

**American Psychological Association**  
**Division of Psychopharmacology and Substance Abuse (Division 28)**  
**Standard Operating Procedures**

**2005**

## Elected Officers

### Standard Operating Procedure for Office of President

Division of Psychopharmacology and Substance Abuse (Division 28)

American Psychological Association

Drafted July 12, 2004 (James L. Sorensen)

Revised September 17, 2004 (James L. Sorensen)

1. **Term of office:** One calendar year (January – December), preceded by one year as President-Elect and followed for one year as Past-President.
2. **Duties include:** *(from the bylaws)* *Preside* at all Division Meetings, act as Chairperson of the Executive Committee of the Division, exercise supervision over the affairs of the Division with the approval of the Executive Committee, supervise all required nominations and elections, appoint officers, liaisons, and monitors to represent Division interests on the Boards and Committees of APA, appoint other officers as needed to carry out the mission of the Division, prepare the annual report (in consultation with the secretary and treasurer), carry out fund-raising activities consistent with the financial needs of the division, keep the Division members informed of the activities of the Division and the Executive Committee, and perform such other duties as are incident to the office.
  - I. *Preside at all Division Meetings.*
    - The Executive Committee meets in conjunction with the Annual Convention and one or more additional times a year at the discretion of the President at a place and time designated by the President.
    - Currently the Division meetings include the annual business meeting at the APA convention, two face-to-face executive committee meetings (one at APA and the other at the College on the Problems of Drug Dependence), and monthly telephone conference calls of the Executive Committee.
  - II. *Act as Chairperson of the Executive Committee of the Division.*
    - The Executive Committee consists of the President, Past President, President-Elect, Council Representative(s) Members-at-Large, Secretary, Treasurer, Membership Officer, New Fellows Officer, Awards Chair, and Newsletter Editor. Other appointed officers, committee members, and appointed liaisons and monitors may participate in Executive Committee meetings.
  - III. *Exercise supervision over the affairs of the Division with the approval of the Executive Committee.*
    - If it's not clear where responsibility lies, it's probably with the President.
  - IV. *Supervise all required nominations and elections.*
    - If between the business meeting and the time the nominees must be submitted to APA, any nominee declines to serve, then the President obtains a second nominee in consultation with the Executive Committee.
    - Although the Secretary is the nominations officer for elections, the President responds to frequent requests to nominate individuals for APA organizations such as committees.
    - The President advises candidates for Divisional offices of the outcome of the elections within seven days of notification by APA.

- V. *Appoint officers, liaisons, and monitors to represent Division interests on the Boards and Committees of APA, to appoint other officers as needed to carry out the mission of the Division.*
- The President appoints the following officers: Secretary, Treasurer, Membership Officer, New Fellows Officer, Divisional Awards Chair, and Newsletter Editor. The New Fellows Officer must be a Fellow of the Division. These officers may succeed themselves.
  - The President may also appoint additional officers, including liaisons and/or monitors to APA Standing or Ad-hoc boards and committees, that he or she may deem necessary for the effective accomplishment of the missions of the Division.
  - If any other office of the Division becomes vacant as the result of circumstances not anticipated in these Bylaws, the President of the Division appoints a temporary officer to fill the office until the earliest time when an officer can be selected for the position by the prescribed procedures.
- VI. *Prepare the annual report (in consultation with the secretary and treasurer).*
- The annual report is one of the President's final duties.
- VII. *Carry out fund-raising activities consistent with the financial needs of the division.*
- With the President, the Treasurer prepares and sends letters of invitation to potential Corporate Affiliates.
- VIII. *Keep the Division members informed of the activities of the Division and the Executive Committee*
- The President writes a column for each issue of the Newsletter and keeps members informed through the Division's listserves.
- IX. Perform such other duties as are incident to the office.
- Depending on events, the President may engage in a number of policy issues, such as providing information to congressional representatives or, within APA, becoming involved in decisions about APA policy.
  - At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

### **3. Helpful Hints and Suggestions:**

- I. Regarding appointments, before the term of President begins, have the Secretary contact the serving officers whose terms are expiring and ask if they are willing to continue to serve. If not, discuss possible replacements with them and with the Executive Committee.
- II. Members at Large come with a very light portfolio of duties. Delegate activities to them.
- III. Print the "Division Roster" of Fellows, Members, and Associates. The roster is available on the APA web site. The roster is invaluable when you need to think of people to nominate for roles in APA or the Division.
- IV. Early in the "Presidential year" identify a theme or accomplishable goal. Focus on that during the year to make a real contribution to the Division.
- V. The monthly telephone conference of the Executive Committee is great as a way to identify items needing action followup. Proof minutes promptly so the Secretary can distribute the minutes (with all-important action items) within a week. Do your "action items" within another week to keep things moving and set the tone. A week before the meeting, e-mail a reminder, agenda, and copy of the minutes giving people 1 more week to attend to their "to do" list. Set a specific agenda, with time guidelines if possible, so you can get through all business.
- VI. During the year it is helpful to keep in touch with committee representatives who are not participants in monthly executive committee meetings. It may be wise to give directives to the Chairs of different committees and ask them to keep you apprised of ongoing Committee activities. Inform to the Executive Committee, if it seems important.

- VII. The month before the twice-annual face-to-face business meeting, request a report from each committee representative, so that it can be part of the business of the organization.
- VIII. For running meetings there is an official Division 28 Gavel! Bring it to the annual business meeting at APA, and pass it on to the President elect.
- IX. Much of the President's duties involve setting the tone. Continually remind people of the importance of the Division and value of their activities.
- X. For the President, the cardinal sin is sitting on things without taking action. Keep on it; do something every day.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)

**Standard Operating Procedure for Office of Past-President**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 20, 2004 (Frank Holloway)  
Revised September 17, 2004 (James L. Sorensen)

1. **Term of office:** One calendar year, preceded by one year as President and one year as President-Elect.
2. **Duties include:** The primary roles for the Past-President of Division 28 are to ensure a smooth transition for the President of APA's Division on Psychopharmacology and Substance Abuse and to continue to provide input on the ongoing and future goals, direction and function of the organization.

Agenda Items that were not completed during the prior term when s/he served as President can be completed. The Past-President continues to serve on the Executive Committee and can be called on to facilitate long-range planning activities for up to two additional years after leaving office. The President may also ask the Past President to assist on some of the President's responsibilities.

