of the Division to the President, President-Elect, and Past-President, and also to the Treasurer if the correspondence pertains to the financial aspects of the Division. The Secretary shall maintain a file of all Division correspondence for each calendar year.

5. **Arrangements for Board and Executive Committee Meetings**: In collaboration with the President, the Secretary makes arrangements for the Fall EC meeting and the Winter BOD meeting. When the President chooses to hold the meeting in Washington, DC, the Office of Division Affairs at APA (202-336-6022) will assist in scheduling rooms in the APA building, reserving lodging and providing catering for continental breakfast and lunch. The Secretary is also responsible for making dinner reservations in a nearby restaurant, in consultation with the President-Elect. Remind the Treasurer to arrange to cover the cost of this group dinner, and the caterers for breakfast and lunch. It is Division policy (as of 1991) for BOD members to pay for their own alcoholic beverages consumed at group dinners; the Division will cover the cost of the meal. The Secretary should also arrange for the Treasurer to pay the room charges at the hotel, if possible; BOD members pay for their own incidentals (phone charges, room service, etc.). Should the meeting be held elsewhere, the Secretary arranges for lodging and catering for continental breakfast and lunch, in conjunction with the Treasurer and President. For the August BOD meeting, the Secretary works collaboratively with the President’s Program Chair to secure appropriate meeting space.

6. **New Officers**: After each election, the Past-President will be informed of the results by the APA Central Office. The Past-President shall inform the President and the Secretary of the election results as soon as possible. The Past-President will inform all candidates of the election results. The President will write letters of congratulations to the newly elected officers and will invite them to attend the APA BOD meeting and dinner. The Secretary will send copies of the Division Officers' Manual and Bylaws to all new officers prior to the APA meeting following the election. The Secretary will add names and addresses of new officers to the BOD Mailing List prior to the APA meeting.

7. **Stationary**: The Secretary maintains the electronic version of the logo and name to be used to create letterhead stationery as necessary.

8. **Archives**: The Secretary will receive the Division Archives from the previous Secretary upon assuming office, and will update and maintain the Archives during his/her term of office. The Archives will include the following:
   - List of Division officers
   - List of Division awards recipients
   - Copies of Minutes
   - Copy of the Bylaws
   - Copies of all Annual Reports
   - List of Task Forces
• Historical documents relevant to the Division
• Copies of publications and newsletters
TREASURER

The Treasurer assumes office on January 1 after his/her election, and serves for a term of three years.

A. MAJOR RESPONSIBILITIES

1. Oversee the collection, disbursement, and investment of Division funds;
2. Approve reimbursements to members for approved travel and other expenses related to Division activities;
3. Prepare and update annual budget;
4. Distribute complete financial report of income and expenditures quarterly to the Finance Committee and to the Executive Committee prior to each Executive Committee meeting;
5. Review, approve, and sign the annual Tax form completed by APA Financial Services.

B. SPECIFIC DUTIES [Note: #1 and 2 below will need to be updated soon, to reflect that Division finances have recently been moved out of APA Financial Services.]

1. Oversee Division Funds: All Division funds are placed with the Financial Services Section of the APA. The Treasurer shall oversee records of all income and disbursements of Division funds, including cash reserves. There are two principal sources of income that are collected by the APA:
   a. assessments collected from the current members, affiliates, and students;
   b. interim assessments collected from new members prior to their official addition to the Division membership rolls by APA.

   The Division's monies are maintained with APA in the following manner:
   a. an interest bearing checking account for day-to-day transactions;
   b. cash reserves placed in an FDIC-insured account that earns the highest interest rates available.
   c. APA Financial Services maintains all records of income, disbursements, and cash reserves and issues a monthly financial report to the Treasurer.

2. Approve Reimbursements: Division monies are available through a reimbursement process:
   a. members submit claims to the Treasurer (see Reimbursement Forms A and B);
   b. the Treasurer reviews and approves the expenditures;
   c. the Treasurer submits the claims to APA for reimbursement (see Reimbursement Form C);
   d. APA Financial Services reviews the claim and send the reimbursement check directly to the claimant.

3. Prepare the Annual Budget: The Treasurer prepares a proposed budget for review at the August (APA Annual Convention) meeting of the Executive Committee. The final budget is to be approved at the Midwinter meeting.

4. Oversee the disbursement of Section I funds.

5. Distribute Financial Reports: The Treasurer distributes the financial reports received from APA to the Finance Committee on a quarterly basis (April, July, October, and January) for their review. The Treasurer also prepares a financial report for each meeting of the Executive Committee. These duties are as described below:
a. On a quarterly basis:
   - Financial reports, including account balance sheet, profit and loss statement, and budget comparison will be submitted to the Finance Committee on a quarterly basis (April, July, September, and January);

b. At Midwinter meeting:
   - Present balance sheet and other financial reports as of the end of previous year. This should be a complete and full accounting of assets and equities, bank accounts, etc.;
   - Have budget approved for the current fiscal year;

c. At August (APA Annual Convention):
   - Present a current financial report for the year in progress (January 1-July 31);
   - Present proposed budget for the next year for review, discussion, and revision.


7. Coordinate with the Past-President to ensure that monetary awards are given to Dissertation and Student Poster Awardees.
SECTION PRESIDENT

The Section President assumes office on January 1 of the year following his/her term as President-Elect, and serves for two years. The Section President is elected by Section members, and the election is conducted according to Section bylaws.

A. MAJOR RESPONSIBILITIES

1. Set the tone and provide leadership to the Section regarding overall vision and mission;
2. Preside at meetings of the Section Executive Committee (EC) and the general membership of Section;
3. Prepare agendas for all Section EC and Business meetings;
4. Exercise supervision over the affairs of the Section;
5. Oversee the duties of the Section Executive Committee officers;
6. Coordinate activities within the Section, with Division 37, with APA Central Office, with other divisions, and with other organizations;
7. Appoint/Reappoint Ad Hoc Committees/Task Forces of the Section in consultation with the EC;
8. Present a Section Presidential Address or other President-sponsored program (e.g., Presidential symposium) at APA, if applicable;
9. Prepare Section Presidential Message for each issue of the Division 37 and Section Newsletters;
10. Serve as the Section’s Representative to the Division 37 Executive Committee and attend its meetings.
11. Serve as a member of the Section Early Career Award and Dissertation Award Committees.

B. SPECIFIC DUTIES

1. **Mid-Winter Meeting:** The Section President decides whether to hold a Section Mid-Winter EC meeting, and, if so, sets the date and place of the meeting that occurs during his/her presidential years.

2. **APA Convention Section Executive Committee Meeting:** The Section President sets the day and time of the APA meeting in cooperation with the Section and Division Program Chairs.

3. **Agenda and Section Business:** The Section President sets the tone for the business of the Section through the agenda for the EC meetings in August and Mid-Winter. The Section President requests written reports from all EC members (where pertinent), Committee Chairs, and Liaisons at the time the tentative agenda is mailed, three (3) weeks prior to the Section EC meeting. These written reports are then compiled into an agenda book or report summary for each EC meeting and for Division 37’s Executive Committee.

4. **Appointments:** The Section President appoints the chairs and members of Section Ad Hoc Committees, Task Forces, and Liaisons to other organizations, in consultation with the Section EC. The Section President must appoint a Section Program Chair and a Graduate Student Representative to serve during the years in which he/she is President. The Membership Chair is a three-year term, so in the year before the Membership Chair
term expires, the Section President should appoint a new chair to begin his or her term in January of the coming year.

5. **Correspondence:** The Section President has the responsibility of coordinating the activities of the Section with those of other divisions and organizations, and APA correspondence with these groups must be carried out in a timely fashion. Other specific correspondence includes:
   a. Writing letters of congratulations to recipients of the Dissertation and Early Career Awards, inviting the latter to attend the upcoming APA Convention; and
   b. Writing letters of congratulations to all newly elected officers of the Section, inviting them to attend the upcoming EC meetings.

6. **Presidential Addresses:** The Section President may make an address at the APA Convention. The address may be scheduled for 50 minutes or 25 minutes. This decision is made at the discretion of the Section President, in consultation with the Section and Division Program Chairs and EC. At the beginning of the address, the Section President will announce the finalists for the Dissertation and Early Career Awards. Alternatively, the President may organize a symposium, panel discussion, or other President-sponsored program in lieu of an address.

7. **Semi-Annual Reports:** The Section President is responsible for preparing Semi-Annual Reports on Section activities for submission to the Division 37 Executive Committee. These are due approximately one month before the Division 37 Executive Committee meetings in mid-Winter (typically January or February) and in conjunction with the APA Annual Convention.

8. **Minutes:** The Section President shall review all aspects of the Section Minutes, make corrections as needed, and give approval of the final draft before they are published in the Section Newsletter.

9. **Awards:** The Section President serves as a member of the Section’s Early Career Award and Dissertation Award Committees.

10. **Division 37 Executive Committee Meetings:** The Section President attends the Division 37 EC meetings twice a year (at the APA Convention and at the Mid-Winter Meeting). The Section President submits a report on Section activities to the Division EC and circulates this report to the members of the Section EC.
COUNCIL REPRESENTATIVE

The Division 37 Representative to APA Council assumes office on January 1 following his/her election, and serves for a term of three years.

A. MAJOR RESPONSIBILITIES

1. Attend all APA Council of Representatives meetings;
2. Attend Division 37 Board and Executive Committee meetings, currently two times per year;
3. Report on Council activities to the membership of the Division through reports in the Advocate;
4. During the year, send in materials for action by the Council in its meetings.

B. SPECIFIC DUTIES

1. Communication: The Council Representative is responsible for communicating with the Division BOD and members about substantive discussions and actions of the APA Council of Representatives. Likewise, the Council Representative is responsible for providing information pertaining to the interests and purposes of the Division to the APA Council for consideration.

2. Transition: The newly elected Council Representative should work with the former Council Representative to allow for a smooth transition. To assist in the transition, it would be helpful for the newly elected Council Representative to attend the APA Council meeting at the Annual Convention immediately following election. Both the "new" and "old" Council Representatives should attend the Division 37 Midwinter meeting of the BOD.
MEMBERS-AT-LARGE

The Members-At-Large will serve for three-year elected terms. A term of office begins on January 1 after the Member-at-Large is elected.

ADVOCACY

A. MAJOR RESPONSIBILITIES:

1. Advocacy issues are a central and ongoing commitment of the Board consistent with the mission of Division 37. The Society for Child and Family Policy and Practice is committed to the application of psychological knowledge to advocacy, service delivery, and public policies affecting children, youth, and families. Advocacy in the context of Division 37 is about mobilizing people to ensure that psychological knowledge benefits children and their families, using a variety of means (analysis, legislative action, dissemination of research findings, etc.). This Member-At-Large will be responsible for assisting in delineating Division 37’s efforts, implementing plans, and documenting actions in a yearly report.

B. SPECIFIC DUTIES

1. Recruit and maintain an Advocacy Committee.
   a. Members may be from the Board and from Division 37 membership.

2. Ensure that advocacy is reflected in current and future functions and activities of Division 37.
   a. Explore strategies that can be used to enhance advocacy across activities.
      ● examine advocacy issues in task force assignments
      ● provide a roundtable for students on advocacy at APA
      ● ensure that advocacy issues are integrated into CE presentations
      ● promote an ongoing advocacy column in the Advocate as well as periodic related articles
   b. Seek to ensure that children's interests, as well as psychologists’, are represented in larger APA activities and positions. Division 37 was formed to give children a voice within APA, since children are ineligible for membership.
   c. Document and report on specific advocacy projects

3. Keep track of liaison with CYF and others parts of APA.

4. Arrange advocacy training for the Board.

5. Use Board meetings for compelling advocacy projects.

TASK FORCE COORDINATOR and COORDINATOR of DIVERSITY ACTIVITIES

A. MAJOR RESPONSIBILITIES

1. This position involves coordinating and overseeing the work of the task forces of the Division and documenting activities that involve ethnic minorities.

B. SPECIFIC DUTIES

1. The President of the Division solicits submissions for proposals for task forces.

2. Work with the chair of the proposed task force to develop specific goals, a time line for specific completion of goals, potential sources of funding, and a description of proposed final products (e.g., symposia, journal submissions, a book manuscript).

3. Present task force proposals to Division Publications Committee for review regarding Division sponsorship.

4. Obtain bi-annual progress reports from task force chairpersons for review by the BOD at the annual APA meeting and at the Midwinter meeting:
   a. For the Midwinter meeting, contact should be made with each task force chair at least 6 weeks prior to the meeting (i.e., December) to request written progress reports. These progress reports must be sent to the President in time to be included in the Agenda Book, which will be mailed to board members at least 2 weeks prior to the meeting.

   b. For the August board meeting, contact should be made in early June to request progress reports; follow the same procedures outlined in (1).

5. Present completed task force product to the Publications Committee for decision about Division sponsorship.

6. Assist the task force chairpersons in dissemination activities for the task force materials. Note: Division 37 abides by APA policy that states that a division may not establish policy that sets standards or guidelines for the practice of psychology without review by APA legal counsel.

7. Document the activities of Division 37 that involve members who are ethnic minorities. Work with APA’s office of Ethnic Minorities.

8. Work closely with the Commission on Ethnic Minority Recruitment, Retention and Training (CEMRRAT).
COMMUNICATIONS AND TECHNOLOGY

A. MAJOR RESPONSIBILITIES

1. Oversee the Division 37 web page, Listserv, and Member Interest Groups, and seek other means of improving communication with and among members of Division 37.

