OFFICERS’ MANUAL

Division 53
American Psychological Association
Society of Clinical Child and Adolescent Psychology
# TABLE OF CONTENTS

TERMS OF OFFICE ........................................................................................................ 1
OFFICERS AND AWARD RECIPIENTS OF DIVISION 53 ........................................... 2
  Elected Officers ........................................................................................................ 2
  Appointed Officers .................................................................................................... 3
  Award Winners ......................................................................................................... 4
OFFICERS AND AWARD RECIPIENTS OF SECTION 1, APA DIVISION 12 ............. 5
  Officers ..................................................................................................................... 5
  Award Winners ......................................................................................................... 6
6-YEAR SCHEDULE OF ELECTIONS AND APPOINTMENTS ................................. 7
  Elected Officers ........................................................................................................ 7
  Appointed Officers .................................................................................................... 8
ELECTED OFFICERS ..................................................................................................... 9
  President Elect Designate ........................................................................................ 9
  President Elect ......................................................................................................... 9
  President ................................................................................................................ 12
  Past President ........................................................................................................ 14
  Secretary ................................................................................................................ 15
  Treasurer ................................................................................................................ 16
  Representative to APA Council ............................................................................... 19
  Members at Large .................................................................................................... 19
EX-OFFICIO OFFICERS ............................................................................................... 21
  Editor, *Journal of Clinical Child and Adolescent Psychology* ................................ 21
  Editor, Newsletter ................................................................................................... 23
  APA Program Chair ................................................................................................. 24
  Student Representatives .......................................................................................... 24
  Listserv Manager ..................................................................................................... 25
  Web Editor ............................................................................................................... 26
  Division Central Office ............................................................................................ 26
COMMITTEES OF DIVISION 53 ................................................................................... 30
  Awards Committee .................................................................................................. 30
  Nominations and Elections Committee ................................................................. 30
  APA Program Committee ....................................................................................... 31
  Publications and Communications Committee ...................................................... 33
  Finance Committee .................................................................................................. 33
  Journal Editor Selection Committee ........................................................................ 34
  Newsletter Editor Selection Committee .................................................................... 36
  Science and Practice Committee .......................................................................... 36
  Education and Standards Committee .................................................................... 37
  Membership and Public Interest Committee .......................................................... 37
<table>
<thead>
<tr>
<th>Section</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Task Force for Dissemination of Evidence-Based Practice</td>
<td>38</td>
</tr>
<tr>
<td>Task Force on Ethnic Minority Children and Adolescents</td>
<td>39</td>
</tr>
<tr>
<td>Fellows Committee</td>
<td>39</td>
</tr>
<tr>
<td>History Committee</td>
<td>41</td>
</tr>
<tr>
<td>Student Advisory Board</td>
<td>41</td>
</tr>
<tr>
<td>LIAISONS</td>
<td>43</td>
</tr>
<tr>
<td>Liaison to Journal Publisher</td>
<td>43</td>
</tr>
<tr>
<td>Other Professional Organizations</td>
<td>43</td>
</tr>
<tr>
<td>APA Committee on Children, Youth, and Families</td>
<td>44</td>
</tr>
<tr>
<td>Other Divisions</td>
<td>44</td>
</tr>
<tr>
<td>OFFICER TIMETABLES</td>
<td>47</td>
</tr>
<tr>
<td>President Elect’s Timetable</td>
<td>47</td>
</tr>
<tr>
<td>President’s Timetable</td>
<td>48</td>
</tr>
<tr>
<td>Past Presidents Timetable</td>
<td>49</td>
</tr>
<tr>
<td>Secretary’s Timetable</td>
<td>50</td>
</tr>
<tr>
<td>Treasurer’s Timetable</td>
<td>51</td>
</tr>
<tr>
<td>APA Council Representative’s Timetable</td>
<td>51</td>
</tr>
<tr>
<td>Student Representative Timetable</td>
<td>52</td>
</tr>
<tr>
<td>Central Office Timetable</td>
<td>52</td>
</tr>
<tr>
<td>Associate Program Committee Chair Timetable</td>
<td>55</td>
</tr>
<tr>
<td>Program Committee Chair Timetable</td>
<td>56</td>
</tr>
</tbody>
</table>
OFFICERS’ TERMS OF OFFICE

Officers’ terms begin January 1, but each elected officer becomes officer-designate upon announcement of the election results in June. All officers-designate are invited to attend the executive and business meetings that are held in August at the APA annual meeting.

An officer is expected to complete a full term prior to beginning a new position on the Board of Directors. An officer may be nominated for another office in the last year of his/her term.

<table>
<thead>
<tr>
<th>Office</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Elected Offices</strong></td>
<td></td>
</tr>
<tr>
<td>President Elect</td>
<td>1-year term from January 1 to December 31. Notified prior to APA annual meeting and starts duties as president elect designate at APA convention</td>
</tr>
<tr>
<td>President</td>
<td>1-year term from January 1 to December 31</td>
</tr>
<tr>
<td>Past President</td>
<td>1-year term from January 1 to December 31</td>
</tr>
<tr>
<td>Secretary</td>
<td>3-year term</td>
</tr>
<tr>
<td>Treasurer</td>
<td>3-year term</td>
</tr>
<tr>
<td>Representative to APA Council</td>
<td>3-year term</td>
</tr>
<tr>
<td>Member at Large (3)</td>
<td>3-year staggered terms</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Office</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Appointed Offices</strong></td>
<td></td>
</tr>
<tr>
<td>APA Program Chair</td>
<td>2-year staggered terms; first year as Associate APA Program Chair</td>
</tr>
<tr>
<td>APA Associate Program Chair</td>
<td>1-year appointed</td>
</tr>
<tr>
<td>Journal Editor</td>
<td>5-year term</td>
</tr>
<tr>
<td>Newsletter Editor</td>
<td>3-year term</td>
</tr>
<tr>
<td>Web Editor</td>
<td>3-year term</td>
</tr>
<tr>
<td>Listserv Manager</td>
<td>3-year term</td>
</tr>
<tr>
<td>Student Representative (2)</td>
<td>2-year, staggered term; first representative appointed by president elect to serve first year during president elect’s presidential year and second year as mentor to next representative</td>
</tr>
</tbody>
</table>

The president elect, president, past president, secretary, and treasurer constitute the Executive Committee. The entire listing of officers constitutes the Board of Directors. Only elected officers of the Board of Directors and the student representatives vote on matters before the board, although appointed and ex-officio officers participate actively in discussions.
# OFFICERS AND AWARD RECIPIENTS OF DIVISION 53

## Elected Officers

<table>
<thead>
<tr>
<th>Year</th>
<th>President</th>
<th>Secretary</th>
<th>Treasurer</th>
<th>Council Rep</th>
<th>Council Rep</th>
<th>Member @ Large</th>
<th>Member @ Large</th>
<th>Member @ Large</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td>John Weisz</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td>Phil Kendall</td>
<td>Anne Marie Albano 2001–2009</td>
<td></td>
<td>First election year</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td>Tom Ollendick</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td>Ben Lahey</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td>Steve Shirk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td>Wendy Silverman</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>Elizabeth McCauley</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td>Mary Fristad</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>Anne Marie Albano</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>Mary Fristad</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>Marc Atkins</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Notes: The Society of Clinical Child and Adolescent Psychology (The Society of Clinical Child Psychology at the time) attained division status in 1999. The first APA-administered elections were held in 2000, and those officers first served in 2001.

1Served as liaison before the division attained a voting seat.
<table>
<thead>
<tr>
<th>Year</th>
<th>Journal Editor</th>
<th>Newsletter Editor</th>
<th>Web Editor</th>
<th>Listserv Manager</th>
<th>APA Program Chair</th>
<th>APA Program Assoc Chair</th>
<th>Student Rep</th>
<th>Student Rep</th>
</tr>
</thead>
<tbody>
<tr>
<td>2000</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Rich Milich</td>
<td>Caryn Carlson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2001</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Caryn Carlson</td>
<td>Chris Lonigan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2002</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Betsy Hoza</td>
<td>Charlotte Johnson</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2003</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>John Piacentini</td>
<td>Vicky Phares</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2004</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yo Jackson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2005</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>John Piacentini</td>
<td>Vicky Phares</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2006</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Yo Jackson</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2007</td>
<td>Paul Frick 2007–2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2008</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2009</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2015</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2016</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

\[Resigned for health reasons; rotation off until 2008\]
## Award Winners

<table>
<thead>
<tr>
<th>Award</th>
<th>Year</th>
<th>Winner</th>
</tr>
</thead>
<tbody>
<tr>
<td>Distinguished Career</td>
<td>2001</td>
<td>O. Ivar Lovaas</td>
</tr>
<tr>
<td></td>
<td>2002</td>
<td>Benjamin B. Lahey</td>
</tr>
<tr>
<td></td>
<td>2003</td>
<td>Rolf Loeber</td>
</tr>
<tr>
<td></td>
<td>2004</td>
<td>Michael Rutter</td>
</tr>
<tr>
<td></td>
<td>2005</td>
<td>John Weisz</td>
</tr>
<tr>
<td></td>
<td>2006</td>
<td>Terry Moffitt</td>
</tr>
<tr>
<td></td>
<td>2007</td>
<td>Phil Kendall</td>
</tr>
<tr>
<td></td>
<td>2008</td>
<td>Sheila Eyberg</td>
</tr>
<tr>
<td></td>
<td>2009</td>
<td>Bill Pelham</td>
</tr>
<tr>
<td></td>
<td>2010</td>
<td>Rex Forehand</td>
</tr>
<tr>
<td></td>
<td>2011</td>
<td>John Lochman</td>
</tr>
<tr>
<td>Distinguished Research</td>
<td>2004</td>
<td>Constance Hammen</td>
</tr>
<tr>
<td>Early Career</td>
<td>2005</td>
<td>Eric Youngstrom</td>
</tr>
<tr>
<td></td>
<td>2006</td>
<td>Sara Jaffee</td>
</tr>
<tr>
<td></td>
<td>2007</td>
<td>Eric Wilcutt</td>
</tr>
<tr>
<td>Mid-Career</td>
<td>2006</td>
<td>Joel T. Nigg</td>
</tr>
<tr>
<td>Student Research</td>
<td>2003</td>
<td>Christine A. Zalecki and Peter P. Kane</td>
</tr>
<tr>
<td></td>
<td>2004</td>
<td>Candice Alfano and Jason Horwitz</td>
</tr>
<tr>
<td></td>
<td>2005</td>
<td>Sasha Aschenbrand and Sara Haden</td>
</tr>
<tr>
<td>Graduate Research</td>
<td>2004</td>
<td>Daniel Bagner and Anil Chacko</td>
</tr>
<tr>
<td></td>
<td>2005</td>
<td>Brian Wymbs, Veronica Raggi, Nina Kaiser</td>
</tr>
<tr>
<td></td>
<td>2006</td>
<td>Abbey Eisenhower and Jonathan Comer</td>
</tr>
<tr>
<td></td>
<td>2007</td>
<td>Abigail Judge and Mary Keeley</td>
</tr>
<tr>
<td>Postdoctoral Research</td>
<td>2007</td>
<td>Greta Winograd</td>
</tr>
<tr>
<td>Outstanding Doctoral Program</td>
<td>2005</td>
<td>University of Kansas</td>
</tr>
<tr>
<td></td>
<td>2006</td>
<td>DePaul</td>
</tr>
<tr>
<td></td>
<td>2007</td>
<td>Virginia Commonwealth University</td>
</tr>
<tr>
<td>Junior Faculty Mentoring</td>
<td>2004</td>
<td>Andrea Chronis and Andrea Taub</td>
</tr>
<tr>
<td></td>
<td>2005</td>
<td>Amori Yee Mikami</td>
</tr>
<tr>
<td></td>
<td>2006</td>
<td>Julia Cerel and Terry Chi</td>
</tr>
<tr>
<td></td>
<td>2007</td>
<td>Steven Smith</td>
</tr>
<tr>
<td>Public Sector</td>
<td>2004</td>
<td>Julianna Smith Boydston</td>
</tr>
<tr>
<td></td>
<td>2005</td>
<td>Elizabeth Hamilton</td>
</tr>
<tr>
<td>Minority Education</td>
<td>2007</td>
<td>LaVome Robinson</td>
</tr>
<tr>
<td>Minority Research</td>
<td>2007</td>
<td>Noni Gaylord-Harden</td>
</tr>
</tbody>
</table>
OFFICERS AND AWARD RECIPIENTS OF
SECTION 1, APA DIVISION 12

Officers

President
1962-63 Alan O. Ross
1963-64 Lovick Miller
1964-65 Theodore Leventhal
1965-66 S. Thomas Cummings
1966-67 S. Santostefano
1967-68 Zanwil Sperber
1968-69 Charlotte H. Altman
1969-70 Allan Barclay
1970-71 Sol Gordon
1971-72 Paul Dingman
1972-73 Ervin Friedman
1973-74 Marilee Fredericks
1974-75 Milton F. Shore
1975-76 Gertrude J. Williams
1976-77 Lee Salk
1977-78 Paul Wohlford
1978-79 Gerald Koocher
1979-80 Donald K. Routh
1980-81 June M. Tuma
1981-82 Carolyn Schroeder
1983 Diane J. Willis
1984 Lenore Behar
1985 Herbert C. Quay
1986 James Johnson
1987 Sheila Eyberg
1988 Russell Barkley
1989 Richard Abidin
1990 Jan L. Culbertson
1991 Thomas H. Ollendick
1992 Annette LaGreca
1993 Michael Roberts
1994 Al Finch, Jr.
1995 Jean C. Elbert
1996 Sandra Russ
1997 Susan Campbell
1998 Marilyn Erickson
1999 William E. Pelham, Jr.