At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

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**Standard Operating Procedure for Office of President-Elect**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 13, 2004 (James P. Zacny)  
Revised September 17, 2004 (James L. Sorensen)

1. **Term of office:** One year
2. **Duties include:**
  - a) appointing the Program Chair who is to arrange the divisional program for his or her presidential year (this duty is specified in the Division 28 bylaws [last version, 1998]), in consultation with the President;
  - b) seeking out and asking qualified individuals if they would be willing to serve in various appointed positions (e.g., Membership Chair, Liaisons) within the division;
  - c) reviewing candidates for Division awards; and
  - d) participating in the monthly Executive Committee conference calls.

**Appointing the program chair**

Anytime after the President-elect assumes his or her position (January 1), he or she can appoint the Program Chair for next year's convention. The Program Chair should be selected no later than May 1, approximately one month before the first Executive Committee meeting to be held at the College on Problems of Drug Dependence annual meeting. The Program Chair must be a full member of APA and be a member of Division 28.

**Assisting the President in making appointments**

Because most appointments made by the President are for 3-year terms, the President at his or her discretion can ask for candidate recommendations from the President-Elect for officer, liaison, or monitor positions, and after the recommendation can give permission to the President-Elect to approach the prospective division 28 members and ask them if they would be willing to serve in a given position. The rationale for involving the President-Elect is that he or she will be working with these people during his or her presidency.

**Reviewing candidates for Division awards**

This includes the Brady-Schuster, Dissertation, and Yong Investigator awards. The President-Elect would not participate in one or more of the award reviews if s/he had a conflict of interest with one of the candidates (e.g., was a mentor to the candidate).

**Participating in the monthly Executive Committee conference calls**

Self-explanatory

At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

3. **Helpful Hints and Suggestions:** Selecting a Program Chair should be done in an expeditious fashion (e.g., in the early spring). This is because the new Program Chair can get his or her "feet wet" by interacting with the current Program Chair, who in the early spring is finalizing the program for that year.

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**Standard Operating Procedure for Office of Divisional Representation to the Council of Representatives**

Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 22, 2004 (Maxine Stitzer)  
Revised September 17, 2004 (James L. Sorensen)

**1. Term of office:** three-years

**2. Duties include:** *(taken from bylaws approved August 15, 1998)*

Each Divisional Representative to the APA Council shall attend Council Meetings, represent the interests of the Division at those meetings, discharge the responsibilities specified in Article III of the Bylaws of the American Psychological Association, make biannual reports to the Division on Council activities, and carry out such other assignments as may be properly imposed by the President or Executive Committee. An Alternate Representative to Council, chosen from among the Executive Committee officers elected by APA mail ballot may be designated by the Divisional Representative if the elected Representative is unable to attend for any reason. The opportunity for Divisional Representatives to succeed themselves shall be in accord with Article V of the APA Bylaws.

Purpose:

Represent interests of Division 28 in particular and the Science agenda of APA in general. Examples include a) supporting (or not) the formation of new divisions with agendas relevant to science, b) supporting requests for programs or activities submitted by the Board of Scientific Affairs (BSA).

Duties:

- Attend 2 council meetings per year; one at the annual APA meeting and a winter meeting in February in Washington DC. Both meetings are 2.5 days long. APA pays a partial reimbursement for winter meeting only (transportation). Division can be billed for other expenses.
- Attend Division 28 executive meeting and report on council business.
- Write a report to the Division after each meeting summarizing agenda items of interest to the division
- Network with Div 50 Council Rep to write joint reports
- Send report to both newsletters
- At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

**3. Helpful hints and suggestions:**

You will receive volumes of material prior to each meeting including agenda books and budgets. It is useful to look through the agenda book to identify any upcoming issues that look relevant to the division; you may want to be prepared to address the council with pro or con arguments on specific proposals

Network with council reps from other science divisions (6, 12, 25, 50)

Liaison with BSA to keep abreast of their goals and activities so that division can have input early on to projects.

Network and attend meetings of Utilization of New Talent to get a flavor for what can be accomplished by relatively new members

Attend relevant caucus meetings to learn about current issues

Find an issue or project you want to support; figure out how to advance this project via networking; submission or new business items or talking with people on existing committees within the APA structure.

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**Standard Operating Procedure for Office of Member-at-Large**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 20, 2004 (Cora Lee Wetherington)  
Revised September 17, 2004 (James L. Sorensen)

**1.a. Term of office:** two years

**1.b. Elected/Non-elected:** one elected each year

**1.c. Number of Members-at-Large:** three

**1.d. Eligibility requirements:**

- Shall be 5 years past the Ph.D. degree
- Div 28 Fellow Status: Two of the three Members-at-Large must be Fellows of the Division.
- A Member-at-Large shall not be eligible to stand again for election to Member-at-Large for a period of one year following the completion of his/her term.

**2. Duties include:**

- a. Represent the general membership at the Executive Committee meetings
- b. Serve on panels to review candidates for Division awards
- c. Those Members-at-Large that are Fellows shall review nominations of Fellow candidates.
- d. Carry out duties as assigned by the President
- e. “ During the period between the Annual Convention and January, newly elected officers ... that will be vacated as of January 1 will serve in "elect" status. The outgoing officer will proceed with an orderly transition of responsibilities by keeping them informed of the status of all activities of a continuing nature; delegating, as agreed, incoming action items; and transferring originals or copies of paperwork related to the office, including archival material for the position.” (Bylaws, Article V. 3.)
- f. At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

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## Appointed Officers

**Standard Operating Procedure for Office of Secretary**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted December 8, 2003 (Hendree Jones)  
Revised June 16, 2004 (James L. Sorensen)  
Revised September 17, 2004 (James L. Sorensen)

**1. Term of office:** three-years

**2. Duties include:** *(taken from the Division 28 by-laws (last version 1998))*

Keep records of all meetings of the Division, serve as Nominations liaison to APA, act as Secretary of the Executive Committee, send out copies of minutes to members of the Executive Committee, send copies of the Bylaws to newly elected and appointed officers, and serve as the parliamentarian to the Division.