B. SPECIFIC DUTIES

1. Chair the Division’s Communications and Technology Procedures Committee, which consists of the President, Membership Chair, Coordinator for the Division 37 Listserv, and Member-at-Large for Communications and Technology. The purpose of the committee is to provide support and guidance regarding the development and maintenance of the Division 37 web page, Listserv, and other activities designed to improve communication with members of the Division. The Student Representatives may also contribute to this committee.

2. Ensure that the Division 37 web page is continually updated. Work with the web site designer, BOD, and other position-holders within Division 37 to ensure that information on the Division 37 web page is up-to-date and that new initiatives of the Division are reported on the web page. Annual updates should include: President’s welcome, Membership dues and benefits, awards and position holders. Depending on time of year, the following may also be posted: officer candidate statements, calls for nominations for awards and calls for submissions. The most recent issues of the Advocate should be posted in PDF.

3. Appoint or serve as coordinator for the Division 37 Listserv. Work with the coordinator to ensure that the Listserv is operational, that its availability is advertised to members, that the membership of the Listserv is kept up-to-date, and that activity on the Listserv is archived.

4. Seek out other avenues to improve communication with and among Division members through the use of technology and other means.

5. Attend BOD meetings.

6. Report on activities of the Division’s Communications and Technology Procedures committee through articles in the Advocate.

7. Forward any necessary budget requests to the Treasurer in order to maintain the website and Listserv.

EARLY CAREER PSYCHOLOGIST CHAIR

Early Career Psychologist (ECP) members are central to the future of Division 37. By providing this elected position to the Board of Directors (BOD), the Society for Child and Family Policy and Practice is giving voice to the unique needs of early career psychologists. To be eligible for this position, members must be within 7 years of the completion of their degree at the time of nomination. Note: This is consistent with APA Early Career Psychologist committee requirements.

A. MAJOR RESPONSIBILITIES:

...
1. Recruiting and maintaining Early Career Psychologist members.
2. Ensuring that the unique voices and needs of Early Career Psychologist members are incorporated into all Division business and activities.

B. SPECIFIC DUTIES

1. Represent the position and perspective of ECP’s to the Executive Committee/Board

2. Recruit, maintain, and provide leadership to an Early Career Committee.
   a. Members may be from the Board, from Division 37 membership, or may be recruited to join the Division and to serve on the committee.
   b. Coordinate ECP membership activities with Membership Chair
   c. Identify strategies to enhance and retain membership.
   d. Contact and support new members who are ECP.

3. Ensure that early career issues and needs are reflected in all aspects of current and future functions and activities of Division 37.
   a. Explore strategies that can be used to enhance activities that interest ECPs.
      ● Examine ECP representation and issues in Division activities and committees
      ● Provide a roundtable on specific needs of ECPs at APA
      ● Develop activities that will foster growth and development of ECP’s including such things as mentoring, webinars, and sharing of professional resources (teaching syllabi, etc.).
      ● Write an ongoing ECP column in the Advocate
   b. Document and report on specific ECP members and related projects

4. Serve as the Division 37 representative to APA’s Early Career Psychologists’ Network (ECPN) and attend all ECPN meetings. Report activities back to BOD.
EDITOR, *ADVOCATE*

The *Advocate* Editor is appointed by the Executive Committee for a three-year term beginning January 1 after his/her appointment.

A. MAJOR RESPONSIBILITIES

1. The *Advocate* Editor is responsible for all activities involved in preparing the *Advocate* for publication, including solicitation of material, editing, layout and formatting of issues, and sending to APA for coordination of printing services, distribution of *Advocate* and distribution of Back Issues. Specific responsibilities are elaborated in the following sections.

B. SPECIFIC DUTIES

1. Formatting of *Advocate*
   a. Volume numbers change at the first of the year – the first year of publication (Volume 1) was 1977. The 2007 volume is Volume 30.
   b. The TAB format has been suggested by the EC as the desired format.
   c. We are typically budgeted to publish three issues of 20 pages each per year.
   d. It is the Editor's prerogative to decide whether to appoint an Associate Editor(s), an Editorial Board, or an Advisory Board.
   e. It is the Editor's prerogative to decide which features to include in each issue. Recent features have included:
      - Presidential Column
      - Book Reviews
      - Report from Washington (prepared by APA Central Office Staff)
      - Children's Express articles
      - Publications by and for Division members
      - Voice of the Students
      - Career Path
      - Advocacy
   f. It has been customary for reciprocal membership ads to be exchanged with Divisions 53 and 54 as space permits in each issue. To initiate this process, there should be an exchange of correspondence (including an updated membership ad) between the respective *Advocate* editors whenever a new Division 37 editor begins his/her term of appointment.

2. Printing
   a. The editor may choose to have the *Advocate* printed and/or distributed by APA or by a local printer. It is useful to obtain estimates of printing costs from two to three different sources prior to making a decision. The time span for printing may vary depending upon the printer, and this variation should be taken into account in setting deadlines for submissions of material.
   b. As of 2006, the *Advocate* is being printed and mailed by APA.

3. Schedule for Distribution
   a. The schedule for distribution of the *Advocate* is flexible, but should follow roughly the following time-line for submission of copy. *Advocate* editor needs a bio sketch for president to put in the spring issue with a picture. The President's column is an option for each issue.
b. An announcement of Advocate copy deadline and call for material should be sent to the list of potential Advocate contributors at least 4 weeks before the final copy deadline.

<table>
<thead>
<tr>
<th>Issue</th>
<th>Deadline</th>
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<tbody>
<tr>
<td>March/April (#1)</td>
<td>February 1</td>
</tr>
<tr>
<td>July/Convention (#2)</td>
<td>June 1</td>
</tr>
<tr>
<td>November (#3)</td>
<td>October 1</td>
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c. The following material is generally included in each issue of the Advocate:

- In all three issues: President’s Column, Section President’s Column, “Voice of the Students,” “From the Hill,” Task Force updates, Advocacy updates, call for members & membership form, call for Fellows, editorial board, position and conference announcements, book reviews, and Section announcements.

- **Spring (March/April) - Deadline for submissions: February 1**
  Includes photo of President, bios of new officers, minutes of midwinter meeting.

- **Summer (July) - Deadline for submissions: June 1**
  This would be the "Convention Issue." It would include a pullout of all Division 37 and Section events at the upcoming APA August convention, call for nominations for awardees at following year's convention, call for nominations for officers, and brief articles about awardees, as well as selected regular columns.

- **Fall (November) - Deadline for submissions: October 1**
  Highlights of the August APA convention, announcements of student awardees, call for submissions for the following year's APA convention, call for nominations for officers, minutes of the convention BOD meeting, and selected regular columns.

4. For dated material (i.e., Convention schedule, dated announcements, etc.), the editor should be aware that third-class mail generally takes three weeks or more to get cross-country, and deadlines should be set accordingly.

5. **Distribution**

   a. As of 2006, APA handles the distribution of the Advocate. The instructions below are kept for historical reference.

      - The Advocate Editor must obtain a Bulk Mailing Permit and, if possible, a permit for Non-Profit mailing. Division 37 historically has been considered a non-profit organization, and has been eligible for reduced-postage mailing.

      - Copies of the Advocate should be sent to the Secretary at the end of each year, to be submitted to the APA Archives along with the Division Annual Report.

      - A copy of the Advocate should be sent to key APA Central Office staff who are involved in the activities of the Division. Central Office staff have been instrumental in distributing the Advocate through their contacts with Congress and others.

   b. Copies of the Advocate are sent to all new members of the Division for the calendar year in which they join. If membership dues are paid before November 1st, the new member is sent all 3 issues of the Advocate for that year. Dues paid on or after November 1st are applied to the next calendar year, and the Advocate subscription will not begin until the following year. The Treasurer is responsible for sending the Editor names and addresses of all new members so that back issues of the Advocate can be mailed to new members.
c. An electronic (e.g., PDF) copy of each issue should be provided to the Member-at-Large for Technology and Communications for posting on the Division website and to the Secretary for the Division Archives

6. **Back Issues**
   a. The Editor is responsible for overseeing the sales of Back Issues of the *Advocate*.
   b. Current prices for Back Issues are as follows: 1-5 copies $3.00 each 6+ copies $2.50 each

7. **Advertising**
   a. Currently, there is no fee for publication of professional announcements (e.g., announcement of conferences, calls for papers, positions available, reciprocal membership ads, etc.) in the *Advocate*.
   b. As of April 2006, Division 37 will accept commercial advertisements for the Advocate. The policy and prices as accepted by the Division Executive Committee is shown as Appendix H.
EDITOR, REVIEW

[Separate publication of the Review ended in 2010, with content subsequently incorporated into the Advocate. The details below are kept here for historical reference.]

Beginning in 2005, the *Child and Family Policy and Practice Review* (“the Review”) will be published twice a year, and was designed to be an extended issue of the *Advocate*. The Review will focus on substantive issues of importance and relevance to the membership. The Editor is appointed by the Executive Committee for a 3-year term. The Editor will work with the President each year to produce two content-oriented issues of the Review. It is expected that the President and Editor will collaborate and have significant input into the development and creation of these issues. Originally suggested issue topics were based on presidential themes (e.g., “Cultural Diversity and Mental Health,” “Translating Research into Better Policy and Services”). The Review Editor’s responsibilities and duties mirror those of the Advocate Editor with two exceptions: content and publishing schedule. Thus, the formatting, printing, distribution, back issues, and advertising responsibilities for the Review are the same as those listed above for the Advocate.

A. MAJOR RESPONSIBILITIES

1. The Review Editor is responsible for all activities involved in preparing the Review for publication, including sending to APA for coordination of printing services, distribution of Review and distribution of Back Issues.

B. SPECIFIC DUTIES

1. The Review Editor will consult with the Advocate Editor to ensure seamless formatting, printing, scheduling and distribution with respect to the Advocate. Policies for back issues and advertising for the Review are the same as for the Advocate.
PROGRAM CHAIR

The Program Chair is appointed by the President-Elect for the year in which s/he serves as President. The Program Chair Designate should be appointed prior to January of the year preceding the APA Convention for which plans are being made. This will allow the Designate to attend the Midwinter board meeting during the year preceding the APA Convention for which plans are being made.

A. MAJOR RESPONSIBILITIES

1. Solicit submissions for the Division program;
2. Recruit reviewers for program submissions;
3. Make final selection of program participants;
4. Obtain co-listings/sponsorships from other Divisions;
5. Provide schedule of program events to APA;
6. Make arrangements for Division Social Hour;
7. Oversee program events at APA;
8. Assist next Program Chair in beginning duties.

B. SPECIFIC DUTIES

1. Advertise Call for Submissions: In May preceding the year for which the program is being planned, APA will request a brief description of the types of program submissions appropriate for Division 37. The President-Elect and Program Chair should coordinate to send the Division requirements in by the deadline (usually mid-June). This description will be printed in the APA Monitor along with the general "Call for Papers" in the fall. Also, the Program Chair should ask the Advocate Editor to print "Guidelines for Division 37 Program Submissions" in the November issue of the Advocate (Appendix D).

2. Co-Sponsorships: It is best to contact other Divisions (e.g., 53, 54, 16) that will be inviting speakers for special topics early to establish co-sponsorships. Each Division can donate an hour and have a better coordinated program and better attendance.

3. Recruit Reviewers: From among the BOD and members of the Division, recruit enough reviewers so that each submission can be reviewed by three persons, and so that each reviewer has no more than four or five papers/symposia to review. Write to prospective reviewers in the Fall (mid to late October) and ask:
   a. if they are willing to review,
   b. if they can review manuscripts at the end of December with a one-week turnaround,
   c. topical areas in which they would like to do reviews, and
   d. their most direct mailing address/phone number/email address during the period of time that submissions are likely to be mailed (see Appendix D for examples of letter and forms).

4. APA Program Chair Meeting: If APA continues to have a meeting for Program Chairs, take the list of all selected speakers and major symposia and request that other Divisions sign on to co-list/sponsor Division 37 presentations. A form for other Program Chairs to check off those they would like co-sponsor would be best. Plan to select presentations for Division 37 to co-list/sponsor in return.
5. **Tracking of Submissions:** APA handles receipt of all submissions electronically. The Program Chair will communicate to APA the reviewer assignments. The Rating Instructions and Instructions for Accessing Submissions to Review (Appendix 9) are sent to each reviewer. Once reviews are returned, the Program Chair collates the ratings and decides (with the President-Elect, Section President, and Section Program Chair) which program submissions are acceptable for the program. Letters of acceptance (Appendices D-2 or D-5) or rejection (Appendix D-7) are then sent to all authors and thank you letters are sent to all reviewers (Appendix D-8). When poster acceptance letters are sent, those with students as first authors should also be notified of their entry into the Student Poster Award competition (e.g., *Please note that posters with a student as first author are automatically entered into consideration for the Division Student Poster Awards. Division 37 officers will attend the poster session and review student posters on following dimensions: (a) scientific, technical, or clinical importance, (b) originality/creativity of the work, (c) adequacy of the research design and methods, (d) quality of the conclusions drawn from results, and (e) quality of the visual presentation. Up to five awards of $50 each are given to graduate students who have presented exemplary posters at our session during the APA convention. Awardees are also given a year of free membership in Division 37.*) Abstracts and author information for student posters should be sent to the Past President, who will coordinate judging of the student posters at convention.

