POLICIES AND PROCEDURES MANUAL

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Society for Community Research and Action

A Division of the American Psychological Association
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Section I: Bylaws

Bylaws of the Society for Community Research and Action

The Division of Community Psychology (27)

American Psychological Association

Revised August 1994 with the addition of the CEP chair as an ex-officio member of the EC in August, 2005 and the EC Representative of the Community Psychology Practice Council as an ex-officio member of the EC in August of 2010.

ARTICLE I: Name and Purpose

1. The name of this organization shall be the Society for Community Research and Action: The Division of Community Psychology of the American Psychological Association.

2. The Society for Community Research and Action: The Division of Community Psychology of the American Psychological Association is an educational and scientific organization, the purpose of which shall be to encourage the development of theory, research and action relevant to the reciprocal relationships between individuals and the social systems which constitute the community context. It shall be concerned with the application of social and behavioral science findings as they pertain to individual-social system-community relationships. It shall encourage participant-conceptualization, innovation and systematic evaluation of action programs in community settings. These community programs seek to improve human effectiveness and quality of life. The organization shall serve as a medium for exploration and discussion of issues relevant to research and practice within the field of Community Psychology.

3. No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, officers, or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of section 501(c)(3) purposes. No substantial part of the activities of the organization shall be carrying on of propaganda or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing or distribution of statements) any political campaign on behalf of, or in opposition to, any candidate for public office.

ARTICLE II: Membership

1. The Society shall consist of three classes of members: Fellows, Members, and Student Members.

2. Fellows shall be members of the Society who have made an unusual and outstanding contribution to Community Psychology.

3. Members shall be persons who demonstrate active interest in the field of Community Psychology.

4. All members will enjoy full rights in Societal membership consonant with the Bylaws of the Association; they may hold office or vote in the Society, with the exception that members who
are not also members of the American Psychological Association may not vote on, nor serve as, representatives to APA Council.

5. Fellows and Members, subject to the Bylaws of the Association, shall be elected by a majority vote of the members of the Society present and voting at any annual meeting upon nomination by the Executive Committee of the Society following action by the Membership Committee.

6. Student Members shall be students of psychology or from related disciplines who demonstrate an active interest in Community Psychology. They shall be enrolled in undergraduate or graduate programs in their discipline in a recognized college or university. Although they may not be Associates of the American Psychological Association or vote in the Association, Student Members, with the exception of holding office in the Society, will enjoy all other rights and privileges of societal membership consonant with the Bylaws of the Association.

Application for Student Member status shall be accompanied by certification of one’s student status. When an application is in good order, the Treasurer shall be empowered to enroll the applicant as a Student Member and shall report the name of the Student Member to the Executive Committee of the Society at its next meeting.

7. The Treasurer of the Society directly or through the central office of the American Psychological Association, shall notify newly elected members of their election immediately after the annual meeting. Such election shall not be effective unless initial dues are paid within two months after notification.

8. A person’s affiliation with the Society shall terminate on resignation or on failure to render fees as provided by the Executive Committee of the Society or, in the case of a Student Member, when he/she ceases to be enrolled as a student.

9. Any member may be expelled from the Society for cause by two-thirds vote of the members present and voting at an annual meeting. The vote shall be taken by secret ballot; Such vote shall be taken only upon recommendation by a special committee of three members to be appointed by the Executive Committee to investigate the particular case. The committee’s recommendation will be submitted (a) only after it has accumulated the relevant facts and has given the member an opportunity to answer the charges against him/her both in writing and by appearing in person before the committee, and (b) after the committee’s recommendations have been reviewed and approved by a majority vote, taken by secret ballot, of the Society Executive Committee.

10. On all matters calling for action by the membership of the Society, each member shall have one vote. Voting by proxy is disallowed.

ARTICLE III: Officers

1. The officers of the organization shall be a Societal President, a Societal president-elect, the immediate Past-President, a Secretary, a Treasurer, and such Societal Representatives as are provided for in Article IV of the Bylaws of the American Psychological Association.

2. The terms of office for President shall be one-year, preceded by one year as President-Elect and followed by one year as Past-President; for the Secretary, Treasurer, and Societal Representatives, three years. No officer of the Society may succeed him/herself in the same office without at least one year intervening between terms. The tenure of office for Representatives shall be so set initially as to provide for staggered terms in the future.

3. It shall be the duty of the Societal President to preside at all meetings of the Society, to serve as chairperson of the Executive Committee of the Society, to exercise supervision over the affairs
of the Society, and to perform such other duties as are incident to his/her office or as may properly be required of him/her by vote of the Executive Committee.

4. It shall be the duty of the Secretary to keep the records of all meetings of the Society and to issue calls and notices of meetings and nominations for offices of the Executive Committee. He/she shall also serve ex-officio as a member of the Nominations Committee. It shall be the duty of the Treasurer to have custody of all funds and property of the Society, to collect any special dues that may be voted in accordance with Article VIII of these Bylaws, and to make disbursements as authorized by the Societal Executive Committee or as legally required by the Society. Both the Secretary and the Treasurer are members of the Society Executive Committee.

5. It shall be the duty of the Societal Representative(s) to discharge the responsibilities specified in Article III of the Bylaws of the American Psychological Association, to carry out such other assignments as may be properly imposed by the President or Executive Committee, and to serve as member(s) of the Society Executive Committee.

