

# Handbook of the Division of Military Psychology

*Fourth Edition*

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## **Preface**

The formal rules and regulations of Division 19 are set down in the [Division of Military Psychology Bylaws](#). The purpose of the handbook is to supplement the formal Bylaws with information on standard operating procedures that have developed through the years. The Executive Committee determined that this information would be useful to members assuming new duties within Division 19, helping ease the transition of officers each year, and thereby providing more effective leadership. Division officers are bound only by the rules of the Bylaws, and not by the procedures described in this handbook. Every effort has been made to make the second edition of the handbook as complete as possible. Contributions to future editions may be made at any time.

## **Officers**

The officers of Division 19 are the President, immediate Past President, President-Elect, Secretary, Treasurer, Representative(s) to APA Council of Representatives, and three Members-at-Large of the Division 19 Executive Committee. Candidates for office must be Members or Fellows of Division 19. Terms begin and end during the APA annual convention in August. Further information is contained in the Division 19 Bylaws.

## **President**

The President serves a one-year term, and is the chief executive officer of the Division and Chair of the Executive Committee. The President presides over all meetings of the Executive Committee and all business meetings of the Division. The President must call at least two meetings of the Executive Committee, one at the APA Convention and a mid-year meeting (typically held in or around February). An annual business meeting is held at the APA Convention, usually the day following the meeting of the outgoing Executive Committee. The incoming President may also want to call a meeting at the APA Convention to organize the incoming Executive Committee for its term in office. The President is expected to plan and organize meetings with the assistance of the Division Secretary.

With the advice and consent of the Executive Committee, the President appoints or directs appointment of all committee members not otherwise specified in the Bylaws. The President appoints or reappoints, as desired or necessary, the members and chairpersons of all standing committees and ad hoc committees, taking into account the recommendations and suggestions of the elected members who compose the Executive Committee. The arrangements for all appointments should be completed by the time the President takes office at the conclusion of the APA Convention in August. Once appointments are made, the President should mail a copy of the Division Officer's Handbook to every officer in the Division. The President should also provide contact information for all officers and committee chairs to the Division Newsletter editor and the Web Page Committee chair.

The President directs the Division's business and professional activities through the chairpersons and members of the Executive Committee, standing committees, ad hoc committees, and special committees and task forces. These directive responsibilities encompass the financial and business matters of the Division and include: coordination with the APA Council of Representatives and the Division membership; nominations and election of Division officers and fellows; development and execution of the Division 19 convention program, workshops, and activities; maintenance of the Division web page, preparation

and distribution of *The Military Psychologist* newsletter; the Division's journal, *Military Psychology*; and a large variety of special interest professional and scientific activities and projects. Successful performance of these responsibilities requires getting people to help, assuring that people know what they need to do, and following up on the various activities that should be taking place.

Of particular importance with regard to the Division's voice within APA is the apportionment election for the seats of the Representative(s) to Council.

Therefore, it is incumbent upon the President to draft a letter to be sent to the membership prior to the apportionment election in the Fall urging the membership to cast their 10 ballots to Division 19.

The President coordinates with the APA Central Office, and responds to requests and inquiries from the APA Council of Representatives, the APA Board of Directors, and a variety of APA task forces, committees, councils, and boards.

The President coordinates with the Board of Convention Affairs, the Committee on Scientific and Professional Ethics and Conduct, the Education and Training Board, the Board of Professional Affairs, the Communications and Publications Board, the Board of Scientific Affairs, and the Policy and Planning Board. The President also provides information to and represents the Division to members, students, the public, and to other professional associations and federations.

There are various ways in which the President is expected to maintain communications with Division members. One responsibility is to prepare a message for inclusion in each edition of the Division Newsletter. Another is to deliver an address at the APA Convention. With the addition of a Division web site, the President will be expected to take advantage of this medium to communicate with the Division and to assure that it is being used to foster the goals of the Division.

Through these many duties, responsibilities, and initiatives, the President advances military psychology as a science, as a practice, and as a profession. The President accomplishes this by encouraging psychological research, its applications, and practice to military problems (i.e., selection and classification, training, performance appraisal, mental health and clinical treatment, personnel

security, command consultation, utilization of women, social representation, and family issues); by developing the qualifications and competence of psychologists through high standards of ethical conduct, education and achievement; and by disseminating psychological knowledge through meetings, publications, and special reports.