6. **Finalizing Program:** When finalizing the program, decisions must be made about converting some paper submissions to posters, grouping individual papers into paper sessions (if individual paper submissions were accepted in a given year), allocating time to symposia (i.e., whether to allocate 50 minutes or 1 hour 50 minutes), whether to share hours with other Divisions to co-sponsor programs, whether to have invited addresses or have the awardees present addresses. The time available to the Division is predetermined by APA (usually about 26 hours including all substantive and nonsubstantive hours). The 26-hour limit does not include 2 hours of program time for invited addresses. APA determines how those program hours can be distributed across the five days of the Convention. Care must be taken to avoid duplication (as much as possible) with major program events in closely related organizations, such as Division 53 (Clinical Child Psychology), Division 54 (Pediatric Psychology), and Division 41 (Psychology and Law). Co-sponsorship of program events, without time commitments, with other APA Divisions is desirable. This is accomplished by Program Chairs of the respective securing a verbal commitment of co-sponsorship, followed by letters of commitment written by the Program Chairs of the participating divisions.

7. **Submit Final Program to APA:** Once final program decisions are made, the Program Chair enters program information online to APA. Program details to be entered include requested date and time of each program event; size of room requested; names, affiliations, and addresses of participants; and titles of each presentation or event. This process involves many hours of editorial time for typing and proofing entries. Errors are costly, and APA operates on a very strict deadline for receipt of final program materials from each Program Chair. A “print-ready” version of the final program should be sent to the MAL for Technology and Communications (for the website), the Advocate Editor (for publication), and distributed to the Division listserv.

8. **Section on Child Maltreatment programming:** Coordinate with Section Program Chair for Section events during program time and in the Hospitality Suite. As of 2000, there is no formal mechanism for distribution of hours to the Section. Requests for program time should be submitted via the Program Chair to the EC.
9. *Arrange Social Hour:* If the Division wishes to sponsor a Social Hour at APA, the date and time of the event are requested at the time other program materials are sent to the APA Convention Office. However, final planning for the Social Hour is completed later in the spring before APA. Once the hotel is known, the Program Chair may contact the catering office to plan for a Cash Bar, snacks, etc. Arrangements will have to be made in advance to cover the hotel bill for the Social Hour, either by the Program Chair or the Treasurer. Often the Social Hour has been co-sponsored with another Division or the APA CYF Office so that expenses can be shared.

10. *Hospitality Suite:* Coordinate events to be scheduled in the Hospitality Suite, if applicable in a given year. The request for the hospitality suite should occur as early as possible. Considerations for choice of hotel and room should include proximity to main convention location, size of room available, and price. This is done in conjunction with the Section Program Chair. These events should be listed in the *Advocate* and flyers should be distributed at the Convention in the packet given to registrants, at each Division 37 event, at the Division Services Booth, and in the Suite.

11. *Oversee Program Events at APA:* It is helpful for the Program Chair to be available to invited speakers, awardees, and other program participants during the convention to assure that the events progress smoothly. Also, it is helpful for the Program Chair to monitor attendance at various program events to determine which events are more interesting and popular, and to aid in future program planning. The Program Chair should coordinate with the Membership Chair to ensure that membership materials are available at all sessions and social hours. Chairs of symposia should be asked to announce to attendees that their session is sponsored by Division 37.

12. *After APA:* Send thank you letters to all invited speakers, symposium chairs, and other participants, along with letters of appreciation to Division 37 members who acted as paper and poster session chairs or assisted with the Convention Program (Appendix D). Send list of reviewers to the *Advocate*, for publication.
MEMBERSHIP CHAIR

The Membership Chair is appointed by the President-Elect in the fall preceding the year in which s/he is to serve. The term of office begins January 1 and extends for three years.

A. MAJOR RESPONSIBILITIES

1. Update cover letters and membership application brochures as needed;
2. Solicit new members for the Division;
3. Prepare annual and midwinter reports to BOD;

B. SPECIFIC DUTIES

1. Develop Cover Letter: At least once a year the cover letter and membership application should be revised to include current information on award recipients, task forces, publications, etc. Applicants are informed to send their completed application and their first year's assessment to APA (Appendix F).

2. Solicit New Members: Applications for membership may be printed in newsletters or journals of other Divisions or Societies. For example, in 1995, special mailings were sent to the newsletter editors of 15 APA Divisions.
   a. The Membership Chair works with the Advocate editor to send special mailings of the Advocate with an insert of the membership letter and application to targeted audiences. For example, in 1991, special mailings were sent to members of Division 45 and to the Center for Social Policy.
   b. The Membership Chair also works with the Advocate editor and with the Division Services Officer of APA to have complimentary copies of the Advocate (printed with the membership information inserted) and membership flyers made available at the Division Services Desk at the APA annual convention.
   c. The Membership Chair should coordinate with the Program Chair to ensure that membership materials are available at all Division-sponsored convention sessions and social hours.
   d. Finally, the Membership Chair coordinates activities with the Student Chair to target new student members. In 1990, complimentary copies of the Advocate, with membership information, were sent to directors of graduate and training programs.

3. Annual and Midwinter Report to BOD: The Membership Chair prepares an annual and midwinter report on membership activities to be presented to the BOD.

C. APA DIVISION SERVICES RESPONSIBILITIES FOR DIVISION 37

1. Respond to inquiries regarding membership from the Membership Chair.
2. Sends Division 37 brochure to perspective members (see brochure and Appendix F).
3. Coordinates membership activities with the membership Chair and Treasurer.
4. Sends "Welcome" letter to all new members of the Division (see Appendix F).

D. SPECIFIC DUTIES OF THE APA ADMINISTRATIVE OFFICE

1. Responds to inquiries regarding membership from the Membership Chair: The APA Membership office maintains the membership list of APA members, affiliates, and student affiliates, and updates the list monthly and bills members annually. These lists are sent to the Membership Chair throughout the year and can be requested at any time. APA also maintains the status of all Division members as paid and unpaid. APA will send a postcard reminder to all unpaid members, affiliates, and student affiliates during the first quarter of the year if desired by Division 37.

2. Sends Information to Prospective Members: APA Division Services sends a brochure and a mission statement flyer to all APA members who have requested information regarding Division 37. In 1995, approximately 1200 APA members expressed interest in Division 37. In addition, individuals from other sources (affiliates and students) often express interest in Division 37.

3. Coordinates Membership Activities with the Membership Chair and the Treasurer: Completed membership applications and payment of the first year’s fees are sent to the APA Administrative Office. Summaries of funds received from applications are given to the Treasurer and Membership Chair.

4. Sends "Welcome" Letter to All New Members of the Division: New members are sent the welcome letter as soon as the completed application is returned to the APA Administrative Office. New members are also added to the Advocate mailing list so new members will receive the Advocate as soon as they become active members.

5. Reminders: Sends one postcard reminder to members who have not paid their dues requesting that they do pay and indicating that they will not receive benefits (Advocate) after May if payment is not received.
FELLOWS CHAIR

The Fellows Chair is appointed by the President-Elect at the midwinter meeting if the current Fellows Chair’s term is completed. The Fellow Chair will begin serving in September for a period of two years to carry out the duties of his/her appointed role. This will involve putting forth both Initial and Current fellows to the APA Membership Committee for two consecutive years.

A. MAJOR RESPONSIBILITIES

1. The Fellows Chair is responsible for encouraging members of the Division to apply for Fellows status, reviewing applications and mailing the names and materials of "approved" individuals to APA. Individuals apply for APA Fellows status through a Division. An individual who is applying for Fellows status for the first time (Initial Fellow) must then be approved by the APA Fellows Committee and, finally, the APA Council. Individuals who are already Fellows in other Divisions (Current Fellows) but who are applying for Fellows status in Division 37 are automatically given Fellows status when the Division 37 Fellows Committee approves them.

B. SPECIFIC DUTIES

1. Appointment of the Fellows Chair by the President-Elect in June. The name should be forwarded by the President-Elect to the APA Membership Committee Staff Liaison (MCSL).

2. The "Call for Nominations for Fellows" (Appendix E-1) should be placed in each issue of the Advocate. The spring issue should call for nominations of Current Fellows, and the summer and fall issues should call for nominations of both Current and Initial Fellows.

3. The Fellows Chair should carefully review the APA Fellowship Status Manual (1994, Reprinted 2009). This may be obtained from the previous Fellows Chair, the Secretary, or the MCSL.

4. The Fellows Chair selects a Committee of a minimum of 3 members who are current Fellows of Division 37 and should include individuals representing law, advocacy and clinical interests.

5. The Committee should also review the Division 37 membership list and encourage certain members to apply.

6. The Chair should verify that all nominees for Initial Fellow status are members of Division 37, and that all nominees for Current Fellow status are Fellows of APA. This information is usually in the current APA Directory or can be obtained from the MCSL.

7. A letter (Appendix E-2) is sent to people who indicate a wish to apply or who are encouraged to apply telling them they are being nominated for Fellows status, giving them information on how to apply and enclosing the necessary application materials, and indicating that Fellows status is a review process and, thus, there is no guarantee they will be selected.

8. Applications, including letters of reference, are to be completed and returned to Fellows Chair no later than December 1.

9. The Fellows Chair should prepare a file of application materials on each applicant whose materials are complete, and, by January 5, send to each member of the Committee a copy of the
applicants' folder, a letter describing directions for evaluating applicants (Appendix E-3), a copy of the "Supplementary Guidelines for Attaining Fellow Status in Division 37" (Appendix E-4), an Applicant Rating Form (Appendix E-5) for each applicant.

10. On the Applicant Rating Form, each Committee member is asked to indicate whether they approve or disapprove the candidate for Fellowship status and the reasons for their decision. They are also asked to rate their level of confidence in their decision.

11. The Fellows Committee should complete their reviews and return their rating forms to the Chair by February 1.

12. It is necessary for 5 of the 6 Committee members (including the Chairperson) to approve an individual before they can be considered for Fellows status. If there is some question about a disapproval vote, however, as indicated by the confidence rating, then the Chair should call people who know the work of the applicant in question to gather more information.

13. Initial Fellows
   a. For individuals who are approved by the Division 37 Fellows Committee for initial Fellows status, the Chair summarizes the collective comments of the Committee and forwards these summaries, plus the full applications of their approved nominees, to the APA Membership Committee Staff Liaison person by February 15. These are then reviewed by the APA Membership Committee who evaluates nominees for APA Fellow status and forwards their recommendations to the APA Board of Directors. The Board reviews all recommendations and submits its final list of Members nominated for initial APA Fellow status to the Council of Representatives for election at the annual APA Convention.
   b. The Chair has the responsibility to inform a nominee of what the APA Membership Committee decision is, once it is made, when the Committee's action is to defer or to recommend rejection. The Fellows Chair is informed of the Membership Committee's initial recommendation after its meeting in May. However, it must be remembered that the recommendations of the Membership Committee are subject to review by the Board of Directors. Also, the Division Fellows Committee should provide additional information to the APA Membership Committee when it believes that a decision to reject or defer warrants a protest. The Membership Committee holds a special meeting at the August Convention, prior to the second session of Council, to consider such information and to discuss any nominations with Fellows Chairs who ask to meet with the Committee.

14. Current Fellows
   a. For individuals who already have APA Fellows status in another Division, if they are approved by the Division 37 Fellows Committee, they automatically become Fellows of Division 37. A list of the names of these individuals may be sent to the APA Membership Committee Staff Liaison person any time prior to August 14. This list will then be checked in the Membership Office for current Member status in Division 37 as well as Fellow status in another division.
   b. The Chair must write to nominees who were not approved by the Division 37 Committee, explaining the reason for this decision.

15. If the Fellows Committee has no nominees in a given year, the Chair must communicate this information to the APA Membership Committee Liaison person prior to the August Convention.
16. The Chair should submit a report of the Committee's activities to the Division 37 BOD at the Annual Convention.

17. The names of new Fellows of the Division, including both Initial and Current APA Fellows, are announced at the Business Meeting at the Annual Convention. Fellowship status for these individuals becomes effective January 1 of the next calendar year.

18. When the Division President-Elect selects a new Fellows Chair in June, the current Fellows Chair should mail copies of the names of people who were nominated the previous year, plus the summaries on the approved applicants which were forwarded to APA and the letters to the applicants who were not approved, to the new Chair.
STUDENT REPRESENTATIVES

GRADUATE STUDENT REPRESENTATIVE

In order to encourage the participation of graduate students in Division 37 and to enhance the BOD's awareness of graduate student concerns that relate to Division 37, the position of Graduate Student Representative was established in 1986. One Graduate Student Representative is appointed annually by the President-Elect, to serve during the President-Elect year to learn the workings of Division 37 and during the President year. The Graduate Student Representative-Elect attends the Midwinter meeting and the August meeting at APA to facilitate communication year-to-year with the previous and next Student Representatives. The Graduate Student Representative must be enrolled in an APA-approved graduate program in psychology. The Graduate Student Representative will serve for a two year term.

A. SPECIFIC DUTIES

1. The Graduate Student Representative is invited to attend the Division's BOD meeting at the APA convention (if possible, but expenses are not paid by the Division) and expected to attend the Midwinter meeting.

2. The Graduate Student Representative is expected to bring to the attention of the Division issues related to the interests/needs of student members of the Division.

3. Assist the Membership Chair in recruiting student members to the Division.

4. Serve on the Student Award Committee. Make sure the Student Awards are advertised in the Advocate.

5. Assist the Program Chair with ideas for programming that would be of interest to student members.

6. Submit “Voice of the Students” article to the Advocate for each issue of the newsletter.

UNDERGRADUATE STUDENT REPRESENTATIVE

In order to encourage participation in the Division by undergraduates, and to recognize service to the Division by undergraduates, the position of Undergraduate Student Representative was created in 2005. This is an optional appointment at the President’s discretion each year. The undergraduate filling this position would work closely with the President and Graduate Student Representatives. The Undergraduate Student Representative must be in good academic standing. The Undergraduate Student Representative will serve from January through December of the President year.