Secretary-Treasurer
1966-67 Charlotte Altman
1967-68 Mark Rudnick
1968-69 Bettie Arthur
1970-72 K. Gerald Marsden
1973-75 Loretta Cass
1976-78 Donald K. Routh
1979-82 Lenore Behar

Secretary
1983-85 Sheila Eyberg
1986-88 Jan Culbertson
1989-91 Susan B. Campbell
1992-94 Susan B. Campbell
1998-99 Eric M. Vernberg

Treasurer
1983-87 Martha Perry
1988-90 Jean Elbert
1991-93 Jean Elbert
1994-96 Debra Bendell-Estroff
1997-99 Richard Abidin

Member-At-Large
1984-85 Alan E. Kazdin
1984-86 Annette LaGreca
1985-87 Anthony Mannarino
1986-88 Thomas Ollendick
1987-89 Michael Roberts
1988-90 Al Finch
1989-91 C. Eugene Walker
1990-92 Marilyn Erickson
1991-93 Richard Abidin
1992-94 Wendy Stone
1993-95 Kenneth Tarnowski
1994-96 Richard Abidin
1995-97 Kathy Katz
1996-98 Chris Lonigan
1997-99 Terry Shelton
1998-99 John Piacentini
1999 Chris Lonigan

Representative to
Division 12
1966-67 Lovick C. Miller
1969 Paul Dingman
1970-72 Charlotte Altman
1973-75 Logan Wright
1979-82 Ted Blau
1983-85 Donald K. Routh
1986-88 June M. Tuma
1989-90 Gerald Koocher
1991 Donald Routh
1992-94 Sheila Eyberg
1995 Thomas Ollendick
1996-97 James Johnson
1999 James Johnson

Editor: Newsletter
& Journal
1966-67 Martin P. Gluck
1968-75 Gertrude J. Williams
1976-81 Diane J. Willis
1982-86 June M. Tuma

Editor: Journal
1987-91 Donald K. Routh
1992-96 Jan Culbertson
1997-99 Thomas Ollendick

Editor: Newsletter
1986-88 Diane J. Willis
1989-91 Wendy Stone
1992-94 Toni Eisenstadt
1995-97 Eric Vernberg
1998-99 Stephen Shirk

Liaison to Division 37
1986-91 Jan Culbertson
1992-96 Jan Culbertson

Liaison to Erlbaum
1991-99 Richard Abidin
Liaison to CYF
1992-94 Annette LaGreca
1995-97 Wendy Stone
1998 Jean Elbert

Liaison to Division 16
1995-97 Jean Elbert

Liaison to Section 5
1987-89 Michael Roberts
1990-91 Jan Culbertson
1992-94 Annette LaGreca
1995-96 Wendy Stone
1997-98 Jean Elbert

Award Winners

Distinguished Contribution Awardees
1979 Nicholas Hobbs
1981 Milton Shore
1982 Herbert E. Rie
1983 Ann M. Garner
1984 Gerald P. Koocher
1985 Gertrude Williams
1986 Charles Wenar
1987 Gerald P. Patterson
1988 Urie Bronfenbrenner
1989 Donald K. Routh
1990 Virginia I. Douglas
1991 Herbert C. Quay
1992 Norman Garmezy
1993 Thomas Achenbach
1994 Mary Ainsworth
1995 Rex Forehand
1996 Alan Kazdin
1997 Thomas Ollendick
1998 Carolyn Schroeder
1999 Dante Cicchetti
2000 Scott W. Henggeler
# 6-YEAR SCHEDULE OF ELECTIONS AND APPOINTMENTS

## Elected Officers

<table>
<thead>
<tr>
<th>Year</th>
<th>Office</th>
<th>Member at Large Position</th>
<th>Term Begin</th>
<th>Term End</th>
</tr>
</thead>
<tbody>
<tr>
<td>2009</td>
<td>President Elect</td>
<td></td>
<td>January 1, 2010</td>
<td>December 31, 2012</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member at Large</td>
<td>Membership &amp; Public Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Council Rep #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2010</td>
<td>President Elect</td>
<td></td>
<td>January 1, 2011</td>
<td>December 31, 2013</td>
</tr>
<tr>
<td></td>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member at Large</td>
<td>Science &amp; Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Council Rep #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2011</td>
<td>President Elect</td>
<td></td>
<td>January 1, 2012</td>
<td>December 31, 2014</td>
</tr>
<tr>
<td></td>
<td>Member at Large</td>
<td>Education &amp; Standards</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2012</td>
<td>President Elect</td>
<td></td>
<td>January 1, 2013</td>
<td>December 31, 2015</td>
</tr>
<tr>
<td></td>
<td>Secretary</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member at Large</td>
<td>Membership &amp; Public Interest</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Council Rep #2</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2013</td>
<td>President Elect</td>
<td></td>
<td>January 1, 2014</td>
<td>January 1, 2016</td>
</tr>
<tr>
<td></td>
<td>Treasurer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Member at Large</td>
<td>Science &amp; Practice</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Council Rep #1</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2014</td>
<td>President Elect</td>
<td></td>
<td>January 1, 2015</td>
<td>January 1, 2017</td>
</tr>
<tr>
<td></td>
<td>Member at Large</td>
<td>Education &amp; Standards</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: Call for nominations in the fall issue of the newsletter the year before elections.
## Appointed Officers

<table>
<thead>
<tr>
<th>Year</th>
<th>Office</th>
<th>Appointed By</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>Begin</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>End</td>
</tr>
<tr>
<td>2009</td>
<td>Newsletter Editor</td>
<td>President w/committee</td>
<td>January 1, 2010</td>
</tr>
<tr>
<td></td>
<td>APA Associate Program Chair[^3]</td>
<td>President Elect Designate</td>
<td>December 31, 2012</td>
</tr>
<tr>
<td></td>
<td>Student Representative[^4]</td>
<td>President Elect</td>
<td>January 1, 2011</td>
</tr>
<tr>
<td></td>
<td>Journal Editor Search Committee</td>
<td>President w/committee</td>
<td>December 31, 2011</td>
</tr>
<tr>
<td>2010</td>
<td>APA Associate Program Chair[^3]</td>
<td>President Elect Designate</td>
<td>January 1, 2011</td>
</tr>
<tr>
<td></td>
<td>Student Representative[^4]</td>
<td>President Elect</td>
<td>December 31, 2012</td>
</tr>
<tr>
<td></td>
<td>Web Editor</td>
<td>President</td>
<td>January 1, 2011</td>
</tr>
<tr>
<td></td>
<td>Fellow Committee Members (2)</td>
<td>President</td>
<td>December 31, 2013</td>
</tr>
<tr>
<td>2011</td>
<td>APA Associate Program Chair[^3]</td>
<td>President Elect Designate</td>
<td>January 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Student Representative[^4]</td>
<td>President Elect</td>
<td>December 31, 2013</td>
</tr>
<tr>
<td></td>
<td>Fellow Committee Members (2)</td>
<td>President</td>
<td>January 1, 2012</td>
</tr>
<tr>
<td></td>
<td>Listserv Manager</td>
<td>President</td>
<td>December 31, 2014</td>
</tr>
<tr>
<td>2012</td>
<td>Newsletter Editor</td>
<td>President w/committee</td>
<td>January 1, 2013</td>
</tr>
<tr>
<td></td>
<td>APA Associate Program Chair[^3]</td>
<td>President Elect Designate</td>
<td>December 31, 2015</td>
</tr>
<tr>
<td></td>
<td>Student Representative[^4]</td>
<td>President Elect</td>
<td>January 1, 2013</td>
</tr>
<tr>
<td></td>
<td>Fellow Committee Members (2, 1 Chair)</td>
<td>President</td>
<td>December 31, 2015</td>
</tr>
<tr>
<td>2013</td>
<td>APA Associate Program Chair[^3]</td>
<td>President Elect Designate</td>
<td>January 1, 2014</td>
</tr>
<tr>
<td></td>
<td>Student Representative[^4]</td>
<td>President Elect</td>
<td>December 31, 2015</td>
</tr>
<tr>
<td></td>
<td>Web Editor</td>
<td>President</td>
<td>January 1, 2014</td>
</tr>
<tr>
<td></td>
<td>Fellow Committee Members (2)</td>
<td>President</td>
<td>December 31, 2016</td>
</tr>
<tr>
<td>2014</td>
<td>APA Associate Program Chair[^3]</td>
<td>President Elect Designate</td>
<td>January 1, 2015</td>
</tr>
<tr>
<td></td>
<td>Fellow Committee Members (2)</td>
<td>President</td>
<td>January 1, 2016</td>
</tr>
<tr>
<td></td>
<td>Listserv Manager</td>
<td>President</td>
<td>December 31, 2017</td>
</tr>
</tbody>
</table>

Note: Call for nominations goes in the fall issue of the newsletter the year before elections

[^3]: Will move into position of Program Chair the following year
[^4]: Will serve as advisor to the next student representative
[^5]: Successful candidate notified in 2010 and begins reviewing manuscripts January 1, 2011 for 2012 issues
ELECTED OFFICERS

President Elect Designate

Major Responsibilities

1. After the announcement of the election results in June, the President Elect Designate should
begin preparing to attend the August Board of Directors Meeting.

2. Appoint an APA Associate Program Chair who will serve as Associate Program Chair the
next year and Chair during their presidential year.

3. Begin planning programs during presidential year with APA Associate Program Chair.

4. The President Elect Designate will be invited to attend the Board of Directors meeting at the
APA Convention. No travel expenses will be reimbursed.

President Elect

Major Responsibilities

The President Elect assumes office as President on January 1, a year and a half after election.
Responsibilities as detailed in the following sections include:

1. Appoint a Student Representative.

2. Work with Program Chair and Associate Chair to develop the APA program for the
following year (their presidential year).

3. Make plans for the midwinter board meeting if there will be one.

4. Meet with President and central office staff during the APA annual meeting to review duties
and timelines for the presidential year.

5. Using the officer roster, work with the President, committee and task force chairs to appoint
committee and task force chairs and liaisons as needed.

Preparations for APA Meeting in Presidential Year

1. The timely organization of the program is imperative given the deadlines set by APA for
each division Program Chair. The President Elect works closely with the Program Committee
Chair and Associate Chair in developing the Division’s program. The President Elect may
help recruit reviewers. It is helpful to select reviewers in advance of program submissions
and to obtain their agreement before giving their names to the Division Program Chair.

2. The Board of Directors meeting and business meeting must be listed in the APA convention
program and should include the name and affiliation of the chair (the President).

3. For the presidential address, the name and affiliation of the Past President should be listed as
he or she will be introducing the President. Also listed is the President, his or her affiliation,
and title of address. The time allotted for the presidential address is 50 minutes. The
President Elect should also indicate if audio-visual equipment will be needed.

4. The Distinguished Career Award recipient is introduced by the Past President. The
recipients’ name, affiliation and address should be listed. The time allotted for the
Distinguished Career Award is 50 minutes. The speakers should be informed of the length of
time allotted for their presentations.
5. The Student Research Award (if awarded) is presented in the same session as the business meeting. Following the presentation of the Distinguished Career Award, the Student Research Award is presented. Both the presenter and awardee must be listed in the program with name, affiliation, and title of paper. (NOTE: As of February, 2009, this award has been disbanded for the present time.)

6. The business meeting follows the presidential address and is allotted one hour in the APA program. The President chairs this meeting; therefore, his or her name and affiliation must be listed on the APA program.

7. The social hour must also be listed in the program. In recent years, this event has been co-sponsored with Division 54 and Division 37 (only in 2009), has included information about internship opportunities, occasionally has also included postdoctoral opportunity information, and is listed in the program as Internships on Parade or Internships and Postdocs on Parade. The responsibility for making the arrangements rotates annually between the two divisions. In the event small fees are collected from presenters (such as from universities for presenting their graduate-degree programs), the proceeds are kept by the organizing division. However, the expenses are shared equally.

**Preparation for Midwinter Board of Directors Meeting in Presidential Year**

1. The President Elect sets the date and place for the midwinter Board of Directors meeting that occurs during her or his presidential year. The Division can elect to meet via teleconference. Otherwise, the meeting can be held with other child-focused divisions or with a midwinter APA mini conference or both. Decisions about the date and location of the midwinter meeting should be in place by the APA convention for the next year’s midwinter.

2. The President Elect should work closely with the Board of Directors and the central office regarding the meeting format, schedule, and if necessary, location. Although the central office contracts facilities and catering for the midwinter meeting, the President Elect is responsible for making sure that adequate arrangements are made for lodging, meals, and meeting space for Board of Directors meetings to be held during his or her presidential year. Considerations in making midwinter meeting decisions are as follows.

   • Depending on the size of the group, the meeting may be held in Washington, DC, where the group can take advantage of APA facilities and discounts. APA can usually provide free meeting rooms if they have enough advance notice. Planning in the fall of the year preceding the meeting usually ensures space.

   • If the meeting is held in Washington, APA has special rates at several local hotels. APA will arrange Washington hotel accommodations from a rooming list prepared by the central office. The list includes name, address, arrival and departure dates, and any special room requirements for each participant from the Division. It is important to coordinate billing with APA so that each division is responsible for their participants. APA provides a list of caterers, and the Division’s central office will contract the catering.

   • If held in conjunction with other divisions, the meeting is coordinated with the appropriate representative from each division. The decision regarding location is usually made at the preceding midwinter meeting and agreed upon by the Board of Directors. Midwinter meeting business usually requires one and one-half days.
• When held with other divisions, an agreement about payment for contracting and other administrative costs needs to be made.