*I. Record minutes of meetings*

- Shall keep records of all meetings of the Division. This includes all previous meeting minutes. The secretary must keep files in a secure location.
- The secretary will take minutes from any meetings of Division 28. This includes the twice-yearly meetings (usually College on the Problems of Drug Dependence (CPDD) and American Psychological Association (APA)) of the Executive Committee and the once yearly Business meeting of the entire membership of Division 28 and more recently takes minutes for the monthly conference calls.
- If the secretary is not available to attend the meeting she/he must find suitable replacement or make arrangements for meetings to be recorded and is responsible for minutes being taken from the recordings.
- Minutes of any meeting are first drafted and sent to Division 28 President for review and comment.
- The Secretary distributes final minutes from the meeting.
  1. Twice a year meetings of the Executive Committee. Minutes for each of these meetings are presented to the committee by the Secretary for approval (e.g., meeting at CPDD, the minutes from previous meeting at CPDD are approved and during the meeting at APA, the minutes from the last Executive Committee meeting at APA are approved). At present, 15 copies are sufficient for all members at the executive meeting to receive a copy.
  2. Yearly business meeting minutes are reviewed by President and then it is the responsibility of the Secretary to bring the minutes from last years meeting to the Business meeting for approval. At present, 30 copies are sufficient for all members at the business meeting to receive a copy.
  3. Copies of the business meeting minutes are sent electronically to the Newsletter Editor.
  4. Monthly conference call minutes are distributed via e-mail following review and editing by President.
- If there are any changes to the minutes pending approval, the secretary must document and make the changes and then place a final copy in the archive files.
- The in-person meetings (usually CPDD and APA) of the Executive Committee are distributed by the secretary at the meetings.

*II. Serve as Nominations Liaison*

- Serve as Nominations liaison to APA.

Once slate for elections is decided upon and President has confirmed slate (i.e., The final nominees shall be sent by the secretary to the Elections Committee of the APA for inclusion in the election ballot (in accordance with Article IX of the Bylaws of the APA).

1. The Secretary sends slate to APA Director of Elections (Garnet Coad phone= 202-336-6087; e-mail= gcoad@apa.org).

*III. Other Duties*

- Send copies of the Bylaws to newly elected and appointed officers (These are available on the Division's website).
- Make sure you always accord full names of those attending the meetings/calls.
- It helps to type the minutes right into a computer or tape record the meeting to help with the accuracy of the minutes.
- Serve as the parliamentarian to the Division.
- Help President prepare the annual report (due in early Feb-this is one of the last duties of the President).
- At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

**3. Helpful hints and suggestions:**

- I. You may often get mail that is sent to President and others; however, always bring mail you receive to the attention of the President because sometimes you may be the only one to receive this information and this information may require immediate action.
- II. Always bring a copy of the bylaws and the folders with pervious year minutes with you to the in-person meetings at CPDD and APA. Often times, these are needed to answer questions.
- III. Make sure you get copies of any summaries or materials distributed by members attending the in-person meetings (e.g., copies of Treasure Reports, membership).
- IV. Make sure you pay special attention to the slate of elected officers decided upon at the APA meeting.
- V. Try to send Ron Wood (Officer of Electronic Information) copies of all minutes via e-mail so he can add them to the web site.
- VI. At the end of each year (e.g., in Dec) e-mail all people on the list of officers who have terms expiring in next year to ensure they are willing to serve again, and if not, have President contact person or bring up as agenda item at next meeting to find a replacement.

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**Standard Operating Procedure for Office of Treasurer**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 16, 2004 (Jane B. Acri)  
Revised September 17, 2004 (James L. Sorensen)

**1. Term of office:** three-years

**2. Duties include:** *(from the Division 28 Bylaws, 1998 version)*

Have custody of all funds and properties of the Division, collect special dues that may be voted in accordance with Article VIII of these Bylaws, and make disbursements as authorized by the Executive Committee. Maintain up-to-date financial records and prepare financial reports and summaries for the group APA tax return, for Division 28 annual meetings, and for Executive Committee meetings. With the President, the Treasurer shall prepare and send letters of invitation to potential Corporate Affiliates, and shall acknowledge contributions from corporate sources. The Treasurer shall supply the Membership Officer up-to-date information on the names and addresses of the Corporate Affiliate liaisons, and shall advise the Newsletter Editor and Program Chair of information needed to ensure timely public acknowledgment of contributions received.

*I. Have custody of all funds and properties of the Division*

- The treasurer shall open and maintain all appropriate bank and investment accounts and keep all banking and investment records. Treasurer should insure that Division Secretary also has signature rights to all accounts, and will keep secretary informed as to account numbers and locations.
- The treasurer will write checks when requested for activities approved by the Executive Committee (newsletter, awards, convention expenses) and mail them in a timely fashion. Records of each request and date of response will be maintained. Treasurer should be aware of award amounts and travel cost caps for awardee and committee travel.

*II. Maintain up-to-date financial records and prepare financial reports*

- The treasurer will maintain an annual balance sheet with appropriate “credits” and “debits,” with each entry coded as to its category (see attached sample A).
- Financial reports and budgets will be prepared for all Executive Committee meetings and as requested by the President. These reports will list credits and debits according to the category of each entry, e.g., credits include member dues, award contributions, corporate memberships, bank and investment interest, and miscellaneous income, debits include meeting expenses, awards, newsletter expenses, committee travel, telecom, and miscellaneous expenses. Sample report and budget is attached (B).
- Prepare Division 28 portion of APA group tax return by filling in appropriate amounts of income and expenses in spreadsheet sent by APA. This is provided electronically in February and completion is requested by March. Numbers must balance. Kathy Gebe of APA financial services is helpful. Sample tax form is attached (C).

*III. With President, prepare and send Corporate Invitation Letters*

- The treasurer will maintain an up-to-date list of corporate contacts and copies of past corporate invitation letters. During spring or early summer, the treasurer should initiate work on a new letter in collaboration with the president. The letter may be prepared by the treasurer and president and mailed by the office of either one to encourage corporate support of Division 28 programs. The treasurer will maintain Division letterhead and envelopes for use related to these letters.
- The treasurer will receive and deposit any checks provided as a result of these letters, and will send out thank you letters to the providers with the Division’s tax exempt number, if requested.
- The names of corporate contacts will be provided to the newsletter editor for 1) acknowledgment in the newsletter and 2) for the newsletter mailing list.