Responsibilities will be similar to the current Student Representative responsibilities, but focused on undergraduate concerns.

Possible Roles:

1. Prepare reports to be presented by the Graduate Student Representatives at each meeting of the Executive Committee. S/he will not attend the Executive Committee meetings, unless his/her travel is otherwise covered.
2. Bring to the attention of the Division issues related to the interests/needs of undergraduate student members of the Division.

3. Explore, develop, and help advertise membership benefits that would attract undergraduates.

4. Assist the Membership Chair in recruiting undergraduate student members to the Division.

5. Investigate the possibility of forming an official APA/Psi Chi liaison position, which would be very beneficial in recruiting new members and advertising for grants and awards. Each Psi Chi chapter usually uses a listserv to send out psychology-related information to the members. Some chapters have an additional listserv that all psychology majors are invited to join, even if they are not in Psi Chi. The Undergraduate Student Representative should form a strong bond with Psi Chi at a local and national level.

6. Assist the Program Chair with ideas for programming that would be of interest to undergraduate student members. If in attendance at the APA convention, this person might serve on the poster awards committee.
LIAISONS

Liaisons to other organizations are appointed by the President for a 1-year term, in collaboration with the President of the other organization, and with approval by the Division 37 BOD. In the past, Liaisons have been appointed to Division 53 (Clinical Child Psychology) and Division 54 (Society of Pediatric Psychology). Liaisons have also been appointed to APA’s Committee on Children Youth and Families (CYF – for a 3-year term), and Committee on International Relations in Psychology (CIRP). To the extent possible, Liaisons are chosen who hold office on the BOD of both Division 37 and the other organization, to reduce the costs incurred with the Liaison position.

A. SPECIFIC DUTIES

1. Meet with the other organization at APA and Midwinter meetings to represent the Division;

2. Participate in the formulation of conjoint activities involving Division 37 and the other organization (e.g., task forces, position statements, joint programming for the APA convention on topics of mutual interest);

3. Report to the Division 37 BOD concerning the nature of the other organization's activities, receiving feedback from the BOD concerning future objectives. Written reports should be disseminated to the BOD twice yearly, just prior to each BOD meeting.
STANDING COMMITTEES

PUBLICATIONS COMMITTEE

The Publications Committee is a standing committee of the Division consisting of the President [Chair], Past-President, President-Elect, Treasurer, and Editor of the Advocate. As of 2006, the Member-at-Large for Technology and Communications is also a member of this committee. The Publications Committee is responsible for the board's adherence to all items set forth in the Division 37 Publications Policy. The primary role of the Publications Committee is to oversee all publications of the Division and to make recommendations regarding changes or additions. The Publications Committee is responsible for soliciting and recommending candidates for the editor of the Advocate.

A. SPECIFIC DUTIES

1. Meet once yearly at the time of the midwinter board meeting to review publications and discuss needed changes or additions, to determine Division sponsorship of publications, and to conduct other business of the committee as outlined in the Division 37 Publications Policy.

2. Meet at APA as needed upon call of the President to resolve issues or concerns related to publications.

3. Conduct routine business related to publications via e-mail as needed.

4. Ensure that all Task Force Executive Summaries are made available to the membership. Specifically, after review by the Publications Committee and approval by the Executive Committee of Division 37, brief reports of summaries should be published in the Advocate.

OTHER STANDING COMMITTEES (these committees are mentioned elsewhere in the Officer’s Manual and/or Bylaws, but duties need to be made more explicit here in the next round of revisions)

The Communications and Technology Procedures Committee, which consists of the President, Membership Chair, Coordinator for the Division 37 Listserv, and Member-at-Large for Communications and Technology. The purpose of the committee is to provide support and guidance regarding the development and maintenance of the Division 37 web page, Listserv, and other activities designed to improve communication with members of the Division. The Student Representatives may also contribute to this committee.

The Finance Committee: President (Committee Chair), President-Elect and Membership Chair

The Membership Committee: The President-Elect may appoint one or two members of a Membership Committee to assist the Membership Chair, if desired.

The Program Committee consists of the Program Chair Designate, the current Program Chair, and the immediate Past Program Chair.

The Past-President chairs the Nominations and Elections Committee, which consists of the two most recent Past-Presidents.

The Past-President chairs the Awards Committee, which will consist of the two most recent Past-Presidents.

The Student Award Committee will include the Past-President (Chair), a delegate of Section on Child Maltreatment, and Graduate Student Representative.

The Fellows Chair selects a Committee of a minimum of members who are current Fellows of Division 37 and should include individuals representing law, advocacy and clinical interests. It shall be the duty
of the Committee on Fellowship to receive all nominations to Fellowship, to collect and consider such supporting materials as are necessary, and to recommend nominees for Fellowship status in the Division, according to the bylaws of the Division and the American Psychological Association. The Long-Range Planning Committee: President, Past-President, and President-Elect. Advocacy Committee: Chaired by the MAL: Advocacy. Members may be from the Board and from Division 37 membership.
Policies and Procedures for Awards

Nicholas Hobbs Award

This award was established in honor of Nicholas Hobbs in 1983. It can be presented annually to a psychologist who exemplifies the ideals and devotion to child advocacy/policy characterized by Nicholas Hobbs.

President:
- Submit the "Call for Nominations" (Appendix B) to the Advocate Editor by June 1 and October 1. A letter of nomination, vita, and two letters of support will be requested.
- Receive nominations by December 1, and distribute packet on each candidate to members of the Awards Committee (i.e., the two most recent Past-Presidents) for review prior to the midwinter BOD meeting.
- Write letter of congratulations to the recipient of the Nicholas Hobbs Award who is selected during the Presidential year.

Advocate Editor:
- Publish "Call for Nominations" in the July and November Advocate each year.

Past-President:
- Chair the Awards Committee, and oversee all aspects of the awards process for the Nicholas Hobbs recipient to be chosen during the Past-President year.
- Will have advertised for nominations, received nominations, and coordinated the review by the Awards Committee during the Presidential year.
- In conjunction with the Awards Committee, decide which of the candidates will be recommended to the EC for the Awards. Candidates may be rank-ordered in terms of the Committee's preference, and the EC will vote to determine the recipient.
- Inform recipient of the Nicholas Hobbs Award of his/her selection after the February Board meeting.
- Inform all persons who nominated candidates for awards of the results of the selection process. For those nominees not selected in a given year, their files can be considered for the award for 2 subsequent years.
- Coordinate with the Secretary to obtain a plaque for the award recipient(s) who will receive the plaque during the Past-Presidential year.
- Preside at Awards Ceremony at APA, and present plaque to the recipient(s) of the award during the Past-Presidential year.

Distinguished Contribution to Child Advocacy Award

This award was established in 1982, and can be presented annually to a non-psychologist who has made significant contributions to advocacy on behalf of children, youth and families. The spirit of the award has been to recognize persons currently involved in advocacy efforts to encourage ongoing advocacy efforts.

The Awards Procedures are identical to that of the Nicholas Hobbs Awards.
DIANE J WILLIS EARLY CAREER AWARD

This award is to be given annually to an early career psychologist whose work promotes advocacy and policy on behalf of children and families. The award, named after Diane J. Willis, has been established through the American Psychological Foundation (APF). Dr. Willis was instrumental in establishing Division 37 and its Section on Child Maltreatment, is the consummate advocate for children and families, has been influential in many of our careers, and continues to act on behalf of children and families.

To give the award we must have a minimum of $50,000 in our APF Fund. Past presidents and friends have contributed $43,000 in cash and pledges but we need further donations which are tax exempt. Solicitation for further donations should include the following: Checks can be made out to APF with a notation for the Willis Career Award and mailed to [insert name and address].
Devi 37 Officer’s Manual

PUBLICATIONS POLICY

Division 37, APA

1. The Division welcomes the submission of manuscripts or proposals for manuscripts about issues of services to children, youth, and families.

2. Decisions about Division sponsorship of publications shall be made by a Publications Committee consisting of the President (chair), President-Elect, Past President, Treasurer, and Advocate Editor. As of 2006, this committee also includes the Member-at-Large for Technology & Communications.

3. In determining Division sponsorship, the Publications Committee shall consider scientific merit, policy significance, relevance to issues of Division concern, and financial arrangements, including any expenses of publication which the Division might encumber. Priority shall be given to meritorious proposals generated by Division task forces.

4. Final determination on the publication outlet of the product of a division task force will be made in joint consultation with the Division 37 Board and the Member-at-Large for Task Forces & Diversity Issues.

5. The proportion of royalties to be assigned to the Division in return for sponsorship shall be a function of the degree to which the author(s) or editor(s) could have published the volume independently. For example, volumes which clearly are “group products” of Division task forces should bring the Division a proportionately greater share of royalties.

6. Sponsorship indicates recognition of the scholarly significance of the volume. It does not imply Division endorsement of the ideas expressed therein. Such endorsement requires separate action by the Division BOD. Each Division-sponsored volume should include a prefatory statement to that effect.

7. The Publications Committee may, with the approval of the Executive Committee, contract with a publisher for publication of all Division-sponsored volumes.

8. Insofar as possible, the Publications Committee shall seek to make Division publications available to members at a discounted price.

9. The Publications Committee may recommend to the Division Executive Committee that copies of specific Division publications be purchased or accepted in lieu of royalties for distribution to groups or individuals whom the Publications Committee believes might be especially important consumers of the information contained in the publications.

10. The Publications Committee shall adhere to APA policies with respect to Division publications.

11. Division 37 will abide by APA Policy that states that a division may not establish policy that sets standards or guidelines for the practice of psychology without review by APA legal counsel.
TRAVEL POLICY: SCHEDULED MEETINGS

Division 37 will reimburse the travel expenses for designated members of the Executive Committee and other invited participants to the Midwinter Board of Directors meeting. Travel will be reimbursed as follows:

A. **Lodging:** Room cost and tax will usually be arranged by APA staff through the Division 37 Treasurer and/or Secretary. EC members will send their reimbursement forms and receipts to the Treasurer who will forward them to APA Accounting Office for reimbursements to the EC members. The number of nights paid for will be determined by the Division 37 President and conveyed to the EC members prior to the meeting. EC members are requested to room with another member to reduce costs and are required to pay for their incidental costs. The Division will pay for Wednesday night lodging for the Council Representative to attend the Council meeting prior to the APA convention in August.

B. **Meals:** Per diem expenses will be reimbursed up to the amount of $35 per day for actual meal expenses. Original receipts for all meals must be attached to the reimbursement form. If expenses exceed $35, the EC member is responsible for the balance of the cost.

C. **Airfare:** Airfare will be reimbursed at the lowest cost coach fare. EC members are required to decide whether they can attend a scheduled meeting by a date that will allow them to purchase the lowest cost airfare. If these conditions cannot be met, the EC member should contact the Division 37 President for permission to schedule a more expensive fare or be responsible for the difference in airfare costs. The EC member is responsible for the cost of any subsequent changes to a purchased ticket.

D. **Ground Transportation:**
   * Airport parking and transportation to and from the airport to the hotel will be reimbursed. Members are expected to utilize the most economic means of transportation.
   * Taxi or bus service to scheduled Division 37 meetings or dinners within the city will be reimbursed.
   * Mileage for the use of personal cars will be reimbursed at the rate of $.28 per mile; the total amount may not exceed the lowest cost round trip airfare (train fare, bus fare). Hotel parking charges may be charged to the room.
   * Train or bus costs will be reimbursed at the lowest cost fare; the cost may not exceed the lowest cost airfare.

E. **Tips:** Tips will be reimbursed up to a limit of 20% of the total per diem expenses.

F. **Non-reimbursable expenses:** EC members will be responsible for miscellaneous expenses such as dry cleaning, valet service, and personal phone calls.

G. **Receipts:** Original receipts must be presented for all reimbursement.
TRAVEL POLICY: INSTITUTE/CONFERENCE SPEAKERS

A. Division 37 will reimburse the travel expenses for the persons selected to speak at Institutes or Conferences sponsored by the Division. The Division is unable to pay expenses for any family member or other accompanying speakers.

B. Lodging: Room cost and tax will be reimbursed for up to two nights at a Conference hotel or a hotel with comparable cost. Original receipts for room and tax must be submitted. Incidental costs are the responsibility of the speaker.

C. Meals: Per diem expenses will be reimbursed up to the amount of $35 per day for two days. Original receipts for all meals must be attached to the reimbursement form.

D. Airfare: Airfare will be reimbursed for each awardee at the lowest cost coach fare.

E. Ground Transportation:
   - Airport parking and transportation to and from the airport to the hotel will be reimbursed. Speakers are expected to utilize the most economic means of transportation.
   - Mileage for the use of personal cars will be reimbursed at the rate of $.28 per mile; the total amount may not exceed the lowest cost round trip airfare (train fare, bus fare). Hotel parking charges may be charged to the room.
   - Train or bus costs will be reimbursed at the lowest cost fare; the cost may not exceed the lowest cost airfare.

F. Tips: Tips will be reimbursed up to a limit of 20% of the total per diem expenses.

G. Non-reimbursable expenses: Speakers will be responsible for miscellaneous expenses such as dry cleaning, valet service, and personal phone calls.