• The central office will establish a master account with hotels or APA depending on the decisions detailed above. The meeting expenses (typically at least $12,000) are charged to the Division’s credit card (in the Executive Secretary’s name) and reward points are then transferred to an airline to purchase frequent flyer miles to pay for the Executive Secretary’s travel.

3. Prepare an agenda for the meeting using:

• Action items from the previous meeting as noted in the minutes of that meeting and the summer meeting of the board

• Responses to solicitations for agenda items from board members

• Agendas from the previous two meetings

Appoint Student Representative to Board of Directors

Before assuming presidency, the President Elect appoints a Student Representative to serve during the presidential year. The Student Representative, who serves for two years, has specific duties as outlined in subsequent sections of this manual. In the Student Representative’s second year he or she will serve as advisor to the next Student Representative.

General Duties

1. The President Elect shall work with the President to appoint chairs for all open committee chairs, liaisons, and task forces. This should occur during, or soon after, the August APA meeting so that committee chairs can be appointed by December prior to their assuming duties in January.

2. The President Elect (along with other members of the Board of Directors) shall receive the minutes of Executive Committee Meetings from the Secretary and has the responsibility of editing them within two weeks of receipt and returning them to the Secretary.

Succession

The President Elect completes the unexpired term of the President should the office be vacated and continues to serve through his/her own term.

Travel Reimbursement for attending Board of Directors and Business Meetings

The President Elect will be compensated up to $1500 for attending any regular meeting of the Division.

Timetable for Required Actions

See Officer Timetables section of this document.
President
The President assumes office on January 1 immediately following his or her year as President Elect and serves for one year.

Major Responsibilities
Chair Meetings
1. The President presides at board meetings and monthly teleconferences and bears primary responsibility for the smooth and timely conduct of meetings. For the midwinter meeting, the central office will work with the President Elect to finalize the agenda and determine the length of time needed for the meeting. As described earlier, initial plans for the midwinter meeting must be made while the incoming President is still President Elect.

2. The President should be very familiar with the reporting duties of Division officers, liaisons, and committee chairs, as described in later sections of this manual and with minutes from recent Board of Directors’ meetings.

Solicit and Forward Candidates for APA Committees and Boards.
APA distributes lists of open positions on APA committees and boards. Appointments vary in deadlines, but a major listing is typically circulated in December. The President should solicit and recruit nominees for positions of interest to the Division, in consultation with the Board of Directors.

Oversee APA Convention during the Presidential Year
The President oversees all Division activities at the APA annual convention. Planning for these began in the President Elect year as already described.

1. Set the time and place, organize the agenda for, and chair the Board of Directors meeting. The President organizes the schedule and agenda for the APA Board of Directors meeting and works closely with the Program Chair to ensure scheduling of the Division’s business meeting, the presidential address, special awards (e.g., Distinguished Career Award), invited addresses, submitted presentation, and social hour.

2. Preside at the business meeting. At the business meeting a plaque of appreciation is presented to the Past-President and other members of the Board of Directors who are completing their current term of service to the Division.

3. Facilitate the Student Research Award in years that a student research award is granted. (NOTE: As of February, 2009, this award has been disbanded for the present time.) Each year the Student Research Award Committee will notify the President as soon as the winner has been selected; this should be in January. The President should then:
   - Notify and congratulate the winner by phone and with a follow-up letter
   - Offer the winner the option of attending the APA business meeting to receive the award, and inform recipient of funding available for travel to APA. Travel arrangements must conform with policies set by the Board of Directors.
   - Before January, notify the Division’s Program Chair so that he or she can include the winner’s name and paper title in the APA Program.
• Introduce the Chair of the Science and Practice Committee at the time allocated, who will then introduce the winner.

4. Review and approve or correct copy presented by the central office for plaques of appreciation for members of the Board of Directors who are completing their current term of service to the Division and presents the plaques at the Division’s business meeting at APA. Once finalized the central office contracts for the production of plaques.

5. Prepare and present presidential address. The presidential address should be about 50 minutes in length. To be included in APA’s printed program, the title must be submitted to the Program Chair before January.

Prepare President’s Message for Newsletter

The President should write a President’s Message for publication in the three issues of In Balance, the Division’s newsletter. This should address themes the President judges worthy of the attention of the members, and may also include a summary of relevant activities of the Division. The President should consult with the newsletter editor to avoid duplication with other reports.

Coordinate Activities Between the Division, APA and Other Organizations.

This means answering lots of correspondence, often with short deadlines. The Bylaws provide rules for making decisions regarding finances. It is important to check with the members of the Board of Directors before making any non-routine decisions that affect the Division.

Form Task Forces and Appoint Committee and Task Force Chairs and Liaisons

1. The President, working in conjunction with the President Elect, appoints committee chairs and forms task forces deemed important by the Board. The three Members at Large may each chair at least one Standing Committee. Standing Committee Chairs should be contacted to request their agreement to the appointment prior to January 1. Task force decisions are typically made at the midwinter meeting. Task force chairs should be selected and appointed within one month of the midwinter meeting.

2. The President also appoints, preferably from among the Board of Directors, liaisons to other professional organizations as specified by the Board of Directors. It is advantageous if the liaison is or was involved in both groups. See subsequent sections on committees, task forces, and liaisons for details.

3. Before the midwinter meeting, the President completes the committee, task force, and liaison appointments form as provided by central office staff and returns it for updating the Division board roster.

4. When necessary, the President shall appoint from among the Board of Directors a Newsletter Editor Selection Committee in the year preceding the beginning of a new three-year editorial term.

5. As necessary, the President in consultation with the Board of Directors, shall appoint the chair and members of the Journal Editor Selection Committee two years prior to the time a new editor is to assume editorial responsibility for the journal.

6. After the Awards Committee meets at APA, notify recipient(s) of Distinguished Career Award(s) for the subsequent year. The Distinguished Career Award winner must be a
member of the Division and can not be a current Board of Directors member. Although there are no simple defining criteria for this award, major research or theoretical contributions to the field or other contributions in terms of public policy or scientific practice may be considered. The awardee must be prominent or eminent in the area of clinical child and adolescent psychology. Three names will be put forward by the President for voting by all Board of Directors members who will rank order the 3 choices. The President writes or calls to inform the winner of selection and to offer congratulations on behalf of the Division. The $2000 award may be used for travel with the balance being an honorarium. Currently, APA provides two free registrations to the Division; one of these registrations will be used for the awardee. The President should execute the Grants and Awards Disbursement Form and forward the same to the Treasurer and the central office.

**General Responsibilities**

1. The President oversees the duties of the other officers and should be prepared to provide assistance as necessary. Regular contact and input from the other members of the Executive Committee (i.e., President Elect, Past-President, Secretary, Treasurer) is important.

2. The President should expect to receive copies of correspondence sent by other Board of Directors members in order to stay aware of all Division activities. The President also should send copies of correspondence to the President Elect, Secretary, and central office. All correspondence regarding financial matters should be copied to the Treasurer as well.

3. The President (along with other members of the Board of Directors) shall expect to receive a draft of the minutes of each Board of Directors meeting and business meeting from the Secretary within two weeks after each meeting. These drafts should be reviewed by the Board of Directors and returned to the Secretary within two weeks of receipt, prior to the subsequent month’s conference call.

**Travel Reimbursement for attending Board of Directors and Business Meetings**

The President will be compensated up to $1500 for attending any regular meeting of the Division. In addition, since the President may have to stay for the entire APA Convention the Division will pay for four nights in a hotel since expenses will likely be more than the $1500 allowed.

**Timetable for Required Actions**

See Officer Timetables section of this document.

**Past President**

**Major Responsibilities**

**Prepare Annual Report to APA on Division Activities**

A yearly report of Division 53 activities must be submitted to APA. Although usually drafted by the central office staff, the President is responsible for completing this report, with the support of other members of the Board of Directors. Guidelines and deadlines for these reports are distributed in the fall and are due in February.
Chairing the Nominations and Elections Committee

The Past President organizes elections for new officers. Duties as chair of the Nominations and Elections Committee are detailed in the section on committees. To coincide with APA’s January deadline for submitting the slate, responsibilities for this task actually begin while still President, after the APA convention, in time to call for nominations in the fall newsletter.

Chairing Awards Committee

The Past President plays a key role in organizing the selection of the awards. Duties as chair of the Awards Committee are detailed in the section on committees. This includes soliciting nominees, reviewing material regarding nominees, and arranging for the plaques and certificates (through the Division’s central office) that are presented to the award recipient(s) at the APA Annual meeting. This work should begin while still President, during or after the APA convention. As chair of the Awards Committee, the Past President ensures that the Grants and Awards Disbursement Form is processed in the Division’s central office.

Introducing the Presidential Address and the Distinguished Career Award at the APA Meeting

The Past President introduces the presidential address and the Distinguished Career Award recipient at the APA convention and, therefore, should request appropriate information from the President and from the award recipient(s).

Other Duties

The Past President is expected to attend meetings of the Board of Directors. He or she is also expected to review the minutes as distributed by the Secretary and provide timely feedback on their accuracy.

Travel Reimbursement for attending Board of Directors and Business Meetings

The Past President will be compensated up to $1500 for attending any regular meeting of the Division.

Timetable for Required Actions

See the section of this document: Officer Timetables.

Secretary

Major Responsibilities

Attend Meetings and Prepare Minutes

The Secretary must attend all meetings of the Division and record the minutes. Minutes of the Board of Directors and business meetings should be prepared no later than two weeks following the meetings and distributed to all members of the Board of Directors for review. Within two weeks following the meetings all corrections to the minutes should be made and the minutes should be distributed again to the Board of Directors if substantive corrections are made. A final draft of the minutes will be reviewed again and approved by the Board of Directors at the next Division meeting.
Final approved minutes of the Board of Directors meetings and Division 53 business meetings should be sent to the President and to the Division’s central office to be used in preparing the annual Division report submitted to APA.

**Conduct Division Correspondence**

Most correspondence with the Division is between members and central office staff, APA and central office staff, or central office staff and members of the Board of Directors. Central office staff should contact the Secretary if the situation warrants higher-level communication, and the Secretary should assist in such correspondence. Letters of complaint should be responded to carefully and quickly. The Secretary may need to discuss the issue with the President before preparing a reply. Copies of all letters of complaint, and the response, are sent to the President, President Elect, and other Board of Directors members as appropriate.

**Maintain Archives**

The Division’s central office maintains archival material for the Division. Central office staff, however, should ensure that the Secretary also has important Division documents. Some examples of documents that should be shared with the Secretary include:
1. Correspondence regarding contracts or changes in the Division’s Bylaws.
2. Copies of materials and reports distributed at Board of Directors meetings.
3. Minutes of all Board of Directors Meetings.

**Other Responsibilities**

Working with the Division’s central office, the Secretary will ensure that the following activities are carried out.
1. At the beginning of each year, a current list of officers’ addresses and phone numbers, as well as chairs of committees, is distributed to the Board of Directors.
2. After each election, a copy of the Bylaws and an Officers’ Manual is sent to the newly elected officers.
3. The Secretary should incorporate, or direct the Executive Secretary to incorporate, ongoing changes or specifications of requirements into the Officers’ Manual and Bylaws annually.

**Travel Reimbursement for attending Board of Directors and Business Meetings**

The Secretary will be compensated up to $1500 for attending any regular meeting of the Division.

**Timetable for Required Actions**

See Officer Timetables section of this document.

**Treasurer**

**Major Responsibilities**

**Oversee all Funds of the Division and Maintain all Financial Records**

The Treasurer has the responsibility of handling the finances of the Division. This includes:
1. Pay bills
2. Deposit operating funds in checking and savings accounts so as to obtain the best possible return on the money
3. Keep financial records up to date and in a secure location
4. Consult with the Division’s financial advisor regarding investments for the Division’s endowment and operating reserve. Investments may be made in federally insured certificates of deposit, bonds, mutual funds, and ETFs at the Treasurer’s discretion provided sufficient funds are available to meet ongoing expenses.
5. Send a budget report to APA Financial Services and Accounting at the end of each calendar year that will document income and expenditures for the IRS.
6. Transfer records promptly when a new Treasurer takes over.
7. Maintain fiscal policies and budget notes that operationalize policy.
8. Handles the contract negotiations and financial arrangement with regard to the Editor of JCCAP.
9. Coordinates the contract negotiations with regard to the publication of JCCAP, and other outside agencies

**Prepare Financial Reports for Business and Board of Directors Meetings.**

The Treasurer prepares reports of the financial affairs of the Division for meeting and for the annual business meeting of the membership. Proposed budget changes or new line items should be discussed at Board of Directors’ meetings.

1. At the midwinter Board of Directors meeting, the following reports should be presented:
   - A financial report for the previous year including complete accounting of assets and debits
   - A proposed budget for the current year as revised at the annual meeting
   - Anticipated budget items or changes for the following year

2. At the annual business meeting, the following reports should be presented:
   - A current financial report (January - July)
   - A projected budget for the remainder of the current year
   - A projected budget for the next year.

**Dues Notices**

The Division’s central office ensures that all members of the Division are billed dues appropriately and on a timely schedule in the Treasurer’s name. Although APA staff and the Division’s central office maintain membership records, the Treasurer can be involved directly or in name in the execution of the activities in the following list. A schedule of these activities is included in the Central Office section of this manual.

1. In the summer, the Treasurer is responsible for completing APA’s Division Assessment for Dues Paying Members. This alerts APA staff to any changes in dues increases or decreases.
2. The Treasurer receives payments from APA for dues collected by them from APA members, and is responsible for depositing and maintaining records of these payments.