#### *IV. Other Duties*

- In conjunction with the Awards Chair, the treasurer may be asked to send either reminder letters to the sponsors of awards (Young Psychopharmacologist Award and Dissertation Award), or in the case of reimbursement of actual expenses (Brady-Schuster Award), to provide amounts and breakdown of expenses to the award sponsor for payment.
- In conjunction with the Membership Chair, the treasurer may be asked to send dues invoices to non-APA Division members who have no other avenue by which to pay dues. Mailing labels should be provided by the Membership Chair in August for September billing by the treasurer. For all dues checks received, the treasurer will inform the Membership chair by January of the names of paid affiliate members.
- The treasurer may request formation of an ad hoc finance committee with approval of the Executive Committee to review investments and to suggest changes. Changes to the investment portfolio will only be made with the approval of the Executive Committee.
- Respond to APA's request for preliminary Division Assessment. This is sent to both the membership chair and the Treasurer for dues information for the coming year. The treasurer is the Division Assessment Contact Person responsible for communicating the amount of dues to APA.
- The Program Chair is usually provided a check in advance of the annual meeting to cover expenses, and then reports expenditures to the treasurer with either a request for additional funds or a return of any overage. The treasurer needs to keep track of the Program Chair's breakdown of expenses (Committee meetings, poster session, hospitality suite, poster award, administrative expenses, award dinner). This is helpful for the incoming Program Chair and required for determination of program vs. administration expenses for the tax return.
- At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

#### **3. Helpful hints and suggestions:**

- VII. You may often get mail that is sent to President and others; however, always bring mail you receive to the attention of the President because sometimes you may be the only one to receive this information and this information may require immediate action.
- VIII. Find a place in your basement to store the boxes of financial information from the beginning of the Division. Don't tell the incoming treasurer about this until it is too late.
- IX. The APA tax reporting year and the actual calendar year are not the same. For tax purposes, all dues payments received from September through December are credited to the following year. Dues received must be subtracted from the end-of-year accounts in order to "balance" the books for the tax year. Kathy Gebe at APA can help with this.
- X. Keep track of award amounts and travel caps for awardees (\$1000) and committee travel (\$750) unless changed by the Executive Committee because no one else will remember.
- XI. It is a good practice to maintain a separate mailing address such as a PO Box for the Division that is neither your home nor your work.
- XII. Keep the spreadsheets up to date.
- XIII. Keep records of the breakdown of convention expenses to provide to the incoming Program Chair, and for tax reporting.
- XIV. Tax reporting requires a breakdown of all annual expenses by Program or Administration. Each Program expenses must relate to the tax-exempt purpose of the Division, which is "to exchange scientific findings in psychopharmacology and substance abuse."

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**Standard Operating Procedure for Office of Newsletter Editor**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 12, 2004 (Nancy Petry)  
Revised September 17, 2004 (James L. Sorensen)

**1. Term of office:** three years

**2. Duties include:** (*taken from the bylaws*) The Newsletter Editor, who serves a three-year term, shall publish the Division Newsletter and distribute it to Members, Associate Members, and all categories of Affiliates four times annually unless a lower or higher number is agreed upon by three-fourths of the executive committee for a given calendar year.

Additional duties:

Gather materials for, create, arrange publishing of, and mail out the division newsletter three times per year. The newsletter gets mailed to all members of the division, including student members. It is usually published in March, July, and November, which means preparing all materials in January, May, and September. At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

**3. Helpful hints and suggestions:**

- a. Send out an email reminder to all division members about a week before the deadlines soliciting information for each newsletter.
- b. Ask the division president to write a column about 2-3 weeks before each newsletter deadline.
- c. Solicit special columns, meeting notes and other information to include in the newsletter several months before each deadline.
- d. Ask the treasurer if anyone should be thanked for donations to the division before each newsletter is sent to the printer.
- e. Printers can only print versions that are in multiples of 4 pages, so the newsletter has to be 4, 8 or 12 pages in length. Plan accordingly to have a back up for additional materials or to exclude certain information.
- f. Obtain the regular members' address labels from Donna Willingham at APA once you have sent the newsletter to the printer.
- g. Obtain student members' address labels from the Membership chair once you are ready to send the newsletter to the printer.
- h. It takes about 4-8 weeks for the newsletter to arrive to people once it's mailed due to 3<sup>rd</sup> class postage. Only certain post offices will agree to mail 3<sup>rd</sup> class, and the process has to be negotiated before you try to mail them (try your university mail system).
- i. Email electronic version of newsletter to Ron Wood (Electronic communications officer) once the version is finalized.
- j. As newsletter editor, you will get a lot of requests to change people's mailing addresses. You cannot do so. It must be done through APA's main office, and it takes awhile for the corrected addresses to appear in the address labels you get from Donna Willingham. You can hand print these labels for people in the interim, or maintain a separate mailing label database of your own for people who do not appear on the main APA division mailing label list.

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**Standard Operating Procedure for Office of Division Awards**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 20, 2004 (Anthony Liguori)  
Revised September 17, 2004 (James L. Sorensen)

**1. Term of office:** three years

**2. Duties include:** *(taken from the Division 28 by-laws (last version 1998))*

Solicit nominations for awards administered by the Division, assemble materials required for appropriate review, obtain review in a timely manner by the mechanism specified for the particular award, notify all the nominees of the outcome of the review, and arrange the presentation of those awards. The Awards Chair shall obtain, in consultation with the President (or his/her designee) timely publicity for the awards and awardees.

*I. Solicit nominations for awards administered by the Division*

- Send general e-mail to listserv and Executive Committee three times between November 1 and December 15. The deadline for nominations is typically January 2, but may be extended to January 7. The goal is to receive all nomination materials in time to give the review panel 1-2 weeks to evaluate the candidates; this evaluation needs to occur before the Program Chair finalizes the program in late January.

*II. Assemble materials required for appropriate review*

- E-mail delivery of candidates' material is appropriate, but be aware that some files (such as entire dissertations) may be too large for some recipients' mailboxes. Flexibility is important.
- When materials are or need to be delivered by snail mail, three copies of every item (one for each reviewer) must be made. APA will reimburse these costs.

*III. Obtain review in a timely manner*

- The review panel is typically the Past President, Current President, and President-Elect of the Division. Where there is conflict of interest, try to locate an earlier Past President who is willing to complete the review.
- The reviewers just need to rank order the candidates. The lowest sum of ranks is the winner of the award.

*IV. Notify all the nominees of the outcome of the review*

- Speak (by telephone) with each of the winners and e-mail the remaining candidates before making the results public.
- Strongly encourage each losing candidate to reapply the following year.
- Ask each winner for a title. Try to keep the title under 10 words in accordance with APA convention guidelines.
- Make every effort to locate a willing person to introduce the winner. Discuss potential introducers (session chairs) with the winner, and make sure both the winner and the chair are in agreement.
- Winners should be notified of the cash award, plaque, and travel reimbursement; this reimbursement typically covers room and travel, but there are limits. More detailed questions about reimbursement can be answered by the Treasurer.

*V. Arrange the presentation of the awards*

- Contact the Program Chair with the titles and chairs as soon as possible.
- In late June/early July, order the plaques. At present, we have a standing order with All American Specialties in Georgia. APA will reimburse these costs.
- Ask the Treasurer to send the three winners' checks to you.
- Bring the plaques and checks to the convention; if you will not be attending, arrange for an attendee to bring them.