H. Receipts: Original receipts must be presented for all reimbursements.
TRAVEL POLICY: Awardees

Division 37 will reimburse up to $1000 to defray the travel expenses for the persons selected to receive the Distinguished Contribution to Child Advocacy Award, the Nicholas Hobbs Award, and the Lifetime Achievement in Child Advocacy Award. The Division is unable to pay expenses for any family member or accompanying guests.

A. Covered expenses may include:

1. **Lodging**: Room cost and tax for two nights at a Conference hotel or a hotel with comparable cost.

2. **Meals**: Per diem expenses up to the amount of $35 per day for two days. Original receipts for all meals must be attached to the reimbursement form. Division 37 will not reimburse for alcoholic beverages.

3. **Airfare**: Awardees are encouraged to utilize the most economic airfare available.

4. **Ground Transportation**:
   a. Airport parking and transportation to and from the airport to the hotel, and hotel parking. Awardees are encouraged to utilize the most economic means of transportation.
   b. Mileage for the use of personal cars at the rate of $.28 per mile; the total amount may not exceed the lowest cost round trip airfare (train fare, bus fare).
   c. Train or bus costs at the lowest cost fare; the cost may not exceed the lowest cost airfare.

5. **Tips**: Tips up to a limit of 20% of the total per diem expenses.

B. **Non-reimbursable expenses**: Awardees will be responsible for miscellaneous personal expenses such as dry cleaning, valet service, and personal phone calls.

C. **Receipts**: Original receipts must be presented for all reimbursement.
APPENDICES

APPENDIX A. CALL FOR NOMINATIONS FOR ELECTIONS
APPENDIX B. CALL FOR NOMINATIONS FOR DIVISION 37 AWARDS
APPENDIX C. STUDENT AWARDS
APPENDIX D-1. GUIDELINES FOR PROGRAM PROPOSALS
APPENDIX D-2. LETTER OF PAPER ACCEPTANCE
APPENDIX D-3. LETTER OF SYMPOSIUM ACCEPTANCE
APPENDIX D-4. INVITATION TO BE A NEW REVIEWER
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APPENDIX I. STATEMENT OF POLICY ON PRODUCTS AND PUBLICATIONS
APPENDIX A. CALL FOR NOMINATIONS FOR ELECTIONS

President-Elect, Member-at-Large & Treasurer

All voting members of Division 37 may nominate individuals for office in Division 37. Self-nominations are strongly encouraged. Nominees for office must be members or Fellows of APA and Division 37. The offices of President-Elect, Member-at-Large, and Treasurer are to be filled on January 1, XXXX.

President-Elect

________________________

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Member-at-Large

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Treasurer

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________________________

Return this form by December 30, XXXX to:

[Past-President]
APPENDIX B. CALL FOR NOMINATIONS FOR DIVISION 37 AWARDS

Nicholas Hobbs Award
Distinguished Contribution to Child Advocacy Award

Division 37 is soliciting nominees for the two major awards of the Division: the Nicholas Hobbs Award and the Distinguished Contribution to Child Advocacy Award. All interested parties are invited to submit nominations.

The Nicholas Hobbs Award can be presented annually to a psychologist who exemplifies the ideals and devotion to child advocacy/policy characterized by Nicholas Hobbs. Past recipients of this award were:

- 2010 W. Rodney Hammond
- 2009 Donald Wertlieb
- 2008 Sheila Eyberg
- 2007 Brian Wilcox
- 2006 Karen Saywitz
- 2005 Robert Friedman
- 2004 John Weisz
- 2003 Gail Goodman
- 2002 Joy Osofsky
- 2001 Barbara Bonner
- 2000 Aletha Huston

The Distinguished Contribution to Child Advocacy Award can be presented annually to a nonpsychologist who has made significant contributions to advocacy on behalf of children, youth, and families. Past recipients of this award were:

- 2010 Ellen Bassuk
- 2009 Olivia Golden
- 2008 Shay Bilchik
- 2007 Laurie Mulvey
- 2006 Robin Kimbrough-Melton
- 2005 Beth Stroul
- 2004 Virginia Weisz
- 2003 Tom Birch
- 2001 John E. B. Myers
- 2000 Beatrice Hamburg

Please participate in this important awards process by submitting materials for persons whom you think would be deserving awards recipients for Division 37. Current members of the Division 37 Board of Directors are ineligible. For all nominees, please submit a letter of nomination, Curriculum Vitae, two letters of support, and other pertinent supporting materials as desired. All materials should be received by December 1, XXXX, and mailed to:
[Past President]
APPENDIX C. STUDENT AWARDS

Note: These student awards are seen as a way of increasing student involvement with the Division, but avoiding the tendency for students to get awards based on faculty involvement with the Division.

**Student Poster Awards**

A. These $50 awards are for graduate students (up to five) who have submitted exemplary posters to the APA convention. It is anticipated that most of the posters will involve some form of research. The student must be the first author of the poster.

B. Each year students will be invited to submit posters to the APA meetings. Awards will be presented at the poster session to up to five students. The judging committee will include the Past-President (Chair), delegate of Section on Child Maltreatment, and Graduate Student Representative.

C. Every year, the *Advocate* will advertise the poster awards.

D. The Program Chair will give the committee a list of student abstracts that have been accepted.

E. The Past-President will convene the committee to review the posters at APA, informing all participants of the time, place of the poster session.

F. The Past-President will inform the students designated and will be responsible for obtaining the certificates and checks in conjunction with the Treasurer.

G. The *Advocate* editor will list the awardees in the *Advocate*, and the winners will receive one-year free memberships.

**Div. 37 / Section Poster Award – Reviewer’s Form**

Reviewer # __________

Poster Number: ___________
Poster Title: _____________________________________________________________
_______________________________________________________________________

Student / Author _________________________________________________________
School _________________________________________________________________

Awarded Points (Max. Possible)

(25) Relevance to Div mission* / Quality of rationale __________

(25) Operational plan / Methodology / Results __________

(20) New knowledge contributed __________
(10) Originality / Creativity

(10) Attention to Diversity

(10) Quality of Visual Presentation

Total Points  {_________}

Rank order of this proposal  [_________]

Comments: 

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

____________________________________________________________________________________

*Mission: The Society for Child and Family Policy and Practice (Division 37 of the American Psychological Association) is committed to the application of Psychological knowledge to advocacy, service delivery, and public policies affecting children, youth, and families. The Division advances research, education, training, and practice through multi-disciplinary perspective.

Student Dissertation Award

A. This $400 award is given to a completed doctoral dissertation concerning issues of social policy, service delivery, welfare, and/or advocacy for children, youth, and families.

B. Each year students will be encouraged to apply by submitting dissertations for review by a committee consisting of the Past President (Chair), President, and one other elected Board Member chosen at the Midwinter Meeting. Papers will be judged on the following dimensions: (a) scientific, technical, or clinical importance, (b) originality/creativity of the work, (c) adequacy of the research design and methods, (d) quality of the conclusions drawn from results, and (e) quality of the written presentation. Students should submit their completed, approved dissertations electronically along with a copy of the signed cover sheet and an abstract of no more than 1000 words summarizing the research and its relevance to Division 37's mission. Applicants must be a member of Division 37 in order to submit a paper for consideration. Students may apply prior to sending their submission.

C. Each year, the Advocate will advertise the awards. The submission deadline will be June 1.

D. The Past President will distribute submissions to award committee members, and a winner will be chosen by July 1.

E. The Past President will inform the designated student during the first week of July and will be responsible for obtaining the check, to be presented at the convention.

F. The student’s work will be highlighted in the Advocate and posted on the webpage.

G. All entrants will be given a free one-year membership in the Division.
Suggested text for announcing this competition:
The Division 37 Student Dissertation Award is a $400 award given to a completed doctoral dissertation concerning issues of social policy, service delivery, welfare, and/or advocacy for children, youth, and families. Papers will be judged on the following dimensions: (a) scientific, technical, or clinical importance, (b) originality/creativity of the work, (c) adequacy of the research design and methods, (d) quality of the conclusions drawn from results, and (e) quality of the written presentation. The reviewers will be three members of the Division 37 Executive Committee. Applicants must be a member of Division 37 to submit a paper for consideration. Students may apply prior to sending their submission. The deadline for submission is June 1, xxxx. Please send the materials below electronically to [Past President]

- A copy of the completed, approved dissertation
- A copy of the signed cover sheet
- An abstract of no more than 1000 words summarizing the research and its relevance to Division 37's mission.

[insert award chair name, email & address]

Suggested Notification Letter to Non-Winning Entrants:

Dear

The 2010 Dissertation Award went to Catherine DeCarlo Santiago from the University of Denver for her dissertation, “Family Coping as a Protective Factor for Poor Children. This year we had 16 submissions for the award, all of them contributing to the well being of children and families. We are heartened and pleased to see that there are many excellent young professionals working in this field.

In appreciation for submitting your dissertation we are offering you a 1 year free membership in the Division. Attached is information on membership and an application form. We sincerely hope that you will continue to be part of the division. You may return the completed form to me so that it can be processed as free for the 2011 year. If you are attending the APA convention in San Diego we also encourage you to attend the many interesting division programs.

My Best,
[Past President name and contact info]
 Division 37 welcomes a range of program proposals related to issues affecting children, youth, and families. Individual posters, symposia, discussion sessions, conversation hours, and invited presentations by distinguished speakers are all featured in the division's program at the American Psychological Association convention. Although the Program Committee often solicits proposals, it relies on the membership to contribute program proposals on timely and interesting topics which fall within the division's interest areas.

When considering a program submission to Division 37, contributors should consider carefully whether the topic is part of Division 37's mission and agenda, or whether the proposal should more appropriately be sent to another division. Division 37 is primarily concerned with child and family policy (broadly defined), with special attention to service delivery, child advocacy, and socio-legal policy issues. This entails an integration of knowledge of child and family development, clinical intervention, the design and implementation of service delivery systems, and the political process. Topic areas which have figured prominently in Division 37's convention program in past years include child abuse and neglect, sexual maltreatment, family function and dysfunction, juvenile delinquency, AIDS, social institutions affecting children (health care systems, day care, etc.), foster care, children in the legal system, divorce/custody issues, early screening for psychological disorders, and the factors affecting children's policies on federal and local levels.

Program proposals which reflect these interests are strong candidates for the Division 37 program. On the other hand, submissions which focus more exclusively on child clinical topics (e.g., new psychotherapeutic modes, or etiological issues) outside of concerns about the development and implementation of service delivery systems are probably better suited to Division 12. Proposals which concern developmental processes largely irrelevant to child and family policy are probably more appropriate for Division 7.

The Division welcomes individual proposals reporting on empirical research, providing policy analysis, or integrating new knowledge in a topic area. Proposals should be written clearly and in a manner which permits an evaluation of the significance of the topic, the adequacy of the methods used, and the substantive contributions of the report. Since current research is of greatest interest to the membership, work-in-progress may be submitted for the program, but only if sufficient progress has been achieved and the proposal permits an evaluation of the contributions and merits of the report. Otherwise, the Program Committee is likely to recommend resubmitting the proposal for a later conference when its substantive merits can be better evaluated.

Because of the number of demands on limited program time, and to permit a greater number of participants in the Division 37 program, a high proportion of individual proposals are typically integrated into poster sessions. This format works especially for reports of empirical studies because they foster collegial discussion of the issues raised by the research.

Organized symposia are also a large component of the Division 37 program. Those symposium proposals which are most successful typically involve an integration of multiple papers (rather than a loosely-organized collection of individual presentations), often with contrasting viewpoints. Adding a discussant to the group of speakers constituting a symposium often can foster this integrative process, and add additional perspective to the ideas which are presented.
Each year, the Program Committee devotes a great deal of time and energy to the blind review of program proposals. Their work has contributed to unusually strong contributions from Division 37 to the American Psychological Association convention in recent years. They welcome the ideas and suggestions of Division 37 members which can contribute to the further strengthening of our contributions to child, youth, and family issues.
Dear____________________,

I am pleased to report that your proposal has been accepted by Division 37 for presentation at the 20____ APA Convention. We had #### paper, poster, and symposium proposals submitted for the program this year. Each proposal was reviewed by three or four reviewers in addition to members of the Program Committee.

Your paper will be presented as part of a one-hour paper session entitled, "__________________________." The session chair is __________________________, PhD, member of Division 37.

You will receive notification of the time and location of the presentation from APA. The sessions begin on the hour and end at 50 minutes after the hour. Please note that APA allows only ten words in the title, so if your title exceeded that limit, the Program Committee took the liberty of shortening it.

Congratulations on being selected to participate in Division 37's Program. If you are not a member of Division 37, I have enclosed a membership application if you would like to join. We look forward to seeing you in ____________ at the convention in August.

Sincerely,

___________________________________
Program Chair, APA Division 37
Society for Child and Family Policy and Practice
Dear ________________,

I am pleased to report that your proposal has been accepted by Division 37 for presentation at the 20_____ APA Convention. We had ##### paper, poster, and symposium proposals submitted for the program this year. Each proposal was reviewed by three or four reviewers in addition to members of the Program Committee.

Your symposium will be presented as part of the Division 37 Program and you will receive notification of the time and location of the presentation from APA. Please note that APA allows only ten words in the title, so if any of your titles exceeded that limit, the Program Committee took the liberty of shortening them.

If you have presenters on your symposium who are not members of APA, please note that APA requires that all participants register for the Convention. I have forwarded the names of non-members to APA and they will receive registration information.