### **President-Elect**

The primary responsibility of the President-Elect is to serve as Chairperson of the Nominations and Elections Committee. This process is described below. In addition to this function, the President-Elect is expected to attend Executive Committee meetings and present the award to the outgoing President at the APA Convention.

**The nomination and election process.** The President-Elect is Chairperson, Nominations and Elections Committee, and is responsible for the nomination and election process. Nominations are requested in the fall Division newsletter. Each person may nominate up to three candidates. Deadline for nominations is March 1. Because few nominations are usually submitted by the membership, the President-Elect usually will have to work with the Nominations and Elections Committee to identify a slate of candidates. The chairperson determines eligibility and willingness of the leading candidates for each office. At least two candidates must appear for each open office within the Division. The chairperson submits the final ballot to the APA Central Office which mails the ballot as part of the official APA ballot. The APA Central Office counts the ballots and reports the results to Division 19.

**Balloting system.** A preferential balloting system is used by APA and Division 19. The voter does not choose only one candidate for a given office, but rather rank orders the choices. This system does not "dilute" support for the first-choice candidate, but rather gives the voter subsequent choices if the first-choice candidate is eliminated.

**Eligibility.** Only Division 19 Fellows or Members may be candidates for elected office. Division Members, Fellows, and Associates may nominate and vote.

Positions. The following positions are elected positions in Division 19: President-Elect, Secretary, Treasurer, Members-at-Large, and Representatives to Council. The President-Elect serves for one year and automatically succeeds to President for one year, and then serves as Past President for one year. The Secretary, the Treasurer, Members-at-Large, and Representatives to Council all serve three-year terms.

#### **Past President**

The primary responsibility of the Past President is to serve as Chairperson of the Military Psychology Awards Committee (see below). In addition to this function, the President-Elect is expected to attend Executive Committee meetings and provide advice and guidance to the Division 19 President as needed. Guidance can be provided by the immediate Past President, and discussion should be held with the current President as to perceived role and expectations.

**Chairperson, Military Psychology Awards Committee.** The duties of this position are to: (1) Solicit submission of recommendations for the various Division 19 military psychology awards. An announcement concerning awards should be placed in the Fall-Winter issue of *The Military Psychologist* stating the nature of the awards, criteria to be used in making recommendations, and the submission date. Additional announcements and solicitations can be made at the discretion of the committee. (2) Review awards submissions for completeness and forward copies to the other members of the Awards Committee (the President, and the President-Elect). (3) Obtain comments of the committee members on each award recommendation and determine the majority opinion (two out of three). (4) Inform the Division President of the results of the deliberations prior to the annual convention. (5) Draft award certificates and determine along with the committee members how they should be finalized and presented. Sources of information for this position include past award announcements in *The Military Psychologist*, and sample award certificates from previous years.

#### **Treasurer**

The duties of the Treasurer are to: (1) Establish and maintain Division financial accounts. (2) Maintain current ledger sheets reflecting financial transactions of the Division. (3) Prepare a proposed budget for presentation at the annual business meeting. (4) Write a report for *The Military Psychologist* advising the membership of the budget, income, and expenditures. (5) Advise the APA Central Office of any dues or fees change. (6) Receive and disburse funds for Division activities.

The Treasurer corresponds with the APA Division Services Office regarding those who have paid dues, and are therefore entitled to receive the newsletter and division journal. On request of the Treasurer, APA sends the mailing labels to Lawrence Erlbaum for the journal and to the APA print shop for the newsletter. In the past, considerable confusion and additional costs in journals has been caused to the Division by the names and definitions APA uses for its mailing lists. The DUES PAID list includes not only those who have paid but also Dues Exempt Members. The Division Executive Committee voted not to send the journal and newsletter to Dues Exempt Members unless they pay the assessment. Therefore, the Treasurer should request APA to send for mailing the Dues Paid list MINUS the Dues Exempt; Dues Exempt members who have paid the assessment are then added to the list. It is extremely important that the Treasurer work closely with the Membership Chairperson and the APA Division Services Office to ensure that the journal and newsletter are only sent to those members who have paid their assessments.