*VI. Obtain timely publicity*

- In mid-April, send a brief summary of the winners (name, institution, title, introducer) to the Newsletter Editor.
- In mid-April, arrange for the APA Monitor to list the awardees in the Division convention highlights issue.
- In July, send a thank-you note to all sponsors, including a brief description of the winner of that sponsor's award.
- At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)

**Standard Operating Procedure for Office of Membership**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 19, 2004 (John Roll)  
Revised September 17, 2004 (James L. Sorensen)

**1. Term of office:** three years

- 2. Duties include:** *(taken from bylaws)* The Membership Officer, who serves a three-year term, shall process applications for all classes of membership in the Division, see that the Division brochure is prepared, provide requested membership information to APA, respond to requests for information about the Division, and maintain up-to-date lists of Affiliates.

**Additional duties:**

Provide newsletter editor with mailing labels for affiliate members thrice yearly. Provide treasurer with billing information for non-student affiliates.

At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

**3. Helpful hints and suggestions:**

- a. Maintain a supply of membership brochures.
- b. Send brochures, using mailing labels provided by APA as often as possible.
- c. Maintain the affiliate list so that those individuals who matriculate are periodically removed and encouraged to upgrade their membership.
- d. Keep track of costs incurred and periodically obtain reimbursement from treasurer.
- e. Provide APA with lists of new members after approval at the monthly executive meeting.
- f. Obtain semi annual records of members from APA to crosscheck with the division membership rosters.
- g. Work with the executive committee to devise innovative recruitment strategies.

(Each time a revision is made, please copy of old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)

**Standard Operating Procedure for Office of New Fellows**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 16, 2004 (Suzette M. Evans)  
Revised September 17, 2004 (James L. Sorensen)

**1. Term of office:** three-years

**2. Duties include:** *(taken from the Division 28 by-laws (last version 1998))*

The New Fellows Officer shall (a) identify each prospective Fellow by soliciting nominations (excluding self-nominations) at least once annually. (b) The New Fellows Officer shall obtain required documents to determine the eligibility of nominees for Fellow status in APA and the Division. (c) The New Fellows Officer shall circulate the documents to those members of the Executive Committee who are Fellows in APA. (d) For each person who receives a unanimous affirmative vote from the Fellows of the Executive Committee but is not yet a Fellow of APA, the New Fellows Officer will assure that the materials needed to complete the nomination process are submitted to the APA Board of Directors by the next deadline for such nominations.

Division Fellow Chair Calendar:

Spring:

- Solicit nominations for Fellow status. Several avenues should be pursued: put a request into the Division Newsletter, send Ron Wood a request for nominations to put on ListServ to all Division 28 Members and ask for suggestions from the Executive Committee members. Make sure the person who suggests someone also gives you the current contact information for the nominee since the APA membership directory is not always accurate.
- Contact the suggested individuals. Make sure they aren't already Fellows in Division 28 (see APA website). Find out if they are interested. If they are, find out if they are already a Fellow in another Division (this makes application process much easier). Then have them send you (preferably electronically) their CV.
- As Fellows Chair, it is important to initially critically review potential nominees, particularly those who self-nominate (which is allowed). If someone doesn't seem to meet the qualifications for becoming a Fellow, or may be on the fence, gently suggest that they defer being reviewed by the Committee. If they insist on being considered, then be prepared to write a rejection letter. We only want to vote Yes on those candidates who are very likely to be approved by APA.

Summer:

- Distribute CVs and scoring sheets only to individuals on the Executive Committee who are also Fellows; this excludes liaisons since they aren't officially part of the Executive Committee. Voting should occur during the Division 28 Business meeting in June at CPDD or in August at APA. In order to proceed, the vote has to be a unanimous YES.
- Contact individuals who were voted Yes by the Executive Committee in the previous year but did not submit their completed packets for the February deadline.
- Send condolence or congratulation letters to the nominees reviewed in the current year. For those voted Yes, send them all the information they need with the specific deadline for completed APA application packets (due to APA in February, but suggest you give them an earlier deadline, like November 1<sup>st</sup>).

Fall:

- APA should notify Division Fellow Chair of election results (based on Fellow application packets that were submitted in the previous February). The Division Fellow Chair should also congratulate the newly elected Fellows and inform the Division Executive Committee.
- Focus on obtaining the completed packets from the Nominees, with endorsement letters.

Winter:

- Send completed application packets to the Membership Committee Liaison at APA Central Office. Keep a copy for the Division's records.

- At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

**3. Helpful hints and suggestions:**

- I. Keep an updated spreadsheet on people nominated, how votes went, who became Fellows in previous years, who did or did not send in completed packets, etc.
- II. Make sure you have access to the Division membership list, including Fellows and mailing addresses.
- III. If there are problems finding someone's location, if you have their middle initial, a Medline search can be done to find their current location.
- IV. Topic for Committee to consider: The Bylaws are vague (Article II, number 5). Theoretically, we need an Executive Committee Member's vote (providing he/she is also a Fellow) even if they do not attend the meeting to vote on nominees. This would entail sending the packets to all relevant voters and making sure they respond. Should we modify this to indicate only a unanimous vote among those who come to meeting??

(Each time a revision is made, please keep a copy of old SOP in the archive files of and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)

## **Standard Operating Procedure for Office of Convention Program Chair**

Division of Psychopharmacology and Substance Abuse (Division 28)

American Psychological Association

Drafted July 15, 2004 (Scott D. Lane)

Revised August 4, 2004 (Scott D. Lane)

Revised September 17, 2004 (James L. Sorensen)

Revised September 9, 2005 (Diana J. Walker)

**1. Term of office:** two years, three consecutive years maximum

**2. Duties Include:** *(taken from the Division 28 by-laws-- last version 1998)*

The Program Chair will serve a two-year term. In the first year, the Program Chair will hold the primary responsibility of carrying out the functions listed below. In the second year, s/he shall serve as co-chair and help primarily in the role of supporting the primary program chair for that year, via providing materials, experience, and coordinating some of the program functions.

The role of Program Chair will be to arrange and supervise the Division 28 Program for a designated Annual APA convention in accordance with the requirements of the APA Board of Convention Affairs and in consultation with the President-Elect, the Division Representative to APA Council, the Treasurer, the New Fellows Officer, and the Awards Chair. The official term of a Program Chair for a designated program begins at the time of official appointment by the President-Elect and ends when the program has ended and duties related to the designated program have been completed. The term of the Program Chair for a particular year thus will overlap the term of the Program Chair for the preceding year. Dates on which terms of appointed officers begin shall be those that are consistent with the duties required.