3. Dues from students, international members, and other Division members who are not also members of APA are collected and deposited by the Division’s central office staff. The central office staff will notify the Treasurer of these deposits, and the Treasurer will post these deposits.

**Maintain Accurate Membership Lists**

The Treasurer works with the Division’s central office to ensure that the Division’s mailing lists are appropriately managed. Except for the Division’s newsletter and journal, APA must approve use of the Division’s APA database. A copy of correspondence to APA members must accompany the request for the data. A schedule of routine mailings is included in the Central Office section of this manual.

**Correspondence with Journal Publishers**

Verifies that the annually royalty advance, the final royalty payment and the quarterly editorial office payments are wired to the Division’s bank account in a timely manner. Review the items on the P&L for JCCAP and maintain those records. Communicate with the publisher around any concerns, problems or proposed changes to the operation of JCCAP and the publication contract.

**Website**

The Treasurer will learn how to access the membership and financial data of the Division’s website.

**Preparation of Financial Records for Audit**

At the end of the Treasurer’s term, the Treasurer should prepare an accounting of the Division finances for an audit, prior to the transfer of duties to a new Treasurer. Those Board of Directors members in attendance should involve the members of the Finance Committee and others at the discretion of the President. This audit is held at the midwinter meeting, prior to the Board of Directors meeting.

**Travel Reimbursement for attending Board of Directors and Business Meetings**

The Treasurer will be compensated up to $1500 for attending any regular meeting of the Division.

**Timetables for Required Actions**

The Division’s central office will be responsible for ensuring timely responses to membership correspondence, database maintenance, distribution of the data for the newsletter and journal, dues notifications to non-APA members. Other activities are initiated by the Treasurer as detailed in the schedule in the Officer Timetables section of this document.
Representative to APA Council

Eligibility
The Representative(s) from Division 53 must be a member of APA as well as Division 53 to hold this office.

Term of Office
Three years.

Duties
The Council Representatives attend two APA council meetings annually (during February in Washington DC, and at the summer APA meeting). They serve as the Division’s voting representatives at the council meetings, where the official business of APA is conducted. They represent the interests of the Division to the Council as needed, and disseminate APA policy and decisions to the Division.

Reports
Following the Council meetings, the representatives report to the Division’s Board of Directors regarding APA Council activities that relate to the Division.

Travel Reimbursement for attending Board of Directors and Business Meetings
The Representatives to APA Council will be compensated up to $1500 for attending any regular meeting of the Division.

Timetable for Required Actions
See Officer Timetables section of this document.

Members at Large
There are three Members-at-Large positions, each of which is elected to oversee and chair one of the three following Standing Committees. The senior Member at Large chairs the Grants Committee.

Science and Practice
The primary responsibility is to play a leadership role in assisting Division 53 achieve its goal to ensure that the practice of clinical child and adolescent psychology is evidence-based. Toward that end, this Member at Large will work closely with any task forces created by the Division that are focused on science or practice (i.e., Division 53 Task Force on the Dissemination of Evidence-based Treatments), will ensure appropriate communication between such tasks forces and the Division’s Board of Directors, will monitor activities in the APA Science and Practice Directorates and will keep the Division’s Board of Directors and Division 53 members informed of issues that may influence science or practice of clinical child and adolescent psychology. When APA creates task forces or committees related to the science or practice interests of the Society (e.g., Task Force for Mental Health of Children and Adolescents), it is the responsibility of this Member at Large to inform the Division’s Board of Directors in a timely manner and to encourage nomination of qualified candidates for these task forces or committees. This Member at Large will ensure that the Division is represented in APA policy proposals that affect science
or practice with children, adolescents, and families. Examples of science issues include legislation, administrative procedures, and funding patterns associated with science at the federal, state, and local levels. Examples of practice issues include qualifications for licensure, standards and guidelines for practice, legislation governing reimbursement, and malpractice insurance issues.

**Education and Standards**

The primary foci are best practices for training from predoctoral through professional-level, and the provision of continuing education activities. This Member at Large reviews and recommends policy on the education and credentialing patterns in clinical child psychology, on continuing education in clinical child psychology, and on standards for the provision of clinical psychological services to children, youth, and families; works closely with any task forces or committees created by the Division that are focused on education and standards, and ensures appropriate communication between such groups and the Division’s Board of Directors; monitors activities in the APA Education Directorate and keeps the Division’s Board of Directors informed of issues that may influence the education, training, or standards for clinical child practice; informs the Division’s Board of Directors in a timely manner and encourages nomination of qualified candidates for these roles when APA creates task forces or committees related to education (e.g., Interdivisional Coalition for Psychology in Schools and Education); represents the Division in APA policy proposals that affect education of psychologists; maintains the listing of doctoral, internship and post-doctoral programs with a child clinical emphasis or track, with a full update approximately every three years; and regularly contributes to the Division newsletter.

**Membership and Public Interest**

The dual foci are increasing membership and maintaining, identifying, and addressing practice-based issues. Specific duties involve developing recruitment strategies to increase the number of members in the Division; coordinate with the APA central office to report the membership statistics (APA members, non-APA members, allied professionals, students) at all board meetings; oversee activities in the central office having to do with member requests (missing publications, address changes, request for information); work with central office and Division executive secretary to approve copy for member-related documents; work with the Treasurer to establish dues rates; work with central office to distribute promotional and recruitment materials (at regional conferences, APA convention, sister organizations); serve as liaison to APA’s Committee on International Relations (CIRP), and encourage the Division to maintain a focus on the well-being of youth and families by promoting knowledge development and dissemination of information on mental health issues in youth.

The three Members at Large are chairs of committees by the same name, although each chairs only one of these committees. Other members of the Board of Directors, and also general members of the Division, may also be appointed to these committees. The Board of Directors of Division 53 is expected to review these standing committees at least yearly and to have input into the composition and activities of the committees.

The three elected Members at Large also serve, at the request of the President, as liaisons to other organizations, as described in the Liaison section. Members at Large also are to be available to assist the other officers with special projects. Each Member at Large is responsible for reviewing material from APA directorates most closely affiliated with his or her primary
committee assignment. Finally, Members at Large will oversee the operation of the Division’s task forces. Each task force will be assigned for oversight by one of the Members at Large. These assignments will be made by the President, based on the relevance of the task force for specific standing committees.

Travel Reimbursement for attending Board of Directors and Business Meetings
The three Members-at-Large will be compensated up to $1500 for attending any regular meeting of the Division.

EX-OFFICIO OFFICERS

Editor, Journal of Clinical Child and Adolescent Psychology

Selection and Terms of Office
The Editor of the journal is selected by a committee appointed by the President two years prior to the change of Editor. Thus, editor searches should be scheduled in 2010, 2015, etc. This committee publishes announcements of the opening, gathers information from the candidates (including curriculum vitae, three letters of reference, a statement about editorial policy if elected, and any other information deemed necessary by the committee), and makes a decision about the most qualified candidate. The chair of this committee reports the committee’s recommendation to the Board of Directors of Division 53 at the August Board of Directors Meeting held during the APA convention. Final selection is by vote of the Board of Directors.

Editors serve for a five-year term (2007-2011, 2012-2016, etc.) plus an additional year as Editor-Elect (2011, 2016, etc.)

Major Responsibilities

Duties of the Editor-Elect
Since the Editor Elect must prepare for operations a year in advance of assuming the title and the Editor phases out operations, the Editor Elect begins receiving new manuscripts one year prior to his or her actual tenure as Editor. Steps for processing the manuscripts are similar to those described below for Editor. During the transition year, Editor and Editor Elect split equally the honorarium provided to Editor.

Even though the Editor Elect begins processing and handling manuscripts during the transition year, the editorial board, masthead, and journal cover does not change until during the time when Editor Elect takes on the role or Editor.

Duties of the Editor
Duties of the Editor as detailed below are:
1. Preparing manuscripts for publication
2. Composing tables of contents, the index at the end of each year, listing of ad hoc reviewers in preceding year, frontispieces
3. Making decisions about design and format of the journal, approving typeset manuscripts
4. Conducting correspondence as needed
5. Preparing a report to the Board of Directors of Division 53 for the annual and midwinter meetings

6. Filing a report of editorial and publication activities with the APA Publications Board

**Manuscript processing.** The editor must choose a board of editorial reviewers to review manuscripts including areas of interest and expertise. He or she selects members of editorial board each year including removing board members and placing new board members each year. Efforts should be made to include on the Editorial Board individuals who have provided high quality and timely reviews as ad hoc reviewers and to ensure adequate diversity of the board members in terms of areas of expertise (including statistical) and racial and ethnic diversity. Processing new manuscripts begins with the receipt of a new manuscripts are received. The Editor must:

1. Acknowledge receipt of the manuscript
2. Send the manuscript to at least two reviewers
3. Keep a log on manuscripts received (filed by number assigned to manuscripts).

   Much of the processing is done through the electronic manager. Procedures with the e-manager and Editor responsibilities as they relate to dealing with our publisher are being revised at the time of this writing. The 2007-2012 Editor should review and update the process as soon as it is finalized.

4. Once reviewers return their comments to the editor, the editor must make a decision about the manuscript, either to (a) accept the manuscript as is, (b) accept with minor or major revisions, (c) request a revision for additional review (either same or new reviewers), or (d) reject the manuscript. The editor must also write to the author(s) informing them of the editorial decision and including copies of the reviews.

**Preparation for publication.** The six issues are published in January, March, May, July, September and November of each year. The Editor must submit all materials, including Division 53 news, announcements, book reviews, table of contents, corrections on the frontispiece, etc., six months prior to expected publication. Thus, editor’s deadlines to get materials to the publisher are July, September, November, January, March, and May for the six issues of a particular year.

All manuscripts should be checked by the editor to make sure that APA style (5th edition) is followed and that everything (including tables and reference section) is double-spaced, that margins are at least 1 inch wide, that all statistical formulas and tables follow APA style, and that there is agreement between the citations in the text and the reference list in terms of inclusion of all references, spelling of names, and dates of publication. All materials, including manuscripts, table of contents, announcements, book reviews, etc., are sent together to the publisher.

**Final approval of typeset.** When all manuscripts etc. are typeset by the publisher, copies of individual galleys are sent to each author for their corrections and approval. At this time any final queries about specifics of the manuscript are asked of the author. Once the corrections are made on each manuscript, a complete set of the galleys is sent to the editor. The publisher usually asks for a 48-hour turnaround. The Editor is responsible for approving the final galleys of the entire issue. Once this approval is given, the Editor will not be consulted again until receipt of personal copy(ies) of the issue.

**Composing cover and format design.** Most changes occur at the beginning of any given year and especially at the beginning of a new Editor’s term. The important design changes are cleared
with the Board of Directors (such as size of the journal, number of pages, which depends on financial arrangements between the Division and the publisher), but minor design options are the Editor’s prerogative. These include the cover design, color, size of print, design of section markers, use of boldface versus italics for subheadings, etc. The Editor should work closely with the publisher to arrange for any deviations from prior practice.

**Special editions.** Copy for special editions should be processed in the same careful peer-review process as article for regular editions.

**Correspondence.** Much correspondence is necessary, including phone calls and letters from authors concerning status of the manuscripts. These should be handled by the Editor.

**Duties related to the Division.** The Editor is an ex-officio (non-voting) member of the Division 53 Board of Directors. Attendance at the annual and midwinter meetings is required to submit a report on the activities (editorial/publication lag, number of pages published, number of manuscripts received, etc.) of the journal; discuss any major issues concerning financial and any other business matters; and communicate with the committee concerning planned special issues, etc.

**Duties related to APA.** Editors of all APA-affiliated journals are required to submit an annual report to the APA Publication Office concerning number of manuscripts received, editorial lag, publication lag, acceptance rate, number of pages published, and a financial report if APA finances the journal (this is not the case for JCCP). APA sends the appropriate forms in December.

**Attend Division 53 Board of Directors and Business Meetings**

The Editor and Editor Elect attend the Board of Directors meetings as non-voting members but contribute to discussions during these meetings. The Editor and Editor Elect will be compensated up to $1500 for attending any regular meeting of the Division.

**Editor, Newsletter**

The intent of *In Balance*, the Division’s Newsletter, is to facilitate formal and informal communication among all Division members, to share ideas, to provide an update on Division activities, and to publish articles relevant to clinical child psychologists. The Newsletter is published three times per year, in April, July, and November. Important features of each issue are described below.

**Major Responsibilities**

**Preparation and Publication**

The Newsletter Editor is responsible for gathering information to be published and for the editing, printing, and distribution of the newsletter. The Editor appoints an Editorial Board to facilitate this task and provides a diversity of information relevant to the goals of the Division.

All issues include a listing of the current Board of Directors, the Division website address, a Presidential Address, and a membership application form. Other features are selected by the Editor, in conjunction with the Editorial Board and Board of Directors. Volume numbers of the Newsletter change in January of each year. The 2010 volume is Volume 25.

Copies of all newsletters should be sent to the Arthur Melton Library at APA.
The newsletter is sent to all members of the Division.

**Attend Division 53 Board of Directors and Business Meetings**

The Editor attends the Board of Directors meetings as a non-voting member but contributes to discussions during these meetings. The Editor takes (or makes arrangements) for photographs of Division events for publication in the newsletter. The Editor will be compensated up to $1500 for attending any regular meeting of the Division.

