ORGANIZATIONAL DUTIES AND RESPONSIBILITIES

of the

Secretary of Division 39 (Psychoanalysis)

of the

American Psychological Association

I. General

A. The responsibilities of the Secretary of Division 39 are delineated in the By Laws of the Division of Psychoanalysis. According to Article III (Officers and Board of Directors), Section 1d:

The Secretary and Treasurer shall each serve a three-year term of office. The terms of office for the Secretary and Treasurer shall be staggered in that each of these terms shall begin and end in different years. Each shall perform the usual duties of their respective office, and, in addition, they shall perform any specific duties described elsewhere in these Bylaws or assigned to them by the Board of Directors of the Division.

The outgoing Secretary and Treasurer shall each act as consultant for one year to the incoming Secretary and Treasurer.

1) The Secretary shall have the responsibility for oversight over the Division’s calendar of events, of terms of office of elected and appointed positions and of the Division’s records.

2) The Treasurer shall have the responsibility of preparing an annual budget for approval by the Board of Directors and shall monitor and control the expenditure of funds as allocated in the Divisional budget.

B. The term of office of the Secretary of Division 39 is from January 1st to December 31st of the third year of the term

C. The Secretary of Division 39 is essentially an “Organizational Secretary”. The general administrative functions of the Division are the responsibility of the Division Central Office. The Secretary of the Division works in close coordination with the Division Central Office Administrator.

D. As Division 39 is a constituent body of the American Psychological Association (APA), it is necessary for the Secretary to be familiar with the APA organizational structure, By Laws and Association Rules.
E. The Division Services Office of the APA is available to assist the Secretary with organizational, procedural and governance issues.

F. The general duties of the Secretary of Division 39 are:
   a. Keep all of the records of the organization on file
   b. Signing all minutes
   c. Maintain the official documents of the organization
   d. Mailing to members a notice for each forthcoming meeting
   e. Taking minutes at all meetings
   f. Preparing the agenda for the meeting
   g. The Secretary is responsible to call the meeting to order in the absence of the President or other officer
   h. Bring to each meeting the minutes, bylaws, rules, membership listing, listing of committees and any other relevant information needed

G. In addition to specific tasks related to the organization, the Secretary acts as an officer of the Division and as such has an additional role to:
   a. Participate in conference calls and decision making
   b. Consultation with President, Past President, President Elect and Treasurer
   c. Alert officers to important issues
   d. Discussion with other Officers regarding requests, projects, current issues relevant to psychology and psychoanalysis and liaisons with other organizations
   e. Problem solve members concerns

II. Specific Responsibilities of the Secretary of Division 39:

A. Maintain a copy of the following:
   1) Executive Committee agendas and minutes
   2) Board meeting agendas and minutes
      a. Reports and handouts from meetings
   3) Committee lists
   4) Other ongoing information
      a. Appointments
      b. Awards
      c. Special Projects
      d. Presidential Initiatives
      e. Annual Reports
   5) Calendar of meetings
      a. January EC and Board
      b. Spring meeting EC and Board
      c. June EC conference call
      d. APA EC and Board
e. November EC  
f. Other meetings (e.g., Division Leadership Conference, etc.)

B. As Needed Tasks

1) Management of Section issues  
   a. Section membership requirements (150)  
   b. Miscellaneous Section requests  
2) Evaluation of Division Administrator at the time of contract renewal  
3) Evaluation of Spring Meeting Coordinator at the time of contract renewal  
4) By Law Amendment Referendum of the membership of the Division  
5) Special Elections  
6) Miscellaneous Tasks

C. Annual and Section Annual Reports

1) Required by APA by February 1st  
2) Annual Report  
   a. Summary of activities of the past year  
      1. Use required APA format  
   b. Review with Presidents  
   c. Publish in Psychoanalytic Psychology  
3) Section Reports  
   a. Coordinate submission to APA by all 9 Sections  
      1. Use required APA format  
   b. Keep a copy on file

D. Tasks Relevant to the Executive Committee (EC) and Board meetings

1) The President Elect sets the dates for all meetings during term of office  
   a. The Secretary maintains a calendar of meeting dates  
   b. Generally, the dates are established one to five years in advance  
      1. Spring meeting is set by the Program Committee  
      2. APA is set by APA Bureau of Convention Affairs  
2) The Division EC and Board meetings are directed by *Keesey’s Modern Parliamentary Procedure* (formally adopted by APA in 1981)  
3) General Order of Business for EC/Board meetings  
   a. Call to order  
   b. Information Items  
   c. Announcements  
   d. Approval of Minutes of Prior Meetings  
   e. Reports of Officers and Committees  
   f. Special Reports  
   g. Old Business  
   h. New Business  
   i. Guest Reports
j. Miscellaneous Items
k. Adjournment