Congratulations on being selected to participate in Division 37's Program. If you are not a member of Division 37, I have enclosed a membership application if you would like to join. We look forward to seeing you in ________________ at the convention in August.

Sincerely,

__________________________, Ph.D.
Program Chair, APA Division 37
Society for Child and Family Policy and Practice
Dear ________________.

I would like to invite you to consider being a reviewer for Division 37, Child, Youth, and Family Services, for the 20____ APA Convention on *(month, day, 20__)* in *(city)*. As a reviewer, you will be asked to read and rate several proposals for poster, paper, and symposium sessions for the Convention.

Serving as a reviewer is a great way to make a contribution to Division 37 and to get a preview of the 20____ Convention. You will receive two to three abstracts to review on or before **December 14, 20____**, and they must be returned to me by **December 23, 20____**. Please make certain that you can comply with this tight turnaround.

If you would like to be a reviewer, please complete the enclosed form and return it to me by **November 19, 20____**. Please feel free to call me at ________________if you have any questions about the review process.

Sincerely,

___________________________, PhD
Program Chair, APA Division 37
Society for Child and Family Policy and Practice
Dear ________________,

I am pleased to report that your proposal has been accepted by Division 37 for presentation at the 20_____ APA Convention. We had #### paper, poster, and symposium proposals submitted for the program this year. Each proposal was reviewed by three or four reviewers in addition to members of the Program Committee.

Your proposal will be presented as part of a two-hour poster session entitled "_____________ ______________." You will receive notification of the time and location of the presentation from APA. The sessions begin on the hour and end at 50 minutes after the hour. ___(name of poster session Chair)______________, will attend your session and will be available to give you assistance. Please note that APA allows only ten words in the title, so if your title exceeded that limit, the Program Committee took the liberty of shortening it.

Congratulations on being selected to participate in Division 37's Program. If you are not a member of Division 37, I have enclosed a membership application if you would like to join. We look forward to seeing you in _________________ at the convention in August.

Sincerely,

________________________________, PhD

Program Chair, APA Division 37
Society for Child and Family Policy and Practice
APPENDIX D-6. LETTER TO PREVIOUS REVIEWER

date

Dear,

As Division 37 Program Chair for the 20____ APA Convention in (city)____, I would like to invite you to review abstracts submitted for presentation at the Convention. If you would like to act as a reviewer, please complete the enclosed form and return to me by November 5, 20____.

You will receive two to three abstracts to review on or before December 14, 20____, and they must be returned to me by December 23, 20____. Please make certain that you can comply with this tight turnaround.

If you know other Division 37 members who would like to act as reviewers, please ask that they complete the form and forward it to me with a copy of their vita.

I look forward to working with you in developing an outstanding program for the 20____ Convention. Please feel free to call me at (___)_______________ if you have any questions about the review process.

Sincerely,

___________________________, Ph.D.
Program Chair, APA Division 37
Society for Child and Family Policy and Practice
Dear Colleague,

Thank you again for submitting your proposal to Division 37 for the 20____ convention in _________. We received over seventy paper, poster, and symposium proposals for the program this year. Each proposal was reviewed by three or four blind reviewers in addition to members of the Program Committee.

On behalf of the Program Committee, I am sorry to report that your proposal could not be included in the Division 37 Program. Please notify your co-authors or co-presenters so that they will also know the Program Committee's decision.

We look forward to seeing you at the Convention and hope that you will submit proposals to Division 37 in the future.

Sincerely,

_________________________, Ph.D.
Program Chair, APA Division 37
Society for Child and Family Policy and Practice
Dear ____________,

This is to thank you for your time and assistance in reviewing proposals for the 20____ Division 37 Program for the APA Convention. We received over ### paper, poster, and symposium proposals for the program this year. Each proposal was reviewed by three or four reviewers in addition to members of the Program Committee.

Your reviews were essential to planning a high-quality program and I hope you will be pleased with the results. I have attached a copy of the program for your review. The number in parentheses indicates the number of other Divisions who are co-listing the presentation.

Thank you again for your assistance. I look forward to seeing you in ______________ at the presentations and at our Social Hour ________________.

Sincerely,

_____________________, Ph.D.

Program Chair, APA Division 37
Society for Child and Family Policy and Practice
Dear Division 37 Reviewers,

Thank you so much for agreeing to review submissions to Division 37’s 2011 APA program. Instructions for accessing the proposals are provided below. To the extent possible, proposals have been assigned based on areas of expertise (if your area was known), but that was not always possible given the number and variety of topics submitted to the division. We're asking each reviewer to review 5-6 abstracts and provide feedback no later than Friday, January 7th, 2011 (one month from today!).

To retrieve your assigned proposals/abstracts, go to the Convention Proposal/Abstract Retrieval website at: [INSERT URL FROM APA]. Your password for retrieval can be obtained through the "email my password" link on the webpage. Your login will be your individual email address to which this email was sent. The system is case sensitive so be sure to enter your email correctly and be aware if you have several aliases on your email account. Please contact me if you encounter difficulty accessing your password or assigned proposals.

Once you have reviewed all of your assignments, please e-mail your recommendations to [INSERT PROGRAM CHAIR EMAIL ADDRESS] in a single e-mail. To keep the review process as simple as possible, we will continue with the same process as last year, which proved very useful. We are only asking you to provide the IDENTIFICATION NUMBER and a SINGLE RATING of "definitely accept", "probably accept", or "reject" for each proposal. Criteria to consider in your review are (in no particular order):

(1) Significance of the study
(2) Relevance to Division 37
(3) Relevance to this year's presidential theme: "Strengthening Parenting in Real-World Practice and Policy" (the original call for proposals and description of the theme is attached to this email).
(4) Strength of methods
(5) New knowledge gained
(6) Overall quality of the contribution

You are welcome to provide comments justifying your recommendations, but these are not required.

If you have difficulty using the website, have received an abstract for which you are a co-author, or have questions about the review process or the website, feel free to e-mail me at [INSERT EMAIL].

Thanks again for your willingness to help!

Best,

2011 Program Chair
APA Division 37
APPENDIX D-10. WORDING ON AWARD PLAQUES

Nicholas Hobbs and Retiring Officers

LOGO
In appreciation for service to the
Society for Child and Family Policy and Practice
Division 37
of the American Psychological Association
Name
Position
years

LOGO
In appreciation for service to the
Society for Child and Family Policy and Practice
Division 37
of the American Psychological Association
Name
President
years

LOGO
The Society for Child and Family Policy and Practice
Division 37
of the American Psychological Association
Nicholas Hobbs Award
to
NAME
In recognition of significant contributions to advocacy for children and their families
20XX

Plaques have been ordered from 5 Star Awards and they have the Division 37 Logo already scanned. Email: lisa.miller@5starawards.net] or LisaHigginbotham@5starawards.net.

Wording for poster awards printed on a certificate:

EXCELLENCE IN RESEARCH
2010 STUDENT POSTER AWARD
Society for Child and Family Policy and Practice
Division 37, American Psychological Association
LOGO
Awarded at the XXXth Annual Meeting of the American Psychological Association
City, State, to
Name
CALL FOR NOMINATIONS

FOR FELLOW STATUS

Nominations for Fellow status in Division 37 are requested from the membership. Self-nominations are welcome. Applications for members who are already Fellows of APA but not of Division 37 may apply at any time. Members who are applying for APA Fellowship status for the first time must have applications completed by December 1. Please address inquiries regarding nominations and the application process to:

_______________________________________
Division 37 Fellows Chair
[Address]
APPENDIX E-2. LETTER/DIRECTIONS FOR FELLOW STATUS NOMINEES

[Date]

Applicant's Inside Address

Dear __________ :

You have been nominated to be considered for Fellowship status in Division 37 of APA, the Society for Child and Family Policy and Practice. I have enclosed the necessary materials:

- One (1) copy of the Uniform Fellow Blank
- One (1) copy of the Qualification Self-Checklist for Prospective Applicants for Fellow Status
- Four (4) copies of the Fellow Status Evaluation Form
- Four (4) copies of the Fellow Status Evaluation Worksheet
- Supplementary Guidelines for Attaining Fellow Status in Division 37

**USUAL APPLICATION PROCEDURE:** First, consult the "Minimum standards for fellowship" on the Standard Evaluation Form and the Supplementary Guidelines to determine if you qualify for Fellow status. Then:

1. Fill out the Uniform Fellow Blank. If you have a resume, it can substitute for most of the Blank, but not all. Submit six copies of the Blank and six copies of your resume. Be sure to place an "R" beside refereed publications. Submit six copies of the Qualification Self-Checklist for Prospective Applicants for Fellow Status.

2. In addition to the Uniform Fellow Blank, you are asked to write a statement of your own outlining your contributions to the field of psychology and specifically to child, youth, and family services. Please submit six copies of this statement. This is requested so that each candidate has the opportunity to ensure that his or her contributions - some of which may not be nationally visible because of their nature - are presented to the Division.

3. Fill out the top of the Fellow Status Evaluation Forms and the Fellow Status Evaluation Worksheets and mail to at least three (four is better) individuals, each of whom is a Fellow of APA and at least one of whom is a Fellow of Division 37. Be sure to list them on the Uniform Blank. (You can find a list of Fellows of Division 37 in the APA Membership Register). It is important to contact your references and obtain their agreement to act as your sponsors before listing them on the forms. Also, tell them their responses are due by December 1 in order for your application to be considered for this year.

It is recommended that you send each reference a copy of the enclosed Supplementary Guidelines and that you encourage them to pay special attention to the instructions printed on the Standard Evaluation Form. It is crucial that sponsors articulate your contributions. "Contribution" is ambiguous and subjective, but usually it means impact or influence beyond the expected activity of one's professional career. Publishing articles, serving on committees, providing therapy, and so forth are expected, routine activities of our profession. Influencing the field, colleagues, and society go beyond day-to-day performance of duty and are required for Fellowship status. They must be documented in concrete detail. Also, please send each sponsor a copy of your self-generated "statement of accomplishments" so
that s/he can focus in on the areas that you believe are important in assessing your achievements. Please contact your references two or three weeks after your initial request to ensure that your application is complete.

**ALTERNATIVE APPLICATION PROCEDURE:** If you are already a Fellow of another division, approval by the Division 37 committee is sufficient to make you a Fellow of Division 37. To apply, please send six copies of your vita and a self statement outlining your contributions to child, youth, and family services (six copies) to me at the address shown below. Be sure to place an "R" beside refereed publications listed on your vita.

**DEADLINE FOR ALL APPLICANTS:** For new Fellows applicants all materials, including letters of reference, must be in my office by December 1. Materials received after that date may not be included in this year's review process. If you are already a Fellow of APA applications for Division 37 Fellow status must be received by May 15.

Applications will be reviewed by four to six Fellows of the Division. If you are not now a Fellow of any division of APA and if this committee recommends approval, your application will be forwarded to the APA Membership Committee for review. If they approve, you will become a Fellow of APA and Division 37. If you are already a Fellow of another division, approval by the Division 37 committee is sufficient to make you a Fellow of Division 37.

Thank you for your interest in our Division. The Fellows Committee looks forward to receiving your materials, and please be assured they will receive careful consideration.

Cordially,

___________________
Chair, Fellows Committee, APA Division 37
Society for Child and Family Policy and Practice
DATE:

TO: Members of the Fellows Committee

FROM:

RE: Applicants for Fellowship Status

Enclosed please find materials necessary for you to evaluate candidates for Fellowship status in Division 37.

PLEASE RETURN RATING FORMS BY FEBRUARY 1

Materials. Enclosed you will find a description of the criteria for Fellowship status in Division 37, a folder for each applicant, rating forms, and a return envelope.

Please read the criteria for Fellowship status very carefully. Note that contributions may be made in "therapeutic services, consultation, administration, research and involvement in national, regional, state and local professional governance activities . . . that have had a positive impact on the field of children, youth and family services as a profession or science." Note also that "contribution" goes beyond the normal or average expectancy of our profession. We are all expected to do certain things in one or more of these categories -- those activities are a normal part of our job and do not qualify one for Fellowship status. Instead, unusual excellence, accomplishment, or influence is required.

The applicants for Fellow status fall into one of two categories. Current Fellow applicants are individuals who are already Fellows of APA through another Division who are now applying for Fellowship status in Division 37. The results of our Committee's vote are sufficient and final. That is, if we approve them as Fellows of the Division, they are automatically Fellows of the Division. In contrast, Initial Fellows are individuals who are not currently Fellows of APA and are applying for the first time to attain that status through Division 37. Materials for those applicants who are approved by our Committee are then sent to the APA Committee and must be approved by them as well before they are made Fellows.

The folders for each applicant contain a variety of materials. The application package for Initial Fellows consists of a Uniform Fellow Application Form, a Qualification Self-Checklist for Prospective Applicants for Fellow Status, a resume or vitae, a self statement by the applicant describing his or her contributions to the field, and at least three letters of reference plus a Fellow Status Evaluation Form and a Fellow Status Evaluation Worksheet from three Fellows of APA, one of whom is a Fellow of Division 37.

The application package for Current Fellows consists of a resume or vita and possibly a self statement by the applicant describing his or her contributions to child, youth and family services.

The enclosed rating form includes three items you are asked to complete for each applicant. The first is your vote as to whether you approve or disapprove the applicant for Fellow status. This decision should be based on the information available in these materials, whatever personal and professional knowledge
you may have of the applicant, and whatever information you choose to acquire on your own from other people to aid you in making your decision. That is, if you are uncertain about an applicant, perhaps because you are not a specialist in the applicant's field and feel insecure about judging their contribution, you are encouraged to call someone whom you trust who is knowledgeable about that field and could comment on the individual's contribution. Such a discussion should be kept in strict confidence, but you should indicate that "consultant's" name under "reasons" on the evaluation form.