**Special Features**

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
</table>
| April  | ● Statements of interest from candidates for Division 53 Offices. These statements are solicited by the Nominations and Elections Committee, and must be provided to the Editor for inclusion in the April issue.  
● President’s Message  
● Column from the senior Student Representative  
● Announcement of Student Research Award if awarded to a student |
| July   | ● APA programming  
● President’s Message  
● Announce award competition for next year |
| November | ● Call for nominations for Division 53 offices for elections being held the next year for positions in two years. The Chair of the Nominations and Elections Committee must receive nominations by December 1  
● Repeat announcement of award competitions  
● President’s Message  
● Column from the senior Student Representative  
● Results of Division 53 elections for the next year  
● Announcement of Recipient of Distinguished Career Award |

**APA Program Chair**

See section on APA Program Committee

**Student Representatives**

To encourage the participation of graduate students in the Division and to enhance the Board of Directors’ awareness of graduate student concerns that relate to clinical child and adolescent psychology, the position of Graduate Student Representative was established at the August, 1988, Board of Directors meeting. Two Student Representatives are appointed to the Board of Directors. Although the Student Representatives do not vote on matters before the Board, they participate in discussions. One Student Representative is appointed each year by the President.
Elect of the Division for a two-year term. Thus, each Student Representative serves during the President and Past President years of the individual who appointed him or her.

To be eligible to serve in this capacity, the Student Representatives must be enrolled in APA-approved graduate programs in professional psychology, or have completed such a program and currently completing a postdoctoral fellowship.

**Major Responsibilities**

**Attend Board of Directors Meetings**

The Student Representatives are expected to attend the Division’s Board of Directors meetings at APA and at midwinter. Travel costs to attend both of these meetings will be paid for by the Division, in accordance with standards for travel expenses approved by the Board of Directors.

**Represent Student Issues to the Board of Directors**

The Student Representatives are expected to identify and bring to the attention of the Division issues related to the training and preparation of clinical child psychologists. Thus, it is imperative for Student Representatives to seek input from graduate students in clinical child and adolescent psychology through networking, correspondence, and invitation.

**Facilitate Recruitment and Retention of Student Members**

1. The Student Representatives assist the Membership Committee in recruiting student members to the Division. Activities may include active recruitment and student-oriented presentations at APA and regional convention, and publication of material geared towards students.

2. Contribute articles to the Division newsletter regarding student interests, activities, and opportunities (April, July, and November issues).

3. Assist Program Committee with APA programming geared towards student interests.

4. Serve on Student Research Award Subcommittee. This includes making active attempts to increase submissions for the Student Research Awards and serving as a reviewer of submitted material. (NOTE: As of February, 2009, this award has been disbanded for the present time.)

**Timetable for Required Actions**

See Officer Timetables section of this document.

**Listserv Manager**

This service position requires no previous training or experience in information technology. The only requirements are reliable internet access and a commitment to serving the Division. The Listserv Manager may expect to spend about one hour per week (average of 10 to 15 minutes a day) managing the Division’s General listserv and the Announce Only listserv. Routine monitoring of the listserv involves working with the Executive Secretary to maintain a distribution roster for the listserv and removing non-dues paying people from the listserv, posting appropriate messages for non-members to appear on the listserv, trouble shooting problems.
experienced by listserv members in either receiving or posting messages, and monitoring listserv activity for adherence to rules of use.

Attend Division 53 Board of Directors and Business Meetings
The Listserv Manager attends the Board of Directors meetings as a non-voting member but contributes to discussions during these meetings and will be compensated up to $1500 for attending any regular meeting of the Division.

Web Editor
This service position requires no previous training or experience in information technology. The only requirements are reliable internet access and a commitment to serving the Division. The Web Editor may expect to spend about one hour per week managing the Division’s website (www.clinicalchildpsychology.org).

Major Responsibilities
Website Content Management
The Website Editor is responsible for making updates or revisions to the website as needed by the Division. Routine management includes adding news items to the site, posting employment announcements, and updating officer rosters as necessary. In addition, the Web Editor may coordinate the development of new content for the site as ideas for new pages are generated.

Website Coordination
The Web Editor coordinates the other Board members who utilize the site (e.g., the Executive Secretary, the Treasurer, the Newsletter Editor) and serves as the point of contact for resolving formatting or server issues that need to be discussed with the hosting company, Teraeon Consulting Corporation.

Attend Division 53 Board of Directors and Business Meetings
The Web Editor attends the Board of Directors meetings as a non-voting member but contributes to discussions during these meetings and will be compensated up to $1500 for attending any regular meeting of the Division.

Division Central Office
The central office staff includes an Executive Secretary. The Executive Secretary is an independent contractor and provides secretarial, administrative, and technical assistance to the Division. A performance evaluation will be performed every 12 months and based on the results of this evaluation, the contract may or may not be renewed. The rate of pay for service rendered will be negotiated. The evaluation should take place before April 1 of each year.

Major Responsibilities
Planning and Facilitating Meetings
The Executive Secretary assists the President Elect and President in preparing for meeting and teleconferences including:
1. Gather site data and share statistics with Board as directed by the President or President Elect
2. Establish master accounts with hotels and caterers
3. Communicate with APA, Division officers, program chairs, and hotel staff
4. Prepare rooming lists as needed
5. Negotiate and contract hotel, AV, and catering as needed
6. Correspond with board and committee members re schedules, locations, and reports
7. Procure award plaques and certificates
8. Pack and ship service booth materials
9. Travel to meeting sites to attend board meeting, business meetings, social events, and other meetings as relevant or informative to the position
10. Develop agenda with President or President Elect and distribute to board
11. Solicit and subsequently distribute board, committee, task force, liaison reports to other members of the board as needed
12. Maintain accounts and financial records
13. Prepare report of central office expenses and activities for the midwinter and convention board meetings
14. Ensure that plaques and certificates are available at the appropriate place and time during the APA convention

**Communication Tools**

The central office assists with communications with the Division’s board and members. Specifically, the central office will:

1. Maintain the Division e-mail site, post office box, and telephone line as directed by the Board
2. Supply officers with letterhead and supplies as requested
3. Supply electronic versions of letterhead as requested
4. Maintain a supply of letterhead, envelopes, form letters, brochures and assist with the development of these tools as requested

**Nominations and Elections**

The Executive Secretary will:

1. Correspond with committee chair, presidents, newsletter editors, and APA staff every fall and winter to ensure officers are nominated for annual elections
2. Work with the appropriate presidential position to facilitate the formation of search committees for journal and newsletter editors
Apportionment
The Executive Secretary works with the Newsletter Editor, Listserv Manager, and Web Editor to ensure Division members are encouraged to give all ten of their votes to the Division.

Member Recruitment
The central office works with the Membership and Public Interest Committee Chair as follows:
1. Maintain appropriate stock of recruitment materials
2. Correspond with Membership and Public Interest Committee Chair to keep literature current
3. Edit literature
4. Process mailings to APA members interested in the Division as reported in the Division Interest reports from APA staff

Archive
The central office will maintain files on routine correspondence for three years and historical files such as annual reports to APA and minutes of meetings continually.

Fellow Program
The central office works with the Fellows Committee Chair in the execution of responsibilities for recruiting and processing fellow applications. This includes:
1. Work with the Fellows Committee Chair to invite applications
2. Send applications as requested
3. Update Fellows information on the Division 53 website as needed
4. Verify APA and Division compliance on each application received
5. Create ballot for members of the committee
6. Copy and distribute applications to committee members
7. Correspond with applicants as appropriate
8. Follow up with APA fellow office
9. Procure certificates
10. Maintain supply of forms

Awards
In the years that the Division offers awards, the Executive Secretary will:
1. Receive electronic applications
2. Generate score sheet
3. Generate one file with all applications
4. Distribute score sheet and applications electronically to committee members
5. Correspond with committee chair and applicants
6. Distribute or process disbursement forms as required
7. Procure certificates (see meetings above)

Database Management
The Database Manager ensures the smooth operation of member communication and maintenance of membership records to include:
1. Enter data for new members, renewals, and address changes
2. Adjust software as needed
3. Keep welcome letter contents current and send letters to new members
4. Generating dues statements two times per year
5. Correspond with members and APA staff as needed
6. Verify listserv additions
7. Generating labels for Division mailings and backstarts to journal publishers and other correspondence with publishers
8. Send data to student reps
9. Generate membership statistics and correspond with Membership Public Interest Committee Chair
10. File member-related application and renewal forms and correspondence
11. Deposit dues payments
12. Process charge card payments and report same to treasurer

Miscellaneous
The central office supports the members of the Division’s Board of Directors as requested. Typical functions include:
1. Responding to requests for Tax ID
2. Maintain board roster and backup of electronic files
3. Negotiate printing and maintain stationery and office supplies
4. Bookkeeping and respond to budget queries
5. Work with officers re Bylaws and Officers’ Manual changes
6. Draft and edit articles for newsletter as requested and appropriate
7. Correspond with APA re child divisions directory, schedule and coordinate conference calls
8. Correspond with officers of the Interdivisional Task Force for Child Mental Health as appropriate

Timetable for Required Actions
See Officer Timetables section of this document.
COMMITTEES OF DIVISION 53

Chairs of six standing committees are designated a priori. The Awards Committee and Nominations and Election Committee are chaired by the Past-President; their term as chair begins at the APA meeting at which they serve as President. The Task Force for Dissemination of Evidence-Based Practice and the Task Force on Ethnic Minority Children and Adolescents are chaired by individuals appointed by the President during his or her President Elect term. The Publications and Communications Committee is chaired by the President. The Finance Committee is chaired by the President.

The President, in consultation with the Board of Directors, forms other committees as needed. These include the Journal Editor Selection Committee and the Newsletter Editor Selection Committee. The Journal Editor Selection Committee is appointed two years prior to the time a new editor is to assume editorial responsibilities. The Chair of the Newsletter Editor Selection Committee is appointed by January 1 of the year prior to the beginning of a new editorial term.

In addition, three standing committees are chaired by a Member-at-Large elected specifically to fill this role. These include the Science and Practice Committee, the Education and Standards Committee and CE Director, and the Membership and Public Interest Committee.

**Awards Committee**

This committee shall be chaired by the Past President (beginning at APA while still serving as President); other members may include the Past Past President, President, and President Elect. The committee serves for a one-year term; it is recommended the committee convene at APA (with the current Past President, President and President Elect) after soliciting names at the Board of Directors’ meeting to vote on the subsequent year’s Distinguished Career Award winner. Current members of the Executive Committee are not eligible to receive this award. The Past President is responsible for approving the copy to appear on the plaque as drafted by the Executive Secretary. The Distinguished Career Award winner will give a lecture at the APA Annual Convention and the Division’s Officers will honor the award winner with a dinner on Friday night of the Convention. The Past President will present the plaque(s) during the Convention.

**Nominations and Elections Committee**

This committee shall be chaired by the Past President (beginning at APA while still serving as President); other members may include the Past Past President, President and President Elect. The committee serves for a one-year term; it is recommended the committee convene at APA (with the current Past President, President and President Elect).

Generally, this committee oversees and carries out the solicitation of nominations for Division officers of the Board of Directors. The elections are administered by APA’s election office.

Specific duties include:

1. **Call for nominations.** In the fall issue of the journal and the newsletter, a call for nominations (including self nominations) should be published. In addition, the call for nominations for the available offices should be e-mailed via the Division listserv to all Division members eligible
to vote. Nominations can be sent to the committee chair or, if preferred by the committee chair, to the Executive Secretary.

2. After a slate of nominees has been completed, it shall be submitted to the Board of Directors for approval. Special note should be made of those nominees placed on the ballot as a result of the discretion of the Nominations and Elections Committee, with the rationales for such action. Depending on the timing of the Division’s midwinter meeting, the submission to the board can be made at this meeting but must be approved by the board in time to submit the slate to APA’s election office by late January.

3. Compile the slate for submission to APA’s election office, usually in late January or early February. In compiling a slate of candidates, the Past President should keep in mind that only full Members of APA and Division 53 may stand for election.

4. Solicit candidate statements including background descriptions and limited to 150 words. In addition, candidates for President should submit position statements limited to 200 words. These descriptions and position statements will be published in the March newsletter, prior to the mailing of ballots by APA.

5. Forward the slate to APA election office, to be included in the election conducted by APA.

6. Inform the Board of Directors of the election results. The newly elected officers should be briefly informed of their duties by the Past President and the Executive Secretary should be directed to send them a copy of the Officers’ Manual and the Bylaws. The newly elected officers should be encouraged to attend the August APA Business and Board of Directors meetings.

In the event that the Past-President is on the election ballot, the President of the Division should assume the duties as Chair of the Elections Committee.

**APA Program Committee**

This committee is appointed yearly by the President Elect. Annually, the President Elect Designate appoints a Program Co-Chair Designate shortly after the election. That person serves on the program committee for the next APA annual convention. The subsequent year, that person serves as Program Chair (while the person who appointed him or her serves as Past President).

**Program Chair Responsibilities**

* Solicit and Evaluate Submissions*

1. Attend training session while serving as Program Co-Chair.

2. Let APA know for Call what types of submissions will be accepted (e.g., posters, symposia)

3. Attend the Division’s Board of Directors Meeting at APA, and if needed, at midwinter meeting

4. Arrange review committees for submitted symposia and posters

5. Hire and train someone to be familiar with APA database program for entering program

6. Solicit possible guest speakers and invited symposia. The Division’s Board of Directors is a good source of ideas
7. Send acceptance notifications for poster and symposia submissions using the APA on-line system. APA recommends “Accept your submission” rather than poster. Send rejection notifications for poster and symposia submissions using the APA on-line system.

8. Manage ongoing requests and correspondence with APA regarding invited and submitted programming, including requests for co-listing and co-sponsorship with other divisions, author changes, etc.

9. Manage continuing education submissions

10. Write articles for spring and summer newsletter (re: program) and select programming to highlight in Monitor and in APA program

11. Submit required reports to APA (summary sheet due in January) and to the Division’s Board of Directors (for summer meeting).