### **Secretary**

The duties of the Secretary are to: (1) Record the minutes of the Executive Committee and business meetings. (2) Maintain Division records to include minutes. (3) Answer appropriate Division correspondence. (4) Keep the newsletter editor informed regarding pertinent information for dissemination to the membership. (5) Issue official calls or notices for meetings. (6) Prepare the agenda for meetings along with the President.

### **Representative to APA Council**

The number of Division 19 Representatives to APA Council is determined annually by APA member allocations. Representatives are elected by the membership for three-year terms. The APA Council of Representatives meets at the annual APA Convention and in January, as provided in the APA Bylaws. The APA Council Representative keeps the Division 19 Executive Committee informed on council issues. The Representative meets with the Division 19 Executive Committee for advice on how to vote on issues of concern to Division 19. The Representative writes summaries of APA Council actions for publication in the Division 19 newsletter. The Representative meets with members of other divisions to coordinate issues of concern to military psychologists. Communication to the membership will be through articles in the Division 19 newsletter and through direct contact with Division 19 members who are interested in a particular issue. The Representative will survey the membership when necessary. The Representative keeps the Division 19 officers and membership informed of APA Council activities or pending actions relevant to the interests of Division 19.

### **Members-at-Large of the Executive Committee**

The duties of the three Members-at-Large are perhaps more ambiguous than those of any other elected position in Division 19. Suggested duties are delineated below.

Inform other Division 19 members of your position as Member-at-Large and be available as a spokesperson for them. Frequently the Members-at-Large include military active-duty members and civilian members. This provides a natural breakdown which can be utilized by the respective Members-at-Large, i.e., one Member-at-Large may attempt to focus on the needs, wants, and interests of civilian psychologists, whereas the other does the same for the active-duty psychologists in the Division.

Attend the Executive Committee meeting and business meeting at the APA Convention in August, and other Executive Committee meeting(s) held in Washington, DC during the fall-winter.

## **Standing Committees**

### **Chairperson, Program Committee**

**Duties.** The Division 19 Program Chair is responsible for two major concerns in connection with the APA Convention: the Division substantive program and social events. To accomplish these concerns, the Program Chair works closely with the Division 19 President to establish guidelines for the content and conduct of all aspects of the program. The Program Chair has a budget published in the Fall-Winter issue of the newsletter. Before events are scheduled whose costs will exceed the budgeted allowances, clearance should be obtained from the Executive Committee (or failing that, the Division 19 Treasurer).

**Substantive Program.** The major target dates in connection with the substantive program are:

- **June:** (1) Send a description of the program content to APA for inclusion in the "Call for Programs." (2) Write an article for the newsletter to encourage members to submit program ideas. (3) Personally solicit proposals for symposia and encourage Program Committee members to do the same. (4) Begin discussions about whether to have a pre-convention workshop.
- **November:** (1) If you haven't done so before, call the members of your committee to alert them and to establish arrangements for forwarding the proposals. (2) Review the evaluation form previously used to determine whether you want to make changes. Develop the form and have it duplicated. (3) Receive and acknowledge program proposals. You will be called by many people asking if submissions can come in late. Don't be rigid but remember the APA deadlines for program submission are very tight. (4) Direct the review of program proposals. Reviewers should be

given written instructions which describe the rating factors and how they are to rate the proposals.

- **January-February:** (1) Receive the reviews from members of the committee. APA recommends that reviewers get their comments to you at least two weeks prior to the deadline APA announces for submission of the program. Develop a decision procedure for accepting or rejecting proposals. (2) Coordinate the program with other divisions. This may involve arrangements to co-list or co-sponsor programs. Consider developing innovative cross-division programs from scratch. APA may offer a workshop for division program chairs to facilitate this process. (3) Send acceptance and rejection letters to submitters and those invited to give addresses at the convention. (4) Make a final decision about whether to have a preconvention workshop, and if so, the topic and the organizer.
- **April-May:** (1) After receipt of the program schedule from APA, send a letter to program chairs of divisions co-sponsoring events providing times and locations for jointly sponsored events. This permits other program chairs to publicize jointly sponsored events in their division newsletters. (2) Prepare a detailed description of the Division program for inclusion in the Summer edition of the newsletter. The description should include, in addition to the time and place of the event, the titles of the presentations, and the names and affiliations of all presenters. (3) For the preconvention workshop, if applicable, contact the hotel to arrange the room, audio-visual equipment, and food, as needed.
- **July-August:** Arrange for coffee and other refreshments for the Executive Committee meeting. Arrangements should also be made in advance for recording appropriate sessions.