Second, please indicate the degree of confidence (low, medium, high) you feel in making that decision. If you know the field reasonably well, have some or much familiarity with the applicant, and feel quite competent to judge their Fellowship status, rate your confidence high. It may also be the case that given the information presented, you feel quite confident in voting yes or no. Conversely, if you feel unfamiliar with this field and with this applicant and if the information presented is ambiguous, lacks sufficient concrete detail, or leaves many issues unanswered, you may have medium or low confidence in your vote. This provision is implemented because some people have been denied Fellowship status simply because members of the voting committee were forced to make judgments on the basis of insufficient information or lack of familiarity with a particular field. No votes (yes/no) will be modified by your confidence rating, but it may suggest the need for some discussion of applicants who are on the borderline of being approved or disapproved. For example, if five or six votes are "yes," a candidate is approved. If four of six are "yes," the candidate is disapproved. However, if one or more of the "no" votes is accompanied by a medium or low confidence rating, then outside reviewers may be contacted.

Finally, it is important to indicate your reasons for your vote for each candidate regardless of whether you vote yes or no. This is especially necessary for Initial Fellows, because we send comments in support of our candidates to the APA Committee. We also try to provide some constructive feedback to individuals who are not approved if it seems appropriate and useful. None of the reasons or comments will be associated with any particular member of the Committee. Of course, you can provide additional pages of commentary if needed.

Please mail only the rating forms to me in the enclosed envelope by February 1. Please retain the application materials until the APA Convention in August. Then destroy them.

I appreciate your time and careful consideration to this task, and your timely response.

Sincerely,

Chair, Fellows Committee
APA Division 37
Society for Child and Family Policy and Practice
Supplementary Guidelines for Attaining Division 37 Fellow Status

1. There must be visible "evidence of unusual and outstanding contribution or performance to the field of child, youth and family services." This requires evidence or documentation that the person nominated has enriched or advanced the field of child, youth and family services on a scale well beyond that of being a good practitioner, teacher, researcher, administrator or supervisor. The nominee's contributions have to be unusual, innovative or of seminal nature. Fellowship status is not simply conferred on the basis of seniority or competence.

2. Criteria for Fellowship can have a broad range, including:
   - Publications of research, research summaries, policy statements, or position papers related to child, youth, or family issues in refereed journals, as chapters in well-reviewed books, or invited articles/reports in respected journals, monographs or newsletters. (If a publication outlet is not likely to be recognized by someone not involved in Division 37, a brief summary of its stature and mode of refereeing should be included.)
   - Authorship or editorship of books dealing with the child, youth, or family services. The impact of these works must be spelled out.
   - Election or appointment to Editorship or the Editorial Board of a well recognized psychological journal or monograph series related to or including the field of child, youth or family service.
   - Outstanding teaching/training in area related to child, youth, or family services; e.g., innovative course/curriculum resulting in a significant and broad impact beyond one's own institution that can be clearly demonstrated with evidence.
   - Advocacy on behalf of children, youth and families that has made a significant, nationally visible contribution, i.e., attempts to influence the opinions of scholars, professionals, the general public, or policy makers (lawmakers, judges, public administrators) and thereby to affect public policy. These contributions might take the form of ordinary published research, scholarly or popular writing, public speaking or testimony, participation in organized lobbying, holding elected or appointed public office, preparation of legal briefs, etc.
   - Election or appointment to state, provincial, regional, national or international positions, committees, commissions or offices in psychological organizations. Please keep in mind that election or appointment per se is not adequate. There must be documentation or other indications of how the individual's role in the position made a positive impact in the division, state, provincial, regional, national and/or international psychological societies and/or associations of relevance to child, youth, or family services.
   - Leadership positions in Division 37, i.e., President, Secretary, Treasurer, APA Council Representative, Chair of committee or task force, etc. Significant impact in this position must be documented.
• Active participation indicative of leadership in other relevant organizations such as those having sections and/or programs in child, youth or family services.

• Appointment to child, youth or family service related study sections and task forces of major national or international foundations/institutes, e.g., National Institute of Health, National Institute of Mental Health, etc. Detail scope and contribution of role.

• Consultation with courts, legislatures, criminal justice systems, or other bodies that have had a significant impact on the science or practice of psychology with children, youth, or families.

• Extensive and far-reaching leadership and instructional participation in continuing education projects related to child, youth, or family services, child advocacy, public policy, etc.

• Special recognition through honorary degrees, distinguished service awards and citations if such recognition represents accomplishments of broad consequence to science or practice within child, youth and family services.

• Service as Head, Director, Chairperson, Coordinator or Founder of a department or agency, if this service results in unique models for the delivery of psychological services to children, youth, and families. The uniqueness of the model and its impact must be documented.

• Outstanding performance as a provider of psychological services as attested by documentation and publications. The provision of these services must have positive consequences for the advancement of child, youth and family services, and should include innovative approaches to the solving and understanding of organizational, individual, or group problems.

• Recognition of expertise in child, youth or family service by virtue of invitations to make presentations at major universities or conferences.
APPENDIX E-5. FELLOW APPLICANT RATING FORM

Applicant's name: _______________________________________________________

Applicant category:

_____ Initial Fellow
_____ Current Fellow

Do you approve this candidate for Fellow status in Division 37?

_____ Yes
_____ No

How confident do you feel in making this decision? (check one)

_____ High confidence
_____ Medium confidence
_____ Low confidence

Please indicate below the reasons for your decision:

___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________
___________________________________________________________________________

Your name: _______________________________________________________________

Date: _____/_____/_______
Dear _________________:

On behalf of Division 37, I want to congratulate you on your election to Fellow Status in Division 37 and the American Psychological Association, effective (month, day, year).

Sincerely,

_______________________________, Ph.D.
Chair, Fellows Committee

cc: ________________________, President
    ________________________, President-Elect
    ________________________, Secretary
APPENDIX F-1. MEMBERSHIP INVITATION

DIVISION 37
Society for Child and Family Policy and Practice

Invites You to
Become a Member or Renew Your Membership

Division 37 has nearly 1000 members who are committed to improving service delivery and affecting public policy for children and families. We invite you to join us in accomplishing this mission.

MISSION STATEMENT: The Society for Child and Family Policy and Practice is committed to the application of psychological knowledge to advocacy, service delivery, and public policies affecting children, youth, and families. The Division advances research, education, training, and practice through a multidisciplinary perspective. Division activities, which include published works, have focused on such topics as: divorce and custody, child abuse prevention, children’s’ mental health, pediatric AIDS, drug-exposed infants, latchkey children, homelessness and system of care. The Division's membership publications, Child and Family Policy and Practice Advocate, and Child and Family Policy and Practice Review, highlight emerging issues in the field. Student members and professionals in related fields are welcome to join the Division.

Your membership entitles you to receive three issues per year of the Child and Family Policy and Practice Advocate, and two issues per year of the Child and Family Policy and Practice Review. If you are an APA member, you can also vote on all Division issues and elections. The annual assessment for Division 37 Members is due by December 31, XXXX.
APPENDIX F-2. MEMBERSHIP APPLICATION

Society for Child and Family Policy and Practice

Membership Application: Division 37

Contact Information

Date: _________________

Name: _________________________________

Address: ______________________________________

City: ______________________________________

State: ________ Zip Code: ________-_______

Phone: (Office) ___________________ (Home) ___________________

Email address: ______________________ Fax: ___________________

Present Membership in APA (check one):

_____Fellow       _____Member       _____Associate       _____Student

_____Non-member

APA Membership #: __________________

Membership Sought In:

Division 37 Only

_____Member ($37)       _____Affiliate ($37)       _____Student ($17)

Both Division 37 and the Section on Child Maltreatment

_____Member ($67)       _____Affiliate ($67)       _____Student ($37)

Section on Child Maltreatment Only

_____Member ($30)       _____Affiliate ($30)       _____Student ($20)

Please make checks payable to Division 37-APA

Send Application and Membership Fee to:

Division 37 Administrative Office
American Psychological Association
750 First Street, NE
Washington, DC 20002-4242
Dear __________:

Welcome to Division 37, the Society for Child and Family Policy and Practice! We are delighted that you have joined our efforts on behalf of children, youth and families. Our division is concerned primarily with child and family policy (broadly defined), with special attention to service delivery, child advocacy, and social/legal policy issues. This entails an integration of knowledge of child and family development, clinical intervention, the design and implementation of service delivery systems, and the political process. Thus, we are a diverse group of clinicians, researchers, administrators and advocates.

Soon you will begin to receive our newsletter featuring the latest research and policies relevant to children and families. Previous issues have focused on topics such as cocaine exposed infants, family preservation services, child abuse, homeless and latchkey children, divorce, and the needs of ethnic minorities. Updates on congressional acts are highlighted, such as family and medical leave and parental consent for abortion.

At the APA convention in August 20____, our program will focus on ______________. This year we are also forming a ______________ task force to develop guidelines for _________________________.

Our President for 20____ is Dr. _____________________________ of the University of ____________________________. S/He is well known for his/her pioneering research on _____________________________.

We are interested in hearing your thoughts and suggestions towards the future of the division. We are planning a social hour at the APA convention in August, so look for it in your program. Hope to meet you there.

Cordially,

__________________________

Membership Chair
APPENDIX G-1. REIMBURSEMENT FORM

Division 37, APA

TO: ________________________________, Treasurer
FROM: ________________________________

Attached are the receipts for the following items:

1. a. Check payable to: ________________________________
   b. Amount: _________________________________________
   c. For: _____________________________________________
   d. Accounting Category: ______________________________

2. a. Check payable to: ________________________________
   b. Amount: _________________________________________
   c. For: _____________________________________________
   d. Accounting Category: ______________________________

Comments: __________________________________________

_____________________________________________________

_____________________________________________________

Please send the reimbursement checks to:

1. ________________________________  2. ________________________________

_____________________________________________________

_____________________________________________________

Send this form with the ATTACHED RECEIPTS to:

______________________________, Treasurer
(address)

Date Pd. __________________________
Check No. _________________________
Acct. No. _________________________
**APPENDIX G-2. TRAVEL EXPENSE REPORT**

**Division 37, APA**

Name: ____________________________________________           Date: _____/_____/_____  

Mailing Address:__________________________________________________________________  

________________________________________________________________________________  

Meeting Attended: _______________________________________    Dates: __________________  

Location: _______________________________________________________________________  

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<tr>
<th>Date Expense Incurred</th>
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<th>TOTAL</th>
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<tbody>
<tr>
<td>Transportation (air, rail, bus)</td>
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<tr>
<td>Local Transportation (e.g., taxi)</td>
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<td>Personal Auto # of miles X .28/mile</td>
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<td>Parking and Tolls</td>
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<tr>
<td>Lodging: Hotel &amp; Room Taxes only</td>
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<td>Meals: (including tips) Breakfast</td>
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<td>Lunch</td>
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<td>Dinner</td>
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<td>Other Expenses (specify)</td>
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<td>TOTAL</td>
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Subtract Advances or Prepaid Expenses (if any):_______  
Amount Due Traveler: ___________  
Signature of Traveler: ________________________________  
Approved by: ________________________________________
APPENDIX H: ADVOCATE ADVERTISING POLICY

Advertising Policies – Accepted 4/13/06

1. The acceptability of an advertisement for publication in the Advocate is based upon legal, social, professional, and ethical considerations. All advertising must be in keeping with the generally scholarly and professional nature of the Division’s publications. The Editor of each publication and the Publications Committee of the Division reserve the right to refuse advertising that is deemed to be not consistent with these considerations. The Editors and members of the Publications Committee will be guided by advertising guidelines used by the American Psychological Association when making decisions about the acceptability of advertisements.

In particular:

- Advertising of undergraduate or graduate programs will be restricted to those schools or other institutions fully accredited by regional or other institutional accrediting associations recognized by the Secretary of Education.

- Advertising for workshops, continuing education training, or other educational activities must clearly describe the institution sponsoring the activity.

- Advertising for the purpose of airing either side of controversial social, ethical, or professional issues is unlikely to be accepted for either publication.

- Pharmaceutical advertisements must conform to all federal regulations and policies of the Food and Drug Administration. Products intended for human use or consumption that do not come under the jurisdiction of the FDA must be safe and effective in their intended use, and proof of safety and effectiveness must be provided by the advertiser upon request.

- Advertising of insurance programs not endorsed or sponsored by the American Psychological Associations Insurance Trust (APAIT) will not be accepted.

- Professional practice advertising must conform to all APA ethical guidelines.

2. The publication of any advertisement in either Division publication is an endorsement neither of the advertiser nor of the products or services advertised. The Division is not responsible for any claims made in an advertisement. Advertisers may not, without prior consent, incorporate in a subsequent advertisement or promotional piece the fact that a product or service has been advertised in a Division publication.

- Each advertisement will be clearly identified as a “paid advertisement.”

3. The advertiser assumes liability for all content (including text representation, illustrations, and photographs) of advertisements printed, and also assumes responsibility for any claims arising against the publisher because of the advertisement.
4. The Division assumes no liability if for any reason it becomes necessary to omit an advertisement. The Division will refund any money collected or place the advertisement in the next issue of the publication, whichever the advertiser prefers, if it is necessary to omit an advertisement.