Schedule the Program

APA will indicate how many program hours are available and on what program days they are distributed. Typically we receive 21 program hours, 14 substantive and 7 non substantive.

1. Work with the Executive Secretary to plan the social hour, otherwise known as Internships and Postdocs on Parade. The Executive Secretary will contract bartenders and food. APA will schedule the hotel room and then send information on the catering contact person at the hotel. This function is typically shared with Division 54.

2. Contact Division 54 early in the planning process to discuss a mutually agreeable day, time, and agenda for the social hour.

3. Submit your program submissions to APA’s convention office. Keep the following in mind when making the program submissions:
   - The board meeting will count as program hours unless it is not listed in the program. It is therefore important to so note this at the time of submission. Board meetings are scheduled from 4:00 p.m. until 8:00 p.m. the evening before the convention opening.
   - Up to 40 posters can be scheduled in a poster session, which can run for 50 minutes or 1 hour 50 minutes.
   - The instruction packets mailed by APA are generally quite helpful, but you will still find yourself contacting the Executive Secretary or APA convention office staff.

4. As soon as you have finalized the program and entered it in the APA database, get a copy of the program to the Division Newsletter Editor. Typical coverage of convention programs are:
   - A general article in the spring issue
   - Full coverage in the summer issue that includes exact times and room assignments for each program

5. Optionally, you may want to write an eye-catching article on the upcoming program

Track Required Components of Program

1. Board meeting
2. Presidential talk
3. Distinguished career talk

4. Presidential invited symposium

5. Poster sessions—it may be possible to group these by general themes (e.g., externalizing disorders, assessment issues, etc.) If someone has more than one poster, APA suggests that they be scheduled in different sessions. However, feasibility issues sometimes conflicts with this goal.

6. Occasionally there is a question about whether to give program time to the graduate representatives to set up a symposium. This has been done at times. The Hospitality Suite is another option for programming.

**Attend Division 53 Board of Directors and Business Meetings**

The APA Program Chair and Co-Chair attend the Board of Directors meetings as non-voting members but contribute to discussions during these meetings and will be compensated up to $1500 for attending any regular meeting of the Division. In addition, since the APA Program Chair and Co-Chair may have to stay for the entire APA Convention the Division will pay for four nights in a hotel since expenses will likely be more than the $1500 allowed.

**Timetable for Required Actions**

See the section of this document: Officer Timetables.

**Publications and Communications Committee**

The Publications and Communications Committee shall consist of the Division’s Board of Directors, and shall be chaired by the President. The purpose of the Committee is to set policy for and supervise publication of the journal, newsletter, and all other Division publications.

**Finance Committee**

The Finance Committee shall consist of the President, President Elect, Treasurer, and an ad-hoc member appointed by the President, typically the Liaison to the journal publisher. The purpose of the committee is to set fiscal policy and to monitor the Division’s finances.

**Investment Risk**

The following policies will guide the committee in their investment deliberations.

1. The endowment fund shall be viewed as a long-term and not as a short-term investment.

2. Security of investment will be achieved by a balance of insured or government backed securities, and equity mutual funds.

3. Bonds and treasuries will be purchased in a mutual fund, versus individual securities.

4. Given the long-term perspective of the endowment fund it is anticipated that most funds will be in equities.
5. The annual investment will be 25% in bonds and or treasuries and 75% in equities. Given the historical difference in the growth rate of the two classes of securities over time most funds will be in equities.

**Purpose of the Endowment Fund**
The following policies will be kept in mind regarding the purpose of the Division’s endowment fund.
1. Capital is to be preserved and grow at least 1% above inflation.
2. The income generated will be used for grants, awards, initiatives and not for ordinary expenses.
3. The annual expenditure for grants and awards will be suspended if endowment income does not exceed the inflation rate.

**Investment Authority**
Specific investments will be made by the Treasurer with the agreement of the current President and the majority approval of the Finance Committee members.

The name of the current President and Treasurer will appear on all accounts with both Treasurer and President being authorized to act on the account.

**Endowment Report**
The Treasurer will annually report on the status of all investments and provide accounts status reports to the Board of Directors as part of the annual Treasurer’s report.

**Journal Editor Selection Committee**
The Chair and members of the Journal Editor Selection Committee shall be appointed by the President, in consultation with the Board of Directors, two years prior to the time a new Journal Editor is to assume editorial responsibilities.

Generally, the Journal Editor Selection Committee solicits nominations for the position of Journal Editor, reviews credentials of individuals so nominated, and reports to the Board of Directors the results of the search, along with committee recommendations to the Board of Directors.

**Duties**

*Solicitation of Nominees*
Nominees are solicited both by formal and informal means. Formal solicitation is made by announcing in the journal that the selection of Editor Elect is underway. Ideally, this announcement appears at least 18 months before the appointment is made and continuously in each journal issue up until the time that the committee makes recommendations. The announcement should include:
1. A statement describing the position
2. The materials (e.g., vita, names of persons who can provide letters of recommendation) that are needed

3. The address of the committee chair to whom the materials should be sent. If other places for announcing the position can be obtained (e.g., APA Monitor, the Clinical Psychologist), these should actively be sought perhaps two years in advance of the need to make final recommendations to the Board of Directors.

Further contacts can be made by the committee chair informally. Editors, Associate Editors, and Board Members of journals related broadly to developmental, clinical, and associated areas receive a personal letter from the Chair announcing the position.

**Preparation of Materials**

For self- or other nominated, a set of materials is routinely requested. These include:

1. Vita
2. List of three or four persons who could provide letters of recommendation for the nominee
3. Statement about the journal, what types of changes if any the nominee would wish to effect, the scope of the journal in relation to developments in the field, policy issues, and other matters.

Although a few general dimensions are specified for this statement, the nominee is encouraged to evaluate the journal and the field of clinical child and adolescent psychology and their interface along any directions he or she may wish. The nominee is also encouraged to note any previous editorial experience that may be pertinent to the committee.

The main task of the chair at this point is to write persons who will prepare recommendation letters, to assemble a file on each nominee, and to monitor completion of materials. When the file is complete for each nominee, the evaluation process can begin.

**Evaluation of Candidates**

1. The evaluation process begins with the mailing of a complete packet of materials on each nominee to committee members. The members are encouraged to study the materials.

2. The chair then calls each member individually to discuss issues and first impressions and to see if there are any special problems, and possibly the need for further information or materials about a candidate.

3. After each Committee member is individually contacted, all members are contacted as a group via a conference call. There may be need for separate individual and conference calls to help reach a tentative consensus.

**Recommendation to the Board of Directors**

The evaluation process leads to a slate of recommended persons who could serve as Editor Elect. An ordered list, which constitutes a recommendation, is provided to the Board of Directors. This list is prepared in a letter to the President along with all the evaluation materials for each of the nominees. Materials are presented for all nominees, independent of their rank in the final list of recommendations.
The process of nominating the Editor Elect is complete when the Board of Directors makes and passes a formal motion for the final nominee. The President notifies that nominee. If he or she accepts, other nominees are contacted to report the results of the selection process.

**Newsletter Editor Selection Committee**

The Chair and members of the Newsletter Editor Selection Committee shall be appointed by the President by January 1 of the year prior to the beginning of a new editorial term.

The purpose of this committee is to solicit nominations, review credentials of individuals so nominated, and report to the President and Board of Directors the results of the search process, along with recommendations for selection.

**Duties**

*List Prospective Candidates*

Solicitation of nominees may occur by polling the Board of Directors at the midwinter meeting or by other more formalized advertising methods as determined by the committee.

*Contact Nominees*

Candidates are asked to provide:
1. Curriculum vitae
2. Statement of interest, any prior editorial experience, and perspectives on the direction the newsletter might take under their leadership

*Review Credentials and Recommend*

After the committee as reviewed all vitae and statements of interest and have reached consensus, the chair makes the committee’s recommendation to the President and Board of Directors at the August APA meeting.

*Inform Nominees*

Following board approval, the committee chair notifies the successful candidate. If he or she accepts, other nominees are contacted to report the results of the selection process.

**Science and Practice Committee**

This committee is chaired by a Member at Large elected specifically for this purpose, and serves a three-year term as chair.

**Duties**

1. Review the current literature and recommend areas to be considered for publication by the Division, including brochures, monographs, and books
2. Generate ideas and recommend to the Board of Directors topics on which the Division may wish to take an initiative in forming task forces related to current professional concerns
3. Oversee the functioning of the Student Research Award Subcommittee (NOTE: As of February, 2009, this award has been disbanded for the present time.)

**Education and Standards Committee and CE Director**

This committee is chaired by a Member at Large elected specifically for this purpose, and serves a three-year term as chair.

**Duties**

1. Review and recommend policy on training standards at the following levels:
   - Predoctoral graduate education
   - Predoctoral clinical internships
   - Postdoctoral training
   - Professional practice and specialty certification (e.g., ABPP)
2. Develop and monitor continuing education opportunities for members at:
   - Regional and national conferences
   - Preconference institutes at national meetings.
3. Maintain liaison relationships as assigned by the President. Anticipated assignments will be:
   - Committee on Accreditation
   - Council of Specialties
   - Task Force on Professional Child and Adolescent Psychology
   - Additional liaison and task force assignments will be made as deemed appropriate by the President.
4. Maintain linkage with the APA Education Directorate, sharing issues of concern to the Division with this directorate as needed and communicating relevant issues to the Division’s Board of Directors and membership. Mechanisms for communication may include reports at the Division’s Board of Directors meetings, newsletter articles, postings on the Division’s listserv, and presentations during the APA Annual Convention.

**Membership and Public Interest Committee**

This committee is chaired by a Member at Large elected specifically for this purpose, and serves a three-year term as chair.

**Duties**

*Recruitment of New Members*

Following are recruitment tools for consideration.
1. Solicit new members through a broad-based mailing with Directors of Clinical Training of all graduate programs and clinical child internship programs. Include in this mailing several application forms along with a cover letter describing the Division and requesting that the director distribute the applications to students and faculty interested in clinical child
psychology. Names and addresses of programs and Directors are listed in the directories published by APIC.

2. Submit a copy of our membership application to our journal and newsletter editors for publication as needed.

3. Work with the Journal Editor to send a membership invitation to authors published in the journal who are not members of the Division.

4. Contact relevant divisions, journals and societies to facilitate a reciprocal listing of calls for membership between our journal and their journals or newsletters. Once they have agreed to reciprocate, send a copy of our advertisement to their editor and forward a copy of their advertisement to our editor for publication. Agreements of this nature have been made with Division 37 and with Division 54. Editors of these newsletters should be contacted once per year to assure continuation and to provide and request any corrections to the published material.

5. Send an invitation to Consulting Editors of the *Journal of Clinical Child Psychology* who are not members of the Division.

6. Offer all students a first-year free membership in the first year they join.

7. Offer free memberships to all students who are a member of APA.

*Maintain a Record of Membership Activity*

The Chair of this Committee maintains a record of membership activity for the Board of Directors by attending to the following:

1. Obtain an updated list of members (including new and dropped members during the year) from the Division’s central office three weeks prior to each Board of Directors Meeting.

2. Prepare a Membership and Public Interest Committee Report for each Board of Directors Meeting. This report should include:
   - Total number of members in each of the five membership categories
   - Number of new members during the current year
   - Number of dropped members
   - Summary of completed recruitment activities
   - Specific recruitment activities proposed for the remainder of the year
   - Any other membership-related topics or issues that need to be brought to the attention of the Board

*Task Force for Dissemination of Evidence-Based Practice*

This task force is chaired by a member of the Division who is appointed by the President and carries out activities aimed at promoting the application of scientific evidence to clinical practice with children and adolescents. The activities of the task force may include review of empirical studies, characterization of the states of evidence on various intervention or assessment procedures, and/or dissemination of information to practitioners and others involved in providing assessment, treatment, or care of children and adolescents. The Chair of the Task Force for Dissemination of Evidence Based Practice attends the Board of Directors meetings as a non-voting member but contributes to discussions during these meetings and will be compensated up to $1500 for attending any regular meeting of the Division.
Task Force on Ethnic Minority Children and Adolescents

This task force is devoted to addressing the mental health needs of ethnic minority youth by advancing education, training, practice, and science of clinical psychologists who serve ethnic minority youth and their families. The task force is responsible for developing Division-sponsored grants, awards, and other projects that serve to enhance the knowledge-base on ethnic minority youth and families. The task force may work in partnership with other sections of the Division (i.e., Member at Large, Education and Standards; student advisory committee) and other Divisions to produce surveys or solicit member-driven projects to determine how the Division might best direct its efforts to address the mental health needs of ethnic minority youth.

The task force may also advocate for topics relevant to ethnic minority youth, be present at APA convention programming and other regional conferences, and may also work to develop guidelines for research and practice relating to mental health in ethnic minority youth. The Chair of the task force and the members of the task force, in cooperation with the Division’s Board of Directors will develop the agenda for the task force each year with the expectation of measurable and identifiable products from the task force. This task force is chaired by a member of the Division who is appointed by the President and the membership of the task force is comprised of Chair-solicited volunteer members of the Division. The Chair of the Task Force on Ethnic Minority Children and Adolescents attends the Board of Directors meetings as a non-voting member but contributes to discussions during these meetings and will be compensated up to $1500 for attending any regular meeting of the Division.

Fellows Committee

This committee was formed in 2000, shortly after establishing Division 53. The policies and criteria outlined below represent an initial set of guidelines, but remain subject to review by the entire Board.

Duties

The chair of the Fellows Committee is appointed by the Division President for a three-year term and is responsible for overseeing all aspects of the selection of fellows for the Division.

