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## APAGS Committee Member Timeline

The following was compiled and/or updated by the APAGS member currently holding the position explained. The timeline was developed to help convey the time commitment and responsibilities of an APAGS Committee member on a monthly basis. This outline does NOT include special projects and activities that consistently arise as a member of the APAGS Committee (e.g. creation of resource guides, convention programming, advocacy efforts, etc.). Please note that all deadlines and due dates are not final and that this is an evolving document designed to provide a tentative overview of the coming year.

If you seek additional information related to this specific position, please visit the [APAGS election page](#), contact the current [APAGS Committee member](#), or email [APAGS](#).

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Red - Travel  
 Blue – Conference Call  
 Green – Report Due  
 Black - Other

## Communication Focus Timeline

August	September	October	November	December	January
<ul style="list-style-type: none"> <li>• Attend APA Convention to facilitate DSRN Annual Meeting, serve as APAGS ambassador if possible, and assist in APAGS Suite as needed.</li> <li>• Submit APAGS Committee Monthly Report by the 15<sup>th</sup> of the month</li> <li>• Submit Campus Bulletin updates for your position, send email reminders to all Committee members to submit their Campus Bulletin updates, assist Central Office in editing Campus Bulletin if needed.</li> <li>• Continuously participate in APAGSCOM list serve</li> <li>• Continuously monitor DSRN, Psychgrad, gradPSYCH, and APAGSABILITIES list servs</li> </ul>	<ul style="list-style-type: none"> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> <li>• Submit Consolidated Agenda Items</li> <li>• Submit APAGS Bi-annual activity report</li> <li>• Make travel arrangements for Fall Consolidated Meeting</li> </ul>	<ul style="list-style-type: none"> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> </ul>	<ul style="list-style-type: none"> <li>• Attend 3-day Fall Consolidated meeting in DC (Arrive Thursday night or by 8:00 a.m. Friday morning and depart Sunday afternoon.)</li> <li>• Submit Campus Bulletin updates</li> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> <li>• Possibly attend National Register Conference (Friday – Sunday) – location to be determined</li> </ul>	<ul style="list-style-type: none"> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> <li>• Work with designated APAGS Central Office Staff in creating the annual updates for the online <i>DSRN Resource Guide</i> in January</li> </ul>	<ul style="list-style-type: none"> <li>• Submit Campus Bulletin update and email all Committee members reminders to submit theirs by deadline</li> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> <li>• Possibly attend APA Division Leadership Conference in DC (Friday – Sunday).</li> </ul>

February	March	April	May	June	July
<ul style="list-style-type: none"> <li>• Create agenda items for Spring Consolidated Meeting</li> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> </ul>	<ul style="list-style-type: none"> <li>• Attend 3-day (Friday morning through Sunday afternoon) Spring Consolidated Meeting in DC</li> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> </ul>	<ul style="list-style-type: none"> <li>• Submit Campus Bulletin update and send reminder to all Committee members to send theirs</li> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> </ul>	<ul style="list-style-type: none"> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> <li>• Make travel arrangements for APA Convention</li> <li>• Email notices to DSRN members and/or post to DSRN list serv information regarding the annual DSRN meeting</li> </ul>	<ul style="list-style-type: none"> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> <li>• Review various APAGS Scholarship applications and submit score sheets to APAGS Central Office</li> </ul>	<ul style="list-style-type: none"> <li>• APAGS Committee Monthly Report</li> <li>• APAGS Committee Conference call</li> <li>• Create Agenda for Annual DSRN Meeting to be held at APA Convention</li> <li>• Email notices to DSRN members and or post to DSRN list serv information regarding the annual meeting</li> </ul>