**Social Activities.** Social activities are important to the APA program because they promote cohesiveness within the Division and give people a place to meet old and new friends. Traditionally, the Division has sponsored a social hour on Sunday at 5:00, immediately following the business meeting and presidential

address. Social events are also typically scheduled for Friday and Saturday. Recently, we have scheduled social hours on these evenings as well, with some or all sponsored jointly with other divisions. Joint sponsorship minimizes costs, promotes interactions with other divisions, and helps us to recruit new members. In the past, we have usually had a hospitality suite on Friday and Saturday nights. Typically, the President and Program Chair share the suite, and the Division pays the difference between the amount their employers reimbursed; the Division also pays for snacks and beverages, which are supplied by the Program Chair. Although this is a desirable alternative, it is more expensive than co-sponsoring social hours.

Both social hours and hospitality suites should be registered with APA. Social hours are scheduled like other substantive sessions and APA provides information regarding costs for bartending and snacks. Be sure that anticipated costs associated with social activities do not exceed the budgeted amount.

#### **Chairperson, Membership Committee**

**It will be especially helpful to take a few minutes as soon as you receive the membership materials from your predecessor and review the entire packet. By so doing, you will be able to effectively plan your year as membership chair and develop a better understanding of the duties of this position. Criteria for the various categories of membership are contained in the Division 19 Bylaws. The contact person at APA for membership services is Ms. Sarah Jordan, (202) 336-6022.**

APA is now handling correspondence regarding membership inquiries and applications. Review the membership application form and update it if necessary. Return address should be Division Services Office at APA. Do this in September. Unless you are co-located with other members of the Membership Committee, you will find that the bulk of the work is done by the chairperson. Other members of the committee can assist you as required. One effective procedure is to encourage their active recruitment of new members.

Keep the newsletter editor updated regarding membership activities. Do this at least two times during the year to correspond with publication of the newsletter.

Solicit help from friends and committee members in recruiting applicants. This will make a big difference in the total number of applications for Division membership status. Placing an application in *The Military Psychologist* and asking members to recruit will give some success. Sending an application and general invitations to relevant military commanders and contractors may help significantly in recruiting Affiliates.

The Director, Membership Records, APA will contact you several times during the year. Read memos from this office very carefully. They are especially helpful in understanding your job.

Write a letter to those who have shown an interest in the Division and include an application form. Most interest slips are completed at the time of the APA subscription mailing. You will receive the largest number of inquiries in February-March. There will be a final series of interest slips after the July membership decisions by APA. These must be handled immediately to get the applications for presentation to the Executive Committee at the convention.

Review the applications and check status by using the *APA Register*. As membership chair you will receive a copy of the *Register* from APA in March. Division 19 criteria for Member, Associate, or Affiliate status are the same as that required by APA. Applicants for Affiliate status are not required to be Members/Associates of APA.

Do not collect dues from individuals seeking Fellow, Member, or Associate status in the Division. Some individuals will mail checks to you for the Division assessment. These should be sent to the Division Services Office at APA. Check with the Treasurer to determine the current assessment rates.

Another responsibility that is extremely important is to communicate with the Division Treasurer regarding those new members and affiliates who have paid their dues and assessments. The Membership Chairperson, the Treasurer, and the APA Division Services Office should coordinate to ensure that the journal and newsletter are only sent to those new members and affiliates who have in fact paid their dues and assessments.

New members may be accepted in the Division until the time of the Executive Committee meeting at the APA Convention in August. Bring application forms to APA and make them available in the Division 19 Hospitality Suite, and at other locations (e.g., paper sessions).