These responsibilities include:

1. Identify five fellows to serve on the review committee

2. If the review committee makes a positive recommendation to the Chair concerning a specific applicant, the Chair is responsible for writing a letter of support for the applicant and submitting this letter along with the applicants’ dossier to the APA Membership Committee for final determination. If an applicant fails to receive a positive evaluation by the Division Review Committee, the Chair is responsible for notifying the applicant of the negative decision and letting the applicant know about the appeals process if the applicant so desires. The Chair is also responsible for overseeing the appeals process when necessary.

3. Make a status report to the Division’s Board of Directors at the APA meeting and at the midwinter meeting.
Most requests for Fellows applications come to the central office. The central office responds to requests for applications by mailing the appropriate APA packet (different for initial and current applicants), the Division’s minimum qualifications, and a cover letter.

Policies and Criteria

Fellow status in the American Psychological Association is formal recognition by professional peers that an individual has achieved great distinction in his or her field. Election to Fellow status in Division 53, Society of Clinical Child and Adolescent Psychology, requires evidence of outstanding contributions or performance in the field of psychology, specifically in the area of clinical child and adolescent psychology. Fellow status requires that a person’s work have had a national impact on the field beyond local, state, or regional levels. A high level of competence or steady and continuing contributions are not sufficient solely to warrant Fellow status.

In order to demonstrate outstanding contributions or performance in clinical child and adolescent psychology, the applicant must be able to provide (a) documentation of sustained contributions or performance in clinical child and adolescent psychology over a period of a minimum of five years, (b) evidence of distinctive contributions to clinical child and adolescent psychology that are recognized by others as excellent, and (c) data exhibiting a documented impact beyond the immediate setting in which the candidate/nominee works.

There is no single criterion upon which approval for Fellow status can be based for a recommendation to the APA Membership Committee and APA Council of Representatives. Examples of such contributions include strong impact of publication on the particular area of clinical child and adolescent psychology, strong impact through community service, work that has been cited by others, presentation of papers, chairing symposia, conducting workshops, holding office in psychological organizations, influencing legislation, receiving awards or grants, documented innovations in clinical child and adolescent psychology, or production of empirically supported interventions. Single or even repeated performance of these activities are expected of a noteworthy professional; Fellow status is awarded based on long-term impact and broad achievement contributing to the science and practice of clinical child and adolescent psychology.

The Division seeks to recognize a variety of exceptional contributions that significantly advance the field of clinical child and adolescent psychology including, but not limited to, theory development, research, evaluation, teaching, intervention, policy development and implementation, advocacy, consultation, program development, administration and service, model service delivery, and empirically supported clinical applications.

Minimum Qualifications

1. The receipt of a doctoral degree based in part on a psychological dissertation or from a program primarily psychological in nature.
2. Prior membership as an APA Member for at least one year and a Member of Division 53, Clinical Child and Adolescent Psychology.
3. Active engagement at the time of nomination/application in the advancement of psychology in any of its aspects.
4. Ten years of acceptable professional experience subsequent to the granting of the doctoral degree.
5. For initial applicants, supporting letters from at least three APA fellows who are familiar with the applicant’s work with supportive statements attesting specifically to significant contributions to psychology and to clinical child and adolescent psychology.

6. Self-statement identifying applicant’s significant contributions to psychology in general, and to clinical child and adolescent psychology in particular, with a curriculum vita in which these contributions are highlighted.

History Committee

The President appoints the chair with advice from the Board of Directors. The chair appoints additional members as needed. This Committee documents past actions that are relevant to the Division’s history.

Student Advisory Board

The Student Advisory Board (SAB) was formed in 2010 to provide students an opportunity to become involved in the Division’s governing activities. The SAB works closely with the Student Representatives. The SAB consists of three committees.

Program Committee

This committee will work with other Division 53 board members to plan student oriented programming at APA and potentially other clinical child and adolescent conferences (e.g., Kansas Conference). Members of this committee will contribute ideas to help create and coordinate discussion panels, social hours, and other programming at conferences. Ideally, students will participate in and help run discussions and events at conferences.

Duties include:
1. Network with students and professionals in the field to generate topics of interest for conference programming
2. Help plan and orchestrate student activities at conferences
3. Attend APA and regional conferences to implement programming ideas

Membership Committee

The membership committee will help recruit and retain new members and enhance membership in the Division. Members of this committee will be in charge of connecting with the undergraduate and graduate school community to spread information about Division 53 activities and membership benefits.

Duties include:
1. Develop relationships with undergraduate colleges and universities
2. Identify liaisons at colleges and universities willing to share information about Division 53 in their area and encourage student membership
3. Explore ways to increase and maintain student membership (emails, local meetings, communicating with training programs)
4. Network & promote student membership at conferences

Student Recognition Committee

This committee will encourage student participation by recognizing research and activities of current students in clinical child and adolescent programs. Committee members will be in
charge of soliciting, selecting and writing a brief article highlighting the achievement of students throughout the year in the Division 53 newsletter. This committee will also help develop and oversee the student portion of the Division 53 website.

Duties include:
1. Organize nominations for student recognition
2. Review student recognition applications
3. Select a student to highlight in the Division 53 quarterly newsletter and write an article on this student
4. Generate ideas for the student section of the Division 53 website
5. Organize materials to be posted on the website
LIAISONS

Liaison to Journal Publisher

This position is to be filled continuously because it is essential for the functioning of the Division. The liaison duties should be assigned, if at all possible, to an elected member of the Board of Directors. All decisions of a substantive, policy, or financial matter must be approved by the Board of Directors before any official agreement with the publisher can be authorized. All correspondence between the Liaison and the publisher should be copied to the Journal Editor, President, and Secretary.

Major Responsibilities

Maintaining Contact with Publisher Regarding Business and Financial Arrangements

1. Monitor the profit and loss status of the journal
2. Communicate regarding the past issues’ inventory
3. Participate in contract negotiations with the publisher
4. Negotiate on behalf of the Division regarding all special projects and published supplements to the journal
5. Respond to questions related to advertisements and special promotions for the journal and other Division materials.

Encourage Subscriptions, Especially Institutional Subscriptions

1. Monitor contract arrangements and subscription increases and decreases.
2. Devise and carry out strategies to increase institutional subscriptions.

Fulfill Other Responsibilities Assigned by the Board of Directors

Other Professional Organizations

Division 53 recognizes the overlap of professional interests and organizational missions of other professional organizations and our own, both within and outside APA. Historically, we have appointed liaisons to specific organizations within APA, including Division 37, Division 54, the APA Committee on Children, Youth, and Families, and Division 16. However, the creation of the Interdivisional Task Force for Child Mental Health in 2001 makes liaisons to child-interest divisions repetitive as long as the Division has a liaison for the task force.

This section lists potential liaisons based on recent activities of Division 53, and describes a general role for individuals serving as liaisons. However, none of the liaisons in this section are permanent, and new priorities are likely to arise. Liaisons with other professional organizations are to be reviewed periodically, with the time to review specified by the Board of Directors. Liaisons in this section will be appointed by the President, in consultation with the Board of Directors of Division 53.
To facilitate this review, the Executive Secretary will maintain a list of current liaisons, including:

1. The individual specified as liaison
2. The period for the individual’s appointment as liaison
3. Funding attached to the liaison position (e.g., travel allocation)
4. Name of individual from the Board of Directors who is the official contact for the liaison.

Typically, one of the Members-at-Large will serve in this capacity and will be able to provide an update on the activities of the liaison.

This list should be reviewed during the midwinter meeting of the Board of Directors. The Board of Directors should vote annually on continuing liaisons and establishing new liaisons.

**General Roles**

1. Provide a report on activities and interests of the Division that might relate to the activities and interests of the other organizations
2. Facilitate development and continuation of joint projects, such as task forces
3. Monitor progress of any joint projects in order to report back to the respective Boards of Directors
4. Facilitate joint activity related to APA governance, such as co-sponsorship of nominees to APA Boards and Committees.

**APA Committee on Children, Youth, and Families**

This committee meets twice per year, and invites participation from a representative (non-voting) from Division 53. Liaisons are required to attend both meetings, and to provide a report to the Board of Directors at the midwinter and APA meetings. If possible, the Liaison should be a member of the Division’s Board of Directors. This Liaison is appointed for at least a two-year term and is usually the senior Member at Large.

**Other Divisions**

The creation of the Interdivisional Task Force for Child Mental Health in 2001 makes liaisons to child-interest divisions repetitive as long as the Division has a liaison for the task force. In the interest of maintaining a record of these liaison positions, the following descriptions are provided.

**Division 12**

*History*

From 1962 through 1999, Division 53 was a section of Division 12 (Section 1: Section on Clinical Child Psychology). From 1967 through 1999, Section 1 elected a Representative to the Division 12 Board of Directors. This Representative was a member of both Division 12 and Section 1, and voted on matters before the Division 12 Board. With the establishment of Division 53, this Representative office ceased to exist. Although a continued close working relationship with Division 12 was envisioned throughout the process of forming Division 53, at the 2005 midwinter meeting the divisions agreed to an amicable separation.
Responsibilities

The Liaison to Division 12 is to be appointed yearly by the President from a member of the current Board of Directors. If possible, this should be a member who also serves on the Division 12 Board of Directors. The Liaison serves from January through December. The Liaison is required to attend both the Division 12 and Division 53 Board of Directors meetings at APA and at the midwinter meeting.

Division 37

History

When the Division 53 Standing Committee on Ethics and Social Responsibility was terminated in February, 1986, due to its overlapping functions with Division 37, it was felt that there remained a need for close communication and liaison with Division 37. President James Johnson, in conjunction with the Board of Directors, appointed the first liaison in 1986. The general purpose of this position is to exchange information between Division 37 and Division 53 regarding joint clinical child and social/ethical/policy activities of the two groups. However, creation of the Interdivisional Task Force for Child Mental Health in 2001 makes a Division 37 liaison repetitive as long as both divisions have a liaison for the task force.

Responsibilities

The Liaison to Division 37 has historically been appointed yearly by the President from a member of the current Board of Directors. If possible, this should be a member who also serves on the Division 37 Board of Directors. The Liaison serves from January through December. The Liaison is required to attend both the Division 37 and Division 53 Board of Directors meetings at APA and at midwinter.

Division 54

History

Because professional interests of Divisions 53 and 54 are similar, and there exists a desire to exchange information of interest to both groups, a position of Liaison to Section 5 (now Division 54) was established by the Board of Directors at the August, 1987 meeting. The Liaison to Division 54 is appointed yearly by the President from a member of the current Board of Directors. If possible, this should be a member who also serves on the Division 54 Board of Directors. The liaison serves from January through December. However, creation of the Interdivisional Task Force for Child Mental Health in 2001 makes a Division 54 liaison repetitive as long as both divisions have a liaison for the task force.

Responsibilities

The Liaison is required to attend both the Division 54 and Division 53 Board of Directors meetings at APA and at midwinter.

Division 16

History

Because of mutual professional interests in the mental health service delivery to children, together with training of professional child psychologists, it was felt that a formal relationship should be pursued with Division 16. President Jean Elbert initiated the relationship in 1995, and
served as the first Liaison. The general purpose of this position is to exchange information between Division 16 and Division 53 regarding joint professional child and training issues of the two groups. When the Liaison was established, there were no individuals serving on both Boards of Directors, and it was decided to appoint two liaison individuals, one from Division 16 and one from Division 53, to attend the respective midwinter and APA Board of Directors meetings. However, creation of the Interdivisional Task Force for Child Mental Health in 2001 makes a Division 16 liaison repetitive as long as both divisions have a liaison for the task force.

Responsibilities

The Liaison to Division 16 is appointed yearly by the President, and if possible, should be a member who also serves on the Division 16 Board of Directors. The Liaison serves from January through December. The Liaison is required to attend both the Division 16 and Division 53 Board of Directors meetings at APA and at midwinter.
## President Elect’s Timetable

<table>
<thead>
<tr>
<th>Season</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summer</strong></td>
<td>• Make final decision about midwinter meeting time and location and present to board at the APA convention  &lt;br&gt; • Appoint student rep who will begin service the next January  &lt;br&gt; • Meet with President and central office staff during the APA annual meeting to review duties and timelines for the presidential year  &lt;br&gt; • Edit minutes of summer board meeting and return to Secretary within two weeks</td>
</tr>
<tr>
<td><strong>Fall</strong></td>
<td>• Work with President to appoint committee and task force chairs  &lt;br&gt; • Work with board and central office to develop midwinter program  &lt;br&gt; • Work with President to appoint liaisons and chairs for committees, task forces  &lt;br&gt; • Ensure the Division’s Program Chair has the names of award winner(s’) so that the winner(s’) name(s) and paper title(s) appear in the APA Program</td>
</tr>
<tr>
<td><strong>Winter</strong></td>
<td>• Work with APA Program Chair to finalize convention sessions and schedule requests for the next year’s convention</td>
</tr>
</tbody>
</table>
### President’s Timetable