5. The Division’s liability for any error will not exceed the charge for the advertisement in question.

**Placing Advertisements**

1. Payment must accompany all advertisement copy. Rates for a single insertion of an advertisement will apply unless the payment for multiple insertions is made when the copy is submitted.

2. Each advertisement submission should specify the number of times that the advertisement will be inserted in the *Advocate*, and the size of the space for each insertion.

3. Advertising copy that involves anything other than text (e.g., figures, pictures, or tables) should be camera ready. If copy is not camera ready, there will be an additional charge for layout and typesetting. This charge must be paid before the advertisement appears.

4. Advertising copy that involves only text should be sent electronically to the Editor of the *Advocate*. Alterations of text size or font may be made by the Editor to conform to the style of the publication or to fit within the space specified by the advertiser. Any alterations will be discussed with the advertiser by the Editor.

5. Advertisements and payment should be submitted to the Editor of the *Advocate*.

**Advertising Rates**

1. If an advertisement is withdrawn by the advertiser, after the advertisement and payment have been accepted, no refund of payment will be made. If the advertisement is discontinued by the Division, a refund for the insertions that were not made will be issued by the Division to the advertiser.

Charge for a one-time advertisement that will appear in one issue of either the *Advocate* or *Child and Family Policy and Practice Review*, as chosen by the advertiser.

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<th>Back Cover</th>
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<td>$ 200</td>
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Charge for each insertion of a repeat advertisement (consecutive issues of either the *Advocate*, as chosen by the advertiser, arranged at the time of initial ad):

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<td>$ 180</td>
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One-time charge for an advertisement appearing in every issue of one yearly volume of the *Advocate* (five appearances of the advertisement during a calendar year).

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<th>Ad Size</th>
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<td>Full Page</td>
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APPENDIX I. STATEMENT OF POLICY ON PRODUCTS AND PUBLICATIONS

Accepted 05/15/07

From time to time, the Society may request an individual, committee, working group or task force (herein referred to as “working group”) to undertake an investigation, analysis, study or analysis of a specific subject for the purpose of recommending action or approval and dissemination by the Society (for purposes of this statement and related activities the Society is represented by the past, current, and elect Presidents of the Society). Any such report is undertaken in service to the Society and therefore shall be performed strictly in a manner consistent with any directions and limitations provided by the Society at the time of the assignment and from time to time thereafter, and shall be subject in its entirety to review and approval by the Society. Such review shall be performed in a manner established by the Society with due regard for the intended purpose for which the report was requested and the subject matter of the report. The approach to such work shall be to rely on the strongest pertinent research and apply appropriate critical review of the quality of such research in rendering statements or drawing conclusions. Unless and until such report is approved by the Society, such report shall not be published or disseminated to any person or entity in any way (including but not limited to an exposure or draft report) without the express written approval of the Society. The report shall not be represented to be the work product of the APA, the Society or of any affiliated person or entity of the APA or the Society or any individual, committee, working group or task force of the Society without the express written consent of the Society. The Society shall provide periodic monitoring of the working group and products and act to modify membership to help fulfill the intended purpose as needed. The Society will have absolute discretion to approve or disapprove of such reports, or to table, return to the authors for further action, assign additional persons to write dissenting positions, and/or submit it to additional existing or newly established groups for review and modification. The Society shall have final authority, to determine the content, method of disclosure and publication, and attribution and formal authorship that is indicated for any such report. The Society shall consult, as needed, with the legal counsel of the APA in implementing this rule.

In accordance with, and in implementation of, APA and Society policy, custom, and protocols, all reports and work product of any individual, task force, committee or working group and their products must also be submitted for review, comment and approval by such other committees, divisions, and entities within APA as determined in the first instance by the Society before any such report will be considered as accepted, adopted, or endorsed by APA.

Partial Reference: Relevant APA rules, bylaws and protocols include but are not limited to those listed below (which is not an exhaustive list):

APA Rules 100-1.5
30-8.2, 8.3, 8.4, 8.5
APA Bylaws, Article VI.5
APA Bylaws, Article VI .5
BYLAWS

SOCIETY FOR CHILD AND FAMILY POLICY AND PRACTICE
DIVISION 37 OF THE
AMERICAN PSYCHOLOGICAL ASSOCIATION

ARTICLE I: PURPOSES

1. To provide a recognized and designated organizational entity in APA to be concerned specifically with professional, scientific, and public interest issues relative to services and service delivery structures for children, youth and families.

2. To advance and integrate the professional efforts of psychologists who work with children, youth and families in different perspectives and settings.

3. To promote the application of developmental and ecological theory and research as a basis for development of prevention and intervention efforts with children, youth, and families.

4. To emphasize the importance of adequate education and training in service and investigative approaches related to children, youth and families, and to the individuals, groups, and organizations who are in positions of influence in their lives.

5. To provide a systematic forum for the presentation of policy, clinical and research findings in the area of services to children, youth and families at APA meetings.

6. To provide a vehicle for relating psychological knowledge and integrating it with other fields (e.g., anthropology, law, pediatrics) and dimensions (e.g., employment, education, recreation, family planning), dealing with the total welfare of children, youth, and their families.

7. To provide a mechanism for child, youth, and family advocacy in order to bring about those social changes consistent with psychological knowledge that will promote the well being of children, youth and families.

8. To stimulate the development of research initiatives on professional and policy issues concerning children, youth, and families by highlighting what is known and what needs to be known about these issues.

ARTICLE II: MEMBERSHIP

1. Membership of the Division shall consist of five classes, viz., Fellows, Members, Associates, Affiliates and Student Affiliates.

2. For Fellows, Members and Associates, the requirements for membership shall be those provided for by the laws of the American Psychological Association, and indication of interest in furthering the goals of the Division.

3. Affiliates shall be persons who are not members of the American Psychological Association, but whose qualifications are otherwise at least equivalent to those required for membership in the
Division. These may be professionals from disciplines bearing on the purposes of the Division. Although Affiliates may not hold office, they will enjoy full rights in divisional affairs and all other rights and privileges of the divisional membership consonant with the bylaws of the Association.

4. Student Affiliates shall be persons enrolled in graduate programs who are interested in becoming involved, or who are already involved, in areas relevant to the study of children, youth, and families consonant with the overall goals of the Division. Student Affiliates shall be entitled to attend meetings of the Division without vote, and shall be entitled to receive publications of the Division.

5. In case of members being nominated for Fellowship in the Division, evidence must be presented of unusual and outstanding contributions to psychological research, theory, practice, and/or administration and the study of the area of children, youth and families. All candidates for Fellows must be endorsed by at least one Fellow of the Division.

6. Voting in the Division shall follow the criteria established by the bylaws of the American Psychological Association.

7. The minimum membership dues are set by the Council of Representatives and paid to the Division by the Association from the members' annual dues statement. Additional dues or assessments may be imposed by recommendation of the Divisional Executive Committee, and shall be decided by a majority vote by mail or email ballot of the members. Mailings of the ballots to the membership should take place at least 60 days prior to the vote. Dues for Affiliates who are not members of APA shall be established by the Divisional Executive Committee.

ARTICLE III: OFFICERS

1. Officers of the Division shall consist of a Divisional President, a Divisional President-Elect, the immediate Past President of the Division, Secretary, Treasurer, four Members-at-Large, and representatives to the APA Council, who will be elected as provided for in the bylaws of the American Psychological Association.

2. The term of office of the President shall be one year, preceded by one year as President-Elect, and followed by one year as Past President. The Secretary and Treasurer shall each serve for a period of three years. No officer of the Division may succeed himself or herself in the same office without at least one year intervening between terms, with the exception of the Representative to APA Council, who may serve two consecutive terms if elected, with the terms being staggered in such a way as to provide continuity and representation to the Council.

3. Candidates for office in the Division shall be Fellows or Members of the Division. Officers and Divisional Representatives shall be elected by preferential mail or email ballot.

4. It shall be the duty of the Divisional President to preside at all meetings of the Division, to serve as Chair of the Executive Committee, to exercise supervision over the affairs of the Division, and to perform such duties as are incident to the office, or that properly may be required of him or her by vote of the Executive Committee.

5. It shall be the duty of the Divisional Past President for the one year following his or her term as Divisional President to serve on the Executive Committee, and to be head of the Nominating Committee and Awards Committee.
6. It shall be the duty of the Divisional President-Elect to serve as a Member of the Executive Committee, to preside in the absence of the President, and to carry out such other duties as may be delegated to him or her by the President.

7. It shall be the duty of the Secretary to keep records of all meetings of the Division, to issue calls for notices of meetings, and to elicit nominations of officers.

8. It shall be the duty of the Treasurer to have custody of all funds and property of the Division, to collect and receive dues from the Affiliates, and to collect any special dues or assessments that may be voted in accordance with the bylaws, to make disbursements as authorized by the Executive Committee, or as legally required by the Division. The Treasurer and Secretary shall be full Members of the Divisional Executive Committee.

9. In the case of the absence of the President due to death, incapacity, resignation or other contingencies, the President-Elect shall act in his or her stead, performing all duties incident to the office of the President. In the event of the absence of any other officers of the Division due to uncontrollable factors, the President shall appoint a member of the Division to fill the unexpired term with the approval of the majority of the Executive Committee.

10. In the event that any officer should miss two consecutive meetings of the Executive Committee, this officer may be asked to resign from the Executive Committee, and the President shall appoint a member of the Division to fill the unexpired term of this officer. The President's appointment shall be made in consultation with the Executive Committee.

ARTICLE IV: COMMITTEES

1. The committees of the Division shall consist of such standing committees as may be provided for by these bylaws, and such special committees as may be established by the Executive Committee, in accordance with Article V, Section 7 of the bylaws of the American Psychological Association. All committees shall be subject to review by the Association's Board of Directors.

2. Executive Committee. There shall be an Executive Committee of the Division consisting of the President, the President-Elect, the immediate Past President, Secretary, Treasurer, the Divisional Representatives, and four members-at-large. In order to effect staggered terms, the tenure of members-at-large elected at the first election will be planned accordingly. Members-at-large will serve for a term of three years. The other members of the Executive Committee shall serve for the duration of their terms of elected office. The Executive Committee shall have general supervision of the affairs of the Division in performing the duties and abiding by the limitations specified in these bylaws.

- Actions of the Executive Committee affecting Divisional policy are subject to approval by a majority vote of members voting. The voting of such matters shall be conducted at an annual meeting or by special mail or email ballot, as decided by the Executive Committee.

- Officers and Divisional Representatives who have been elected but have not assumed office shall be ex-officio members of the Executive Committee, without vote, until they are officially seated.
3. **Membership Committee.** There shall be a Membership Committee appointed annually by the President. It shall be the responsibility of this committee to secure and review evidence concerning the qualifications of all candidates for membership or changes in membership status in the Division.

4. **Fellowship Committee.** The Committee on Fellowship shall consist of a Chair appointed by the President and a minimum of three Fellows in the Division appointed by the Chair of the Fellows Committee. It shall be the duty of the Committee on Fellowship to receive all nominations to Fellowship, to collect and consider such supporting materials as are necessary, and to recommend nominees for Fellowship status in the Division, according to the bylaws of the Division and the American Psychological Association.

5. **Election Committee.** The Election Committee shall consist of the Past-President as chair, and the two most recent past-presidents of the Division. The Election Committee shall secure nominations by mail or email ballots from the members, and shall ascertain whether the nominees are qualified and willing to serve, if elected. Every effort shall be made to obtain proper representation of various constituencies. At its discretion, in order to broaden representation as to geographic location, sex, institutional affiliation, age, etc., one name on the ballot for each office for which election is being held may be added by the Election Committee. The list of nominees shall be at least twice as many nominees as there are persons to be elected for each office and for the members-at-large. The officers and members-at-large shall assume office on the first day of January after the elections are announced, and shall hold office until their successors are elected and assume office in their stead. If an officer or member-at-large fails to accept his or her election, his or her place shall be filled by the last defeated candidate on the election ballot.

6. **Program Committee.** A Program Committee shall be appointed annually consisting of the Chair appointed by the President, the immediate Past Program Chair, and the Chair-Designate appointed by the President-Elect. Additional Division members are to be appointed by the President as necessary for the work of the Committee. This committee shall plan the convention program of the Division.

7. **Awards Committee.** The Awards Committee shall consist of the President as chair, and the two most recent past-presidents of the Division. The Awards Committee shall secure nominations for awards from the members, shall review the nominees, and make a recommendation to the Executive Committee about awards recipients.

8. **Publications Committee.** The Publications Committee shall consist of the President (chair), President-Elect, Past-President, Treasurer, *Advocate* Editor, and Member-at-Large for Technology & Communications. The Publications Committee shall call for submission of proposals and shall determine Division sponsorship of proposals and publications. The Committee may, with the approval of the Executive Committee, contract with a publisher for publication of all Division-sponsored volumes.

**ARTICLE V: ACTIVITIES**

1. The annual meeting of the Division shall take place during the annual convention of the Association in the same locality for the transaction of business, the presentation of scientific papers, and discussion of professional matters in the field of the Division's interest. The Division shall coordinate its program with and participate in the program of the Association.
2. New members of the Division shall be notified by the Division of their admission to membership.

3. The Division may issue a newsletter or journal for the purposes of coordinating and disseminating news or for any other purposes.

ARTICLE VI: AMENDMENTS

Amendments to these bylaws may be proposed by a majority vote of the Executive Committee or by a majority vote of the members present at any annual meeting. Ratification of the amendment proposed requires a two-thirds majority of those members voting by mail, email or electronic ballot. Mailings (or e-mailings) of the ballots to the membership should take place at least two months prior to the vote.