

To: Division Officers
From: Committee on Division / APA Relations – CODAPAR
Subject: Division Annual Reports
Date: November 27, 2007

The Committee on Division / APA Relations (CODAPAR) would like to inform you that the 2007 annual report for your division is due on **February 1, 2008**. CODAPAR will review these reports at its March 2008 business meeting and will contact you if there are any questions or concerns. The Committee will forward these reports on to the Board of Directors for its June 2008 meeting.

As part of our ongoing evaluative process, we have updated the annual report form. We hope that you will find it clear and easy to respond to, and would appreciate comments on the form.

The division annual reports are important in that they help CODAPAR stay informed about divisions' growth and structural changes and they allow CODAPAR to take a proactive role in helping divisions when necessary. The annual reports are also used to develop the 5-year division reviews that are submitted to the Board of Directors on an established schedule. Divisions that have successfully completed 5-year reviews are eligible to be featured in the *APA Monitor on Psychology*.

Divisions that have chapters and/or sections are reminded that a separate annual report **should** be completed by each chapter and section. These reports should be submitted along with the division's annual report. You will find the forms for reporting enclosed.

If you have any questions about preparing your annual report, please feel free to contact Troy Booker, Division Services Officer at (+1/202) 336-6121 or via email at tbooker@apa.org.

Thank you for your cooperation and participation in this important matter!

Cordially,

Chana K. Akins, PhD
CODAPAR, 2008 Co- Chair

Jan D. Yoder, PhD
CODAPAR, 2008 Co- Chair

cc: Executive Officers and Administrative Officers