<table>
<thead>
<tr>
<th>Month/Season</th>
<th>Activity</th>
</tr>
</thead>
</table>
| **January**  | • Continue to work closely with the Program Chair to ensure scheduling of the Division business meeting, the presidential address, special awards (e.g., Distinguished Career Award), invited addresses, submitted presentation, and social hour  
• Continuing work started as President Elect, appoint liaisons to other professional organizations as specified by the Board of Directors  
• Continuing work started as President Elect, complete the committee, task force, and liaison appointments form as provided by central office staff and returns it for updating the Division board roster  
• Write President’s Message for publication in the spring issue of *In Balance* (this is usually due by February 1)  
• In years necessary (see schedule of appointed officers at the beginning of this manual), the President shall appoint from among the Board of Directors a Newsletter Editor Selection Committee in the year preceding the beginning of a new three-year editorial term  
• In years necessary (see schedule of appointed officers at the beginning of this manual), the President in consultation with the Board of Directors, shall appoint the chair and members of the Journal Editor Selection Committee two years prior to the time a new editor is to assume editorial responsibility for the journal  
• Work with the Past President and officers of other child divisions to gain consensus on nominations to APA boards and committees and to submit the Division’s ballot to APA accordingly |
| **Winter**   | • Working with central office, finalize agenda for midwinter board meeting  
• Preside at midwinter board meeting  
• Edit minutes of meetings and return to secretary within two weeks of receipt |
| **Spring**   | • With Past President, review and approve or correct copy presented by the central office for plaques of appreciation for members of the Board of Directors who are completing their current term of service to the Division |
| **April**    | • Write President’s Message for publication in the summer issue of *In Balance* (this is usually due by May 1) |
| **Summer**  | • Working with central office, finalize agenda for summer board meeting  
• Preside at summer board meeting  
• Preside at the business meeting  
• Present plaque to the Past President  
• Edit minutes of meetings and return to secretary within two weeks of receipt |
<table>
<thead>
<tr>
<th>Month/Season</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>August</td>
<td>• Write President’s Message for publication in the fall/winter issue of <em>In Balance</em> (this is usually due by August 15)</td>
</tr>
<tr>
<td>September</td>
<td>• Working with central office staff, president, and newsletter editor, prepare newsletter article for next year’s election of officers</td>
</tr>
</tbody>
</table>
| Fall        | • Notify and congratulate award winners in time for them to make plans to attend APA convention  
              • Offer the winner the option of attending the APA business meeting to receive the award, and inform recipient of funding available for travel to APA  
              • Work with committee to select slate from nominations received by the central office (begin the work of Past-President) |
| On-going    | • Coordinate activities between divisions, APA, and other organizations. This includes endorsement of candidates for APA boards and task forces  
              • Prepare agendas for monthly teleconferences, preside at meeting, and edit minutes within two weeks of receipt from secretary |

### Past Presidents Timetable

<table>
<thead>
<tr>
<th>Month/Season</th>
<th>Activity</th>
</tr>
</thead>
</table>
| January     | • Working with the central office, complete the annual APA report of Division activities for the previous year  
              • Prepare report to the board for midwinter meeting  
              • Review distinguished career award nominations with committee |
| Midwinter   | • Attend board meeting |
| Winter      | • Working with newsletter editor, solicit resumes and statements from candidates for election of officers  
              • Edit minutes of meetings and return to secretary within two weeks of receipt |
| Spring      | • Approve copy for plaques to be presented at APA convention as drafted by central office |
| June        | • As soon as results are received from APA, inform all officer candidates and invite winners to attend the summer board meeting  
              • As soon as winners have been contacted inform board and central office of winning candidates  
              • Request appropriate information from the President and from the award recipient(s) for the purpose of introductions at the APA convention |
<p>| July        | • Prepare report to board for summer board meeting |</p>
<table>
<thead>
<tr>
<th>Month/Season</th>
<th>Activity</th>
</tr>
</thead>
</table>
| August       | • Attend board meeting  
              • Introduce the presidential address and the Distinguished Career Award recipient at the APA convention  
              • Present distinguished career award plaque to winner of the award as chosen the previous year |
| Fall         | • Edit minutes of summer board meetings and return to secretary within two weeks of receipt |

**Secretary’s Timetable**

<table>
<thead>
<tr>
<th>Month/Season</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>• Assist central office staff with board roster as necessary</td>
</tr>
<tr>
<td>Midwinter</td>
<td>• Attend board meeting and take minutes of meeting</td>
</tr>
</tbody>
</table>
| Winter       | • Distribute minutes to board and central office staff within two weeks of meeting  
              • Finalize minutes and redistribute to board and central office staff |
| July         | • Assist central office staff with board roster as necessary  
              • Ensure that new officers receive a copy of the Officers’ Manual |
| Summer       | • Attend board meeting and take minutes of meeting  
              • Distribute minutes to board and central office staff within two weeks of meeting |
| Fall         | • Finalize minutes and redistribute to board and central office staff  
              • Working with the central office update the Officers’ Manual |
| Ongoing      | • Assist central office staff and other Division officers with correspondence as needed |
### Treasurer’s Timetable

<table>
<thead>
<tr>
<th>Month</th>
<th>Activity</th>
</tr>
</thead>
</table>
| January | • Send IRS report for previous year to APA (forms are generally sent in mid-November)  
• Prepare report for the midwinter meeting of the Board of Directors to include:  
  – Report of the Division’s year-end income/expenses  
  – Income and expenses with previous year’s budget  
  – Investment income |
| March | • Send checks to editor and associate editors to arrive by April 1 |
| April | • Check accuracy of publisher’s profit and loss statement regarding number of member subscriptions and journal’s royalty payment (royalty payment less the cost of members’ subscriptions should be received from the journal publisher and verified [wire transmission to the Division account]) |
| May | • Send checks to editor and associate editors to arrive July 1 |
| July | • Prepare report for the midwinter meeting of the Board of Directors to include:  
  1. Report of the Division’s year-end income/expenses year-to-date with budget  
  2. Income and expenses with previous year’s budget  
  3. Investment income |
| September | • Send checks to editor and associate editors to arrive by October 1 |
| December | • Send checks to editor and associate editors to arrive January 1 |

### APA Council Representative’s Timetable

<table>
<thead>
<tr>
<th>Month/Season</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>January</td>
<td>• Review material for winter council meetings</td>
</tr>
<tr>
<td>February</td>
<td>• Attend council meetings in Washington DC</td>
</tr>
<tr>
<td>March</td>
<td>• Circulate report on council activities to board and central office staff</td>
</tr>
<tr>
<td>July</td>
<td>• Review materials for summer council meetings</td>
</tr>
<tr>
<td>Summer</td>
<td>• Attend council meetings during APA convention</td>
</tr>
<tr>
<td>Fall</td>
<td>• Circulate report on council activities to board and central office staff</td>
</tr>
</tbody>
</table>
### Student Representative Timetable

<table>
<thead>
<tr>
<th>Month/Season</th>
<th>Activity</th>
</tr>
</thead>
</table>
| January      | • Prepare report to the board for midwinter meeting  
              • Submit article to newsletter editor who will then edit for publishing |
| Midwinter    | • Attend board meeting |
| May          | • Submit article to newsletter editor who will then edit for publishing |
| Summer       | • Attend board meeting  
              • Assist Program Chair with convention activities as needed |
| September    | • Submit article to newsletter editor who will then edit for publishing |
| On-going     | • Assist Membership and Public Interest Committee with recruiting student for membership in the Division |

### Central Office Timetable

<table>
<thead>
<tr>
<th>Time Period</th>
<th>Activity</th>
</tr>
</thead>
</table>
| January     | • Ensure Fellow Chair submits initial applications to APA  
              • Submit names of current fellows elected in December to APA  
              • Generate second and final dues notice the first week in January with a due date of January 30.  
              • Update board roster and distribute same at midwinter board meeting |
| Midwinter   | • Attend midwinter board meeting |
| February    | • Generate labels for Division mailings and backstarts to journal publishers and other correspondence with publishers (due mid-February)  
              • Send data to newsletter mail house for spring issue (due mid-February) |
| April       | • Generate labels for Division mailings and backstarts to journal publishers and other correspondence with publishers (due mid-April)  
              • Send data to newsletter mail house for summer issue (due late-April) |
| May         | • Correspond with board and committee members re: schedules, locations, and reports for summer board meeting  
              • Draft copy for all plaques and certificates to be presented at APA convention and send to President, Past President, and Fellow Chair for approval |
<p>| Spring      | • Gather site data and share statistics with board as directed by the President or President Elect for the summer board meeting |</p>
<table>
<thead>
<tr>
<th>Time Period</th>
<th>Activity</th>
</tr>
</thead>
</table>
| June        | • Establish master account with convention meeting hotel  
• Finalize copy for plaques and certificates and procure same  
• Pack and ship convention service booth materials to APA as specified by APA staff  
• Solicit and subsequently distribute board, committee, task force, liaison reports to other members of the board for the summer meeting  
• Send data to newsletter mail house for summer issue (due mid-June)  
• Circulate board roster to board members and ask for corrections  
• Generate labels for Division mailings and backstarts to journal publishers and other correspondence with publishers (due late June) |
| July        | • Develop agenda for convention board and business meetings with President and Past President  
• Prepare report of central office expenses and activities for the first half of year for the summer board meeting  
• Generate membership statistics and correspond with membership chair  
• Update board roster and distribute same at summer board meeting |
| Summer      | • Negotiate and contract hotel, AV, and catering as needed and with APA legal if cost estimate over $10,000  
• Attend summer board and business meetings, social events, and all other relevant convention meetings  
• Ensure that plaques and certificates are available at the appropriate place and time during the APA convention |
| August      | • Generate labels for Division mailings and backstarts to journal publishers and other correspondence with publishers (due late August)  
• Send data to newsletter mail house for fall/winter issue (due mid-August) |
| September   | • Working with Past President, President, and Newsletter Editor, prepare newsletter article for next year’s election of officers  
• Work with the Newsletter Editor, Listserv Manager, and Web Editor to ensure Division members are encouraged to give all ten of their votes to the Division  
• Generating dues statements with a due date of December 31 |
<p>| October     | • Generate labels for Division mailings and backstarts to journal publishers and other correspondence with publishers (due late October) |
| Fall        | • Establish master account with midwinter meeting hotel |</p>
<table>
<thead>
<tr>
<th>Time Period</th>
<th>Activity</th>
</tr>
</thead>
</table>
| **November** | • Correspond with board and committee members re schedules, locations, and reports for midwinter board meeting  
• Verify APA and Division compliance on each application received and correspond with applicant as needed  
• Solicit and subsequently distribute board, committee, task force, liaison reports to other members of the board for the midwinter meeting |
| **December** | • Create ballot of fellow applicants for members of the committee  
• Copy and distribute fellow applications to committee members  
• Generate membership statistics and correspond with membership chair  
• Circulate board roster to board members and ask for corrections  
• Alert President Elect of committee and task force appointments needed  
• Develop agenda for midwinter board meeting with President  
• Prepare rooming list of participants at midwinter meeting and submit to hotel  
• Prepare report of central office expenses and activities for the previous year for the midwinter board meetings  
• Generate labels for Division mailings and backstarts to journal publishers and other correspondence with publishers (due late December) |
| **Daily** | • Check and respond to e-mails  
• Enter data for new members, renewals, and address changes |
| **Weekly** | • Check and respond to US Postal Service mail  
• Verify listserv additions |
| **Monthly** | • Keep welcome letter contents current and send letters to new members  
• File member-related application and renewal forms and correspondence  
• Deposit dues payments received from non-APA members and report same to Treasurer  
• Process charge card payments and report same to Treasurer |
<table>
<thead>
<tr>
<th>Time Period</th>
<th>Activity</th>
</tr>
</thead>
</table>
| On-going    | • Maintain inventory of letterhead and supply officers with electronic version of letterhead or ship letterhead supplies to officers as needed  
• Maintain a supply of membership recruitment materials and assist with the development of these tools as requested  
• Maintain appropriate stock of recruitment materials  
• Respond to Division Interest Reports as received by APA staff with a brochure mailing to each interested APA member  
• Maintain files on routine correspondence for three years and historical files such as annual reports to APA and minutes of meetings continually  
• Work with the Fellows Committee Chair to invite applications  
• Respond to requests for fellow-status applications  
• Maintain supply of fellow application forms  
• Maintain accounts and financial records |
| Quarterly   | • Send data on new student members to student reps |
| As Needed   | • Ensure President is alerted to form search committees for journal and newsletter editors in years needed (see appointed officers election cycles at front of this manual) |

**Associate Program Committee Chair Timetable**

<table>
<thead>
<tr>
<th>Month/Season</th>
<th>Activity</th>
</tr>
</thead>
</table>
| Summer       | • Attend training session at APA meeting  
• Let APA know for Call what types of submissions will be accepted (e.g., posters, symposia) |
| October      | • Assist Program Committee Chair as needed |
### Program Committee Chair Timetable

<table>
<thead>
<tr>
<th>Month/Season</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>October</strong></td>
<td>• Solicit possible guest speakers and invited symposia. Executive Board is a good source of ideas</td>
</tr>
<tr>
<td><strong>November</strong></td>
<td>• Arrange review committees for submitted symposia and posters</td>
</tr>
</tbody>
</table>
| **January**  | • Prepare report to board for midwinter meeting  
  • Contact Division 54 to discuss a mutually agreeable day, time, and agenda for the social hour  
  • Submit your program submissions to APA’s convention office  
  • Send acceptance notifications for poster and symposia submissions using the APA on-line system. APA recommends “Accept your submission” rather than poster  
  • Send rejection notifications for poster and symposia submissions using the APA on-line system |
| **Midwinter** | • Attend midwinter meeting |
| **May**      | • Submit copy for program to the Division Newsletter Editor  
  • Submit convention highlight article to Newsletter Editor |
| **June**     | • Work with the Executive Secretary to plan the social hour, otherwise known as Internships and Postdocs on Parade |
| **July**     | • Prepare report to board for summer board meeting |
| **August**   | • If appropriate, hire and train someone to be familiar with APA database program for entering program |
| **Summer**   | • Attend summer board meeting  
  • Attend all sessions of the Division as need to ensure smooth running of convention |

Last revised August 29, 2011  
Karen Roberts, Executive Secretary