4) EC Meeting
   a. In attendance: President, Past President, President-Elect, Secretary, Treasurer, 5 APA Council Representatives, Division Administrator
   b. Goal: To review the agenda for the Board meeting the next day

5) Board meeting
   a. In attendance: Executive Committee, Members at Large (9), Section Representatives (9), visitors and invited guests
   b. Goal: To complete the items on the prepared agenda and follow up on organizational business

6) Schedule of EC and Board meetings:
   a. January (3rd week)
      1. EC Friday evening
      2. Board all day Saturday
   b. Spring Meeting
      1. EC Thursday evening
      2. Board all day Friday
   c. May/June EC Conference Call
      1. At the discretion of the President
      2. Depends on items needing review
   d. APA
      1. EC Thursday evening
      2. Board all day Friday
   e. November
      1. EC all day Saturday

E. Preparation for EC and Board meetings

1) Schedule Call For Items, Planning Teleconference and Mail out 8 weeks in advance
2) Make a listing of substitute members to the meeting
   a. A Board member can appoint a substitute who is not a member of the Board
   b. Proxy votes are not allowed
3) Calls for agenda items
   a. First call @ 4 weeks prior to the meeting
   b. Second call @ 2 weeks prior to the meeting
4) Prepare draft agenda(s) based upon items received from the two calls
   a. Use standard format
   b. The President has organizational discretion of the agenda order
   c. Include appendix items (i.e., reports, etc.)
      1. Some of these may not be ready until the meeting
5) Teleconference call of Division officers

a. Goal: to discuss, organize and plan the EC and Board agendas
   1. Determination of salient issues for discussion
b. 2 weeks prior to meeting send out an announcement to remind
   1. Call in procedure (available from Division Administrator)
c. 1 week lead time to mail out agendas by Division administrator
   1. The final copy prepared by the Division 39 Central Office
   2. All EC and Board members will get a copy by email
   3. Hard copies are available at the meeting with attachments
d. Those participating in conference call:
   1. President
   2. Past President
   3. President Elect
   4. Secretary
   5. Division Administrator
   6. Others as relevant

F. Tasks of the Secretary of Division 39 during the EC and Board meetings

1) According to Keesey:
   a. “The Secretary keeps the official record of the Board meeting.
      He/she should be seated close to the presiding officer and
      observe all that occurs. The Secretary is the ‘right hand’ of the
      presiding officer and providing a copy of the agenda, the minutes
      of the previous meeting, committee reports and all business item
      documentation.”
   b. “The Secretary should know the previous record of the
      organization and should serve as a source of information for the
      presiding officer and members when questions arise about
      actions previously taken. The Secretary should also be familiar
      with parliamentary procedure and be able, on occasion, to
      preside in the absence of the usual presiding officer.”
   c. The minutes of the Division 39 EC and Board meetings include
      “A record of all official actions taken, the presiding officer, the
      presence of a quorum and information showing that the meeting
      was duly called and thus legal.”
   d. The minutes should be “An official record of actions taken by the
      organization and not a transcript of what individuals
      say in meetings”.

2) Tips to Make a Meeting Go More Smoothly

a. Discussion during the meeting follows the agenda
b. Agenda items and motions which are clearly worded save time
   during the meeting
c. Time can be saved during the meeting by giving the members the information they need before the meeting so they can have their ideas organized before discussion.

d. If Chairpersons of Committees have prepared reports they will be more informed. Thus, all Chairs should be encouraged to submit reports for the Board meetings

3) Minutes

a. The Division Administrator prepares the official draft minutes for review by the Secretary prior to being sent to the EC and Board for approval at the next meeting.

b. The Secretary takes notes according to the meeting agenda during the EC and Board meetings in order to record the action items of the meeting.
   1. This task helpful in order to have a record for follow up of action items and preparation of future meeting agendas
   2. The Secretary should keep a listing during the EC and Board meetings of items deferred for future meetings
   3. After each meeting, there will be a listing of items which need follow up

c. The Secretary routinely sends a copy of the notes which he/she has taken to the Division Administrator for his/her assistance with what transpired during the meetings.

d. The Secretary will cover the meeting for the Division Administrator when the latter is absent.

e. The minutes will be considered “draft” and thus confidential until they are reviewed and approved at the subsequent EC and Board meetings.

f. When approved, the Division Administrator sends a copy of the approved Board minutes to the Editor of Psychoanalytic Psychology for publication.

g. The minutes of the Board and EC meetings are the basis upon which the Annual Reports are prepared

4) Other Tasks of the Secretary During Meetings

a. Many of the tasks of the Secretary are at the discretion of the Presiding Officer (President) and his/her personal preference for how the meeting should be organized.
   1. For example, the Secretary may be asked to count the votes on an important motion.  (Generally, a motion is considered to be passed by a majority show of hands)
   2. Or the Secretary may be asked to note the order of Board members requesting the floor during discussion periods.