### *I. Arrange and Supervise the Division 28 Program*

- The Program Chair will organize the program for the upcoming APA convention in accord with the current APA guidelines. This will include (a) submitted material from the APA online submission process; (b) arranged symposia featuring APA Division 28 awards winners (details below); (c) arranged symposia featuring newly elected fellows of APA Division 28; (d) solicited symposia from Division 28 members, other APA divisions, and NIH institutes (e.g., NIDA).
- Upon receiving submissions (posters and symposia), the Program Chair will identify qualified reviewers with expertise covering content areas of the submissions. The Program Chair will then ask each reviewer to evaluate designated submissions for quality and content and provide an objective assessment of appropriateness for the Division 28 program and for quality. Formal review forms are available from past Program Chairs, and should be passed along as part of the transition process.
- The program is organized on-line through APA's website and has specific submission details and program posting deadlines (see exceptions under helpful hints). APA will send detailed instructions to the Program Chairs early in the fall of the year preceding the conference. Working within the APA guidelines, and using the feedback provided by the reviewers, the program chair will enter the program through the APA website. The program will include:
  - a. Substantive programming hours (14 are traditionally allotted to Division 28 by APA) comprised of: Submitted symposia; Divisional Awards addresses; New Fellows addresses; and (historically) invited symposia organized by program personnel from NIDA. (In 2005 two additional substantive hours were allocated for use one day from 7-9pm.)
  - b. Non-substantive programming hours (7 were allotted to Division 28 in 2005) including: the Division 28 business and Executive Committee meetings; Presidential address; and social events / special poster sessions or presentations.
  - c. Two 1-hour poster sessions, in addition to the above, were allocated in 2005.
- The Program Chair will disseminate information about the development and details of the upcoming program via e-mail announcements in the Division 28 listserv (and other listserves, such as CPDD, ISGIDAR, and Division 25), the Division 28 newsletter, and the NIDA-sponsored brochure highlighting Division 28 and Division 50 events. The Program Chair will communicate as needed with

the New Fellows Chair, Divisional Awards chair, and NIDA personnel in order to coordinate these activities (see helpful hints).

- a. In 2005, the Divisional Awards were listed in the APA program as MED Associates Brady-Schuster Award, Wyeth Young Psychopharmacologist Award, and Friends Research Institute Outstanding Dissertation Award. The Program Chair should remain in contact with the Divisional Awards Chair to get the award winners listed in the APA program (see helpful hints).  
NOTE: In previous years MED Associates and Friends Research Institute were indicated by “(sponsored by ...)” but APA was confused by the parentheses and did not like “sponsored by” and settled on the above.
  - b. The Program Chair will assume the responsibility of photographing each of the awards winners listed above (preferably in digital format). Photos will be sent to: editors of the Division 28 newsletter (paper and electronic versions), the Division 28 Awards Chairperson, and organizations sponsoring the awards.
- The Program Chair will work with Program Chairs from other divisions (historically Divisions 50 and 25, though other divisions may well be interested in collaborating) to organize and publicize the respective programs by co-sponsoring and co-listing events. Co-sponsoring typically requires sharing of substantive hours, and APA suggests strongly that you get agreements to co-sponsor in writing and save them (e.g., email). Co-listing is a no-cost means for a division to bring to the attention of its members events of interest sponsored by other divisions.
  - Upon submitting the program to APA, the Program Chair will coordinate submission of Division 28 events to be considered for continuing education credit: Sometime after the program is submitted, APA will send out instructions on how to submit sessions for Continuing Education credit. The Program Chair will contact the symposium chairs and forward them instructions and a form to fill out, which will be sent back to the Program Chair, who will submit the forms online to APA.
  - Shortly before the convention (around June), APA will ask what the Divisions want displayed at their Division Services Booth. The Program Chair will work with the President and the Membership Chair, as well as the rest of the Executive Committee to decide what should be displayed at the booth. Typically, it’s the NIDA (or NIDA/NIAAA) brochure of APA events, newsletters, issues of *Experimental and Clinical Psychopharmacology*. The Program Chair will forward the inventory sheet to the Membership Chair, who will collate all items and send them to APA in one box.
  - The Program Chair will collect data of benefit to the next program chair, such as the approximate number of people in attendance at symposia, awards sessions, poster sessions, meetings, etc. Such information will help the next program chair to estimate attendance at various events the following year, so that the appropriate room size can be requested. Also of interest are the number and type of submissions received, which may help the Program Chair choose the appropriate number of reviewers for submissions early.

## *II. Participate in monthly Division 28 Executive Committee conference calls and coordinate meetings at conference locations.*

- The Program Chair will take part in monthly Division 28 Executive Committee phone calls and report on the status of the program and any relevant developments.
- The Program Chair will arrange for Executive Committee meetings (including dining or catering reservations) at the College of Problems on Drug Dependence (June) and at the APA meeting (August). The Program Chair also arranges the Division 28 business meeting at the APA convention. The business meeting and Executive Committee meeting at APA is typically arranged at the same time as the regular program (scheduled as non-substantive program hours).
- The Program Chair, in conjunction with the New Fellows chair, will arrange for an Executive Committee Dinner with Awardees, New Fellows, and Guests at the APA convention. The representative to the Board of Scientific Affairs and APA Council Representative should also be invited. The dinner has traditionally been the first night of the conference (except in 2005 because of a schedule conflict). This entails picking a restaurant close to the convention hotel (within walking distance) and booking a large party. Executive Committee members and their guests pay their own way; Awardees and New Fellows and their guests do not pay. Get attendees to RSVP, and get paying attendees to send a check ahead of time (by estimating the cost per guest, based on the restaurant contact person). NOTE: In some years, only elected Executive Committee members have been invited, and in other years, anyone who participates in conference calls is invited. Currently the

President decides who should be invited, and recently invitees have been those who participate in conference calls.

- At the end of the term of service, the Program Chair reviews the SOP for the position and revises it to more adequately reflect the duties of the position.