The following is no longer necessary as all applications are now handled by the Division Services Office at APA: Just prior to the Convention, you must prepare lists of proposed Members, Associates, and Affiliates for Division 19 and provide a copy of these lists to Ms. Sarah Jordan, APA, 750 First Street, NE, Washington, DC 20002-4242. If Ms. Jordan does not have the applicants' names, they will not go on the APA roster, and will not be billed as Members, Associates, and Affiliates of Division 19. Copies of the above lists should also be provided to the following Division 19 officers: President, President-Elect, Secretary, Treasurer, and Newsletter Editor.

Sarah Jordan or her representative will have a booth at the Convention.

Individuals requesting membership status can be confirmed as APA members by talking with the records person at APA. This should be done prior to the Division 19 Executive Committee meeting at APA.

You will be responsible for presenting the new applicants for membership at the Executive Committee meeting and at the business meeting at APA in August.

Normally, to become members of the Division, applicants must be approved by the Executive Committee, and voted in by the membership at the business meeting; however, new APA and Division rules allow for new applications to be approved on a monthly basis. See the Division 19 Bylaws for details.

At the Convention, determine with the Division 19 President the individual who is to be your replacement. You should mail all membership materials to that individual immediately following the convention. Normally, the next senior member of the committee becomes chairperson the following year. This should be confirmed with the incoming President before handing over the materials.

The following is no longer necessary as the Division Services Office at APA sends out welcome letters on a monthly basis: One of your final responsibilities will be to write the welcome letter to new members of the Division. This should be

done immediately following the Convention. You will find it helpful to have these letters prepared in July so that they can be mailed immediately following the convention. If you fail to do this, you will receive a surprising number of letters and phone calls from individuals seeking to understand why they have not heard from the Division regarding their membership status.

#### **Chairperson, Fellows Committee**

The Fellows Committee works with the Staff Liaison, APA Membership Committee. In the Fall of each year the APA Staff Liaison person writes the Division Fellows Committee Chair, setting a cut-off date for APA's receipt of the Division's nominations for Fellow Status, and describing the sequence of events that follow at APA. The Staff Liaison also will forward a copy of the APA Fellowship Status Manual. This manual gives a very complete rundown on the process of electing APA members to Fellowship status, criterion issues, and sponsorship endorsements. The manual is an excellent guide for the operation of the Division 19 Fellows Committee.

The Chair of the Division 19 Fellows Committee submits a call for nominations for Fellow Status to the editor of *The Military Psychologist*. This call is intended to be a standing one, to appear in every issue. Beyond announcing dates, procedures, and a contact name, address and telephone number, the emphasis in the call is on the criteria that APA uses to elect Fellows. It is important that the call provide information and guidance that will assure nomination of qualified individuals. The Chair should maintain a supply of nomination and endorsement blanks which are obtained from APA.

The deadline for submission of nomination and endorsement materials to the Division Fellows Committee is December 15. APA expects to have the recommendations of the divisions about February 15. Evaluation of nominee materials is made through a combination of letters and telephone discussions among Committee members and the Chair. When a Committee position is reached favoring a nominee, the Chair writes a summary statement, and mails it to APA along with the nomination and endorsement forms. Nominees for whom

the Committee's position is not to propose, are provided a written explanation by the Committee Chair.

A variation in procedure is the case of APA Fellows previously confirmed through another division, who are also seeking Fellowship through Division 19. If Division 19 seeks confirmation of those "old Fellows," APA only requires their names (i.e., no other supporting materials). It is advisable, however, for Division 19 to obtain the same full set of supporting documentation as required of first-time Fellows, for Division 19's evaluation.

The Chair purges the committee file of all nomination materials and correspondence pertaining to individual candidates, and passes the file on to the incoming Fellows Committee Chair.

#### **Editor, *Military Psychology Journal***

The editor is responsible for the publication of the Division 19 journal, *Military Psychology*. Currently the journal is published on a quarterly basis with a total of approximately 256 pages per year. The editor is responsible for appointing Associate Editors with the approval of the President as provided in the Division 19 Bylaws, creating an Editorial Board and supervising a part-time manuscript editor.

Specific duties of the journal editor include:

(1) Soliciting manuscripts for publication as single articles or as special issues of the journal. This involves contacting prospective authors, attending professional meetings, reviewing technical reports, and maintaining knowledge of research underway within the various areas of military psychology.

(2) Processing manuscripts that are received. These functions include: (a) communication with authors concerning manuscript receipt, review, and disposition; (b) coordination with associate editors on manuscripts within their areas of interest, and (c) forwarding manuscripts to reviewers and ensuring that timely and appropriate reviews are conducted.

(3) Determining the acceptability of manuscripts in conjunction with reviewers and associate editors. Some manuscripts may be accepted or rejected after a

first review. Frequently, manuscripts are sent back to authors for revision and the resubmission is subjected to a second review process.

(4) Coordinating the work of the manuscript editor. The manuscript editor performs three major functions: (a) editing all accepted manuscripts, which are then returned to the author for retyping; (b) reviewing the copy editing performed by the publisher; and (c) reviewing the proofs of final copy which are produced by the publisher.

(5) Compiling manuscripts for submission to the journal publisher, Lawrence Erlbaum Associates, Inc., on a quarterly basis. The set of manuscripts have to be submitted according to guidance provided by the publisher within the time constraints to permit quarterly publication.

(6) Interacting with the publisher on a variety of issues such as: (a) resolving questions on manuscripts; (b) determining the number of pages to be published in the subsequent year; and (c) formulating policy and procedures on publicity for the journal.

(7) Maintaining records on all manuscripts, their status, and final disposition. A combination of a paper trail and computer record system is desirable.

(8) Maintaining contact with the Publications and Communications Board of the American Psychological Association. The primary responsibility is filing an annual report in May of each year to the Board. There is an annual meeting of journal editors at the APA Annual Convention; attendance is optional.

**Editor, *The Military Psychologist***

The primary duties of the Editor are to publish and mail the newsletter to the Division 19 membership. On some occasions in the past, co-editors have been used, with one co-editor assuming the duties of editing and assembling the newsletter, and the other assuming the duties of printing and mailing the newsletter. More recently, the latter duties have been performed by the APA print shop.

The newsletter is published in two issues. The timing of the issues is crucial. The first issue contains the reports of the APA Convention, and must be mailed prior

to Thanksgiving or the postal service will not mail them until after Christmas. The second issue contains the reports of the mid-year Executive Committee meeting and the convention program; it must be mailed in sufficient time to allow members to review the program prior to leaving for the Convention. Six weeks should be allowed for mailing. When only two issues are published, the contents of the second and third issues are combined. The editor should set deadlines for contributors' submissions, and make follow-up phone calls to issue reminders. Content of the newsletter consists of the Presidential Address, Committee Reports, Feature Articles, News about Members, Announcements, and Editors' Comments. Other content varies by issue. The past editor can provide copies of last year's newsletters for more details. Style is largely a matter of personal taste. In the past, the newsletter has used an informal style.

Printing the newsletter is facilitated by access to word-processing equipment. New desk-top publishing software and a laser printer would greatly facilitate production of the newsletter. The finished product is then forwarded to the APA print shop for copying, folding, stapling, labeling, and mailing. Negotiation of rates, services, and turnaround time is sometimes required. Key factors include services performed (stapling, labeling, bundling, etc.), cost, and turnaround time. The newsletter is mailed using discount bulk-mail (prebundled) non-profit rates. Ensure that the print shop is aware of this so that the division is not charged first class rates. They will group and bundle the completed newsletters according to zip codes for mailing.

The print shop will obtain mailing labels directly from the APA Central Office. Make sure that the list from APA includes affiliates. You must provide the print shop with addressees for others you want to receive copies such as Members of Congress, etc.

The APA print shop is located in the APA building at 750 First Street, NE, Washington, DC 20002-4242. They will perform all of the above services at a very competitive price. All the editor does is provide camera-ready copy. The contact is Keith Cooke in the Division Services Office, (202) 336-6197.

The editor is also invited to attend the Division Executive Committee meetings. Although not a voting member of the Executive Committee, the editor submits the newsletter report and can provide advice to the Executive Committee.

## **Ad Hoc Committees**

### **Chairperson, Women and Minorities Committee**

The following goals were established for the Ad Hoc Committee on Women and Minorities in the Military: (1) To provide a forum for the exchange of research results on women, ethnic minorities, and gays and lesbians in the military; (2) to promote the membership and networking of women and minorities in Division 19; (3) to provide a setting for the exchange of information on professional training and career development; (4) to encourage mentorships and networking among Division 19 women and minorities; (5) to share information on the goals and activities of APA's Committee on Women in Psychology; and (6) to act as liaison to other relevant divisions within APA, such as Divisions 35 and 44, on relevant issues.