### 3. Helpful hints and suggestions:

- The substantive programming hours fill up quickly, and it is not uncommon to have more submissions than can be fit into the program. It is therefore helpful to be in early and regular communication with other divisions with whom Division 28 has historically had a close relationship (Div 50 and Div 25). In many cases, it is advantageous to share (co-sponsor) programming hours to help fit all desirable submissions into the program. Be sure to get agreements to co-sponsor in writing and save them (e.g., email). Program hours can be shared in 1-hour increments. For example, a 2-hour (actually, 1 hr 50 min) symposium can be co-sponsored by two divisions, each of whom donate 1 hour. A 1-hour session cannot be split between two divisions. Co-listing is another means of bringing attention to events outside the division that may be of interest to division members. Co-listing does not involve sharing programming hours, and there is no limit on co-listing.
- Around spring-early summer, start sitting in on monthly Executive Committee conference calls. People start asking about the conference around August. This will give you experience on the calls and allow you to observe final preparations by the existing Program Chair. If possible, attend the Division 28 Executive Committee meetings at CPDD and APA.
- Early in the fall (October), begin contacting individuals who will be important in shaping the final program. These people include: previous years' program chairs; current program chairs from Divisions 25 and 50 (and others that may be relevant); executive committee members such as the President and APA Council Division Representative who may have special scheduling issues that need to be considered when arranging the program (although in 2005 this was not a problem--APA indicated in the instruction packet when Council meetings were scheduled and instructed program chairs to not schedule important events during these times); individual members whom the program chair wishes to solicit to develop a presentation or symposium; and personnel at NIDA and/or NIAAA who may be interested in developing symposia for the program. Historically, NIDA has shown a strong interest in sponsoring Division 28 events, and has been exceptionally supportive both financially and collaboratively (most recently, Dr. David Shurtleff and Dr. Cora Lee Wetherington have been enthusiastic about participation in the program. Note that in 2005 the "NIDA planning group" was Meyer Glantz-NIDA "leader for organizing APA conference;" David Shurtleff-Basic science/behavior research; Jane Holland-overall NIDA functions, including \$\$\$).
- It is recommended that you arrange a conference call with NIDA personnel early in the fall and invite them to get involved in the program. Because of contracting and organizational issues, NIDA typically needs a bit longer to get symposia and speakers arranged, and thus may need to submit materials directly to the program chair rather than through the APA website. You may want to volunteer to help out with this process. NIAAA traditionally has been more closely aligned with Division 50, but has co-sponsored events jointly involving Divisions 28 and 50. Working with the Division 50 program chair will be helpful on this front. Also contact New Fellows to be confirmed in January and ask if they would like to present a New Fellows address. These submitters can also circumvent the regular submission process, send their information (titles, co-authors, contact information) to the Program Chair, who can submit it into the APA website.
- Some program events may have to be entered into the program without complete information. For NIDA- / NIAAA-sponsored symposia, the person chairing the event may not be able to submit materials to the APA website by the submission deadline (but the program chair may nevertheless encourage it). As an alternative, the program chair may instead enter the event manually into the program, listing chairs, speakers and titles without abstracts. For Divisional Awards and the Presidential Address, the information on speakers and titles may not be available when the program is due on the APA website. In this case the Program Chair may enter the event by title (e.g., "Presidential Address," "Division 28 Awards Presentation") and update individual names

- and presentation titles during final revisions several weeks later. (In 2005 the program was complete at the time of first submission—this is truly much easier.)
- Traditionally NIDA co-sponsors an Early Career Investigators' poster session/social hour with Division 28 and Division 50. In 2005 NIAAA also participated. The costs for food and drinks are split between the two divisions, and NIDA (and NIAAA) awards travel money to the Early Career Investigators. Presenters are (a) selected from submissions directly to the APA website and (b) hand-picked by NIDA. For (a), the Program Chair should identify who meets the criteria for "early career investigator" (either a student, or a graduate with less than 5 years post-graduate experience). This can be accomplished by sending out an email to poster presenters asking if they meet these criteria. Those who meet the criteria should be identified to NIDA (or NIAAA), and their poster abstracts should be forwarded to NIDA (or NIAAA) who will select the travel awardees. To successfully continue this event, it is important for the program chairs to coordinate the planning for this with NIDA early in the fall. This has been a non-substantive programming event, scheduled in the evening. It requires making a special room request when entering the program through the APA website and arranging for catering closer to convention time.
  - As early as it is in complete form, send the Officer of Electronic Information (currently Ron Wood), and the Newsletter editor (currently John Roll) copies of the final program so that it may be posted in the web site and Newsletter. In addition, the Program Chair can highlight selected convention events in the newsletter before the final program is ready, in order to entice members to make plans to attend the convention. The Program Chair should feel free to advertise on listservs and in other newsletters (for example, Divisions 25 and 50, CPDD, ISGIDAR) events that they believe are of interest to those members.
  - The program should be nearly complete by the program entry deadline in early January, but don't be overly concerned if the program you initially submit does not have complete information for every event. Several weeks later you will be given an opportunity to make updates and corrections to the program.
  - Make advanced arrangements for you or someone you know to have a digital camera either at the awards presentations or the awards dinner. Get photos of all three awards winners together and individually.
  - Regarding the Awards/New Fellows dinner, many restaurants will serve large groups only if they order from a fixed or limited menu. Neither of these is a bad idea, since you will collect money for the dinner before it and, therefore, need an estimate of the costs. (Limited is better than fixed, obviously, because some people are pickier than others.)
  - Information from APA about catering is sent to the Secretary with a cc to the Program Chair. The Program Chair should contact the person who sent the letter/email and let that person know that the Program Chair will be making catering arrangements. APA will remind you about catering when the time comes (around May-June).

(Each time a revision is made, please save a copy of old SOP in the archive files of the Program Chair and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)

(revision incorporated October 6, 2005 RWW )

## **Information Officers**

**Standard Operating Procedure for Office of Archivist**  
Division of Psychopharmacology and Substance Abuse (Division 28)  
American Psychological Association  
Drafted July 26, 3004 (Herbert Barry, III)  
Revised September 17, 2004 (James L. Sorensen)

**1. Term of office:** 3 years (Appointed position)

**2. Duties include:**

- I. Preparation, distribution, and publication of oral histories.
- II. Obtain additional autobiographical accounts by a broader range of Division 28 leaders.
- III. Maintain the originals of the Division newsletters and make them available for Ron Wood's Division 28 website. The collection for the website is now complete or almost complete.
- IV. Maintain and contribute to other important records for Division 28. Records should be kept for future histories.
- V. At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

**3. Helpful hints and suggestions:**

- I. Five oral histories are available in typescript form. They are by early leaders of Division 28. They can potentially be put on a Division 28 website and published in an inexpensively produced volume to be sent to the members of the Division and available to others.
- II. The oral histories are excessively difficult to conduct and transcribe. It is more feasible to invite suitable people to write accounts of their contributions to Division 28.

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## **Standard Operating Procedure for Office of Electronic Communications Officer**

Division of Psychopharmacology and Substance Abuse (Division 28)

American Psychological Association

Drafted July 20, 2004 (Ronald Wood)

Revised September 17, 2004 (James L. Sorensen)

**1. Term of office:** Three years.

**2. Duties include:**

Maintenance of divisional electronic mail distribution lists, including facilitation of electronic communication among members of the executive committee.

Maintenance of divisional web site, including posting of new materials at the request of the executive committee, digital versions of the divisional newsletters, and archiving of materials as they become available in digital formats.

At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

**3. Helpful hints and suggestions:**

- 1) Technologies change, and the population served has varying competencies. The ECO should facilitate communication and to minimize impediments to this process. The ECO is to be a patient resource for the membership
- 2) The webmaster does not sit at the hub of information flow: this naturally goes to the president and the newsletter editor. Content generation arises from them, or from specific initiatives from elected or appointed officers. The executive committee should regularly visit the issue of having the website creation and maintenance be a part of the newsletter editor's responsibilities. However, the ECO as listowner can provide a clipping service, providing announcements and news items relevant to the interests and concerns of the division.
- 3) The EOC can act as a conduit for other types of activities of the division, be it outreach, continuing education, or other issues or activities as they arise. The division has little intellectual property of its own to vend, putting severe constraints on its ability to mount a web site that always has something new to offer, barring implementation of newer technologies and the removal of current constraints on innovation. This again emphasizes the role of the newsletter, executive board documents, and any photographs, videos or other materials that incidentally accumulate; attempts should be made to exploit these opportunities as they come along, and to create new ones if possible.
- 4) The website is a passive medium; the newsletter is an active or "push" medium, one that can be distributed to the divisional lists. The active medium can have links to the passive medium, and thus act as a "portal" for the divisional website.
- 5) The divisional electronic lists utilize the listserv program (LSOFT Inc). This is a mature program, the most powerful and widely used of its type. Originally created as a system controlled by an email-delivered command-line interface, this system can now be managed from a web interface. The underlying organization remains unchanged, and is thoroughly described in an extensive set of manuals. Particularly useful are sections describing management of unruly and disruptive behaviors.
- 6) The organization of the electronic lists is diagrammed on the website, including quicktime and powerpoint presentations illustrating the interactions between the public and private lists, and the div28super list... a mechanism for nonduplicative distribution of email.
- 7) The ECO is the listowner, and there is a second listowner who acts as a backup in case of disability. The listowner manages the designated lists; the listmanager maintains the entire listserv

- system, and is an APA employee. The list must be maintained within the constraints of APA rules; no commercial traffic or political activity that would affect the tax status of the organization.
- 8) Email addresses become defunct, and distribution lists shrink as a result, automatically as currently configured. Subscription rates increase if there is extraordinarily interesting content (as in the era of the Waxman hearings on tobacco), and when list content is forwarded or cross-posted. However, it inevitably becomes necessary to repopulate the members-only list from APA-provided membership lists. The general policy is not to forcibly subscribe anyone to a list without consent; it is the policy of this division that subscription is a benefit of membership, and assent is assumed. It is not “spam”, but a membership service that can be discontinued upon request. A “bulk add” is done by the listowner, with reply to list disabled. Defective addresses (obsolete or erroneously entered) automatically are purged without further intervention. A transient period of elevated demands on the listowner ensues. This repopulation of the members list results in an announcement-amenable membership-only group, usually intolerant of “noise”. Attempts to subscribe are followed by a membership status query; the public list is driven solely by subscription, and is populated by nonmembers who actively want to subscribe. The separation of the two lists was driven by the impact of unruly advocacy by lay subscribers.
  - 9) Severe restraints are currently imposed on the maintenance of the website as a result of its enjoying perpetual hosting by the Association.
    - a. There is no capability of executing scripts of any type using an APA machine for information collection. Any attempt to do this would have to be done via an external entity.
    - b. There is no “members-only” capability; password access areas are on a separate server to which divisions currently do not have access. Perhaps this will be possible in the future; it would effectively be a separate site with cross-links.
    - c. There is no evident capability to “directory browse”, complicating maintenance of electronic archives, virtually mandating either links to every object, or compiling of sets of objects into single linked files.
    - d. No streaming server capability (audio or video files).
    - e. Limited searching capabilities.

The advantage of APA web hosting is system and institutional stability. Having a stable host and an easily remembered domain name are of paramount importance, as is being in the same “place” with other divisions.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)

## **Committee Chair**

### **Standard Operating Procedure for Office of Continuing Education**

Division of Psychopharmacology and Substance Abuse (Division 28)

American Psychological Association

Drafted July 19, 2004 (Alan J. Budney)

Revised September 17, 2004 (James L. Sorensen)

#### **1. Term of office:**

**2. Duties include:** Serve Division 28 in all interests related to continuing education of psychologists and psychologists-in-training in the fields of Psychopharmacology and Substance Abuse.

**Committee Members:** A Committee Chair is appointed by the President or the Executive Committee for a period of 3 years. At this time, the Chair is the only member of the CE Committee.

#### **Committee Operations**

1) The Committee establishes an annual agenda of goals and activities in response to input or requests from the Executive Committee or the Division President.

2) The Chair attends Executive Committee Meetings and reports on any CE activities.

3) The Chair provides an annual report on CE activities to the President prior to the annual convention.

#### **Standard Action Items**

1) Recruit Division members or others to submit CE Workshop applications for the annual APA convention. This involves (a) sending out a listserve message to Div 28 and Div 50 membership, (b) offering of consultation on the application process, and (c) recruitment of funding to help support Division 28 CE efforts if necessary.

2) Coordinate with the current Program Chair and the APA CE office to make sure that appropriate Division 28 presentations scheduled for the APA annual convention are designated as official APA CE credit generating presentations. This involves competing applications for CE credit status and submitting to the APA CE office. This needs to occur immediately after the program committee makes their decisions on the program. Designation of CE credit status helps with attendance at Division 28 talks.

3) Assist with recruitment of specific types of presentations for the annual meeting that the Division deems important to the field.

4) At the end of the term of service, review the SOP for the position and revise it to more adequately reflect the duties of the position.

(Each time a revision is made, please copy old SOP in the archive files of the Secretary and then use new one. Make sure the President has a copy of the latest SOP. Be sure to date revision and put name of person revising the SOP.)