To accomplish the above goals, one or more of the following activities have been sponsored by the committee at the APA Convention: (1) A coffee hour or breakfast for women and minorities in Division 19; (2) an open forum at which presenters describe the current status of women and minorities in the military; (3) a reception in honor of women and/or minorities who have achieved positions of high status in the military; and (4) a symposium at which researchers present current findings on women, ethnic minorities, and gays and lesbians in the military.

### **Chairperson, Science Committee**

The purpose of the Science Committee is to serve as a vehicle for the consolidation and reporting of subject matter news, current/thematic issues, and scientific resources to the Division's leadership and membership. This Committee's responsibilities parallel those of the APA Science Directorate.

The following specific agenda items have been the principal activities and responsibilities of the Science Committee, as related to military psychology: (1) Identify new findings from basic and applied research sources which are of potential relevance to Division 19 members. (2) Identify technical trends, methods/means, and instruments/tools potentially useful/available to military psychologists. (3) Report on activities/work/services performed by Division 19 members both for and within the government. (4) Identify and evaluate professional and philosophical issues emerging from the field which potentially impact on Division members; produce recommendations for Division action. (5) Identify emerging educational trends and requirements for the attention of Division members. (6) Serve as liaison to the APA Science Directorate. Committee members should be appointed to represent the various interests of scientists within the Division, including human factors and engineering psychology; selection and classification; and training. These committee members should keep the committee abreast of activities in their specialties.

The role of the committee chairperson is to: (1) Establish committee associate members and a network required to carry out responsibilities as directed by the Division leadership. (2) Develop goals, methods/means for achieving these goals and respective timeline. (3) Direct the activities of the committee to meet annual goals. (4) Report agenda, action items and achievements to the Division leadership. (5) Ensure that the committee is represented at the Executive Committee and business meetings.

#### **Chairperson, Practice Committee**

The Chairperson, Practice Committee coordinates efforts to formulate plans of action and implementation of change strategy for issues relevant to clinical psychologists within the division, primarily active-duty clinical psychologists. This involves occasional coordination with several APA offices. Primary interface is with the Office of Legislative Affairs in the various directorates. The Practice and Public Interest Directorates can be reached through the APA switchboard at (202) 336-5500.

The chairperson schedules a one- or two-hour committee meeting at the APA Convention. The APA point of contact is Ms. Candy Won, Office of Convention and Meeting Services, same address as above; (202) 336-6007. The chairperson also attends the Division 19 Executive Committee and business meetings at APA, as well as the mid-winter meeting of the Executive Committee.

The chairperson compiles and maintains a list of active-duty psychologists and their specialties, noting those willing to prepare policy-decision papers, background papers, and willing to write to their congressional members in advocacy of issues pertinent to military clinical psychologists. In addition, the chairperson should develop a long-term strategic plan to identify particular issues to be addressed, initiate action to bring about change, and establish priorities for the issues.

#### **Chairperson, Military Psychology History Committee**

The purpose of the Division 19 Military Psychology History Committee is to promote the historical study of military psychology and to document the history of military psychology in general and the history of Division 19 in particular. The committee accomplishes its purpose in three ways. First, by encouraging research, documentation, and publication of materials that describe, demonstrate, and/or substantiate the influence of military psychology on the profession of psychology and/or on the military services themselves. Second, by documenting, through living histories where possible, the contributions of those persons who have substantially influenced the growth and development of military psychology or who, through their leadership, have applied military psychology to improve or enhance the military service. Finally, the committee oversees the archiving of Division 19 records.

The chairperson of this committee is responsible for setting the annual agenda for the committee, for recruiting and recommending for appointment members to the committee, and serves as the division archivist. The chairperson also serves as liaison to Division 26, Division of the History of Psychology. Finally, the chairperson is responsible for developing a long-term strategic plan for meeting

the two major purposes of the committee. The chairperson attends both the mid-year and annual business meetings of Division 19 and files an activities report at both meetings.