6. In the case of the death, incapacity, or resignation of the President, the President-Elect shall act in his/her stead, performing all the duties incident to the office. In the case of the death, incapacity, or resignation of any other officer, the Executive Committee shall, by majority vote, elect a successor to serve until the next annual meeting of the Society.

ARTICLE IV: Executive Committee

1. There shall be an Executive Committee of the Society, consisting of the Societal President, the Societal President-Elect, the immediate Societal Past-President, the Secretary, the Treasurer, the Societal Representatives to APA Council, two Student Members, three Members-at-Large, and the Regional Network Coordinator. The Chair of the Council of Education Programs, the Chair of the Publications Committee, the editors of the American Journal of Community Psychology and The Community Psychologist, and the EC Representative of the Community Psychology Practice Council serve as ex-officio members.

2. Members-at-Large shall serve terms of three years. In order to effect staggered terms, the tenure for Members-at-Large elected at the first elections shall be planned accordingly.

3. Student Members shall serve terms of two years. In order to effect staggered terms, one Student Member shall be elected in odd-numbered years; one Student Member shall be elected in even-numbered years. Student members must have previously been active in an organized activity of the Society to be eligible to run for this office.

4. The Regional Network Coordinator shall serve a three-year term on the Executive Committee.

5. The Executive Committee shall exercise general supervision over the affairs of the Society, legislate such policies as may seem proper to the interests of the Society. This committee shall perform the duties and abide by the limitations specified in these Bylaws. Actions of the Executive Committee are subject to approval by a majority vote of the members present and voting at an annual meeting or voting in special mail or email ballots.

6. A quorum of the Executive Committee is defined as 50% of the voting membership of the EC, +1.

ARTICLE V: Nominations and Elections

1. All officers of the Society shall be elected by a majority vote of the members casting mail or email ballots. Nominations and elections shall be conducted in accordance with the rules and procedures of the American Psychological Association.
2. There shall be at least twice as many nominees as there are persons to be elected for each office or Member-at-Large position.

3. Officers and Members-at-Large of the Executive Committee shall assume office at the close of the Society Business Meeting during the annual meeting at which their elections are announced, and shall hold office until their successors are elected and assume office in their stead. If an officer or Member-at-Large of the Executive Committee fails to accept his/her election, the position shall be filled by action of the Executive Committee under Article III, Section 6, of these Bylaws.

4. The two Student Members on the Executive Committee shall be elected by a majority vote of Student Members casting mail or email ballots.

5. The elected Student Members shall assume membership in the Executive Committee on the first day following the close of the annual meeting at which their election to the Executive Committee is announced and shall retain Executive Committee membership until their successors are elected and assume their responsibilities as Student Members on the Executive Committee. If an elected Student Member fails to assume his/her membership on the Executive Committee for whatever reason, his/her place shall be filled by another Student Member until the next annual meeting of the Society upon majority vote of the Executive Committee.

6. Student Members have full voting rights in all decisions of the Executive Committee as defined under Article IV, Section 5, of these Bylaws.

7. Every three years, a Regional Network Coordinator shall be elected by a majority vote of Society members casting mail or email ballots. There shall be at least two nominees for the office of Regional Network Coordinator, selected from among members who have served or are serving as Regional Coordinator.

ARTICLE VI: Meetings

1. The annual meeting of the Society shall take place during the annual convention of the American Psychological Association and in the same locality. The Society shall seek to coordinate its program with and participate in the program of the Association, and it shall transact such business and arrange for such activities as are proper to its field of interest.

2. Other meetings may be called, as are considered appropriate and feasible, by action of the Executive Committee.

3. A quorum shall consist of those members present and voting at the annual meeting of the Society. At any other properly called and announced meeting of the Society, a quorum shall consist of not less than five percent of the membership eligible to vote on Societal business.

ARTICLE VII: Committees

1. The committees of the Society shall consist of such standing committees as may be specified in these Bylaws and such special committees as may be created by the President with the advice of the Executive Committee.

2. Committees shall serve for terms designated by the President with the advice of the Executive Committee. Their membership shall be determined by appointment by the President, subject to the provisions of these Bylaws, with the advice of the Executive Committee.

3. The Finance Committee is chaired by the Treasurer and will consist of the President, Past President, and President-Elect, and two non-executive SCRA members. The Finance Committee shall be responsible for coordination of the development of the annual budget and oversight of
the management of the budget to ensure that expenditures are aligned with the mission, goals, strategic goals and resources, and requests for support by SCRA governance and membership.

4. There shall be a Membership Committee chaired by the Treasurer. It shall be the duty of this committee to receive applications for all classes of membership, to examine the credentials of all applicants, and to make recommendations, accompanied by appropriate data regarding each applicant, to the Executive Committee in accordance with the requirements set forth in Article II of these Bylaws.

5. There shall be a Program Committee responsible for making arrangements for the program and annual meeting of the Society in accordance with Article VI, Section 1, of these Bylaws.

6. The Nominations Committee shall consist of no less than 10 members who are representative of the diverse constituencies within the Society. In addition, the Societal Secretary shall be an ex-officio member of this committee. It shall be the duty of this committee, in cooperation with the Elections Committee of the American Psychological Association, to conduct and supervise the mail or email elections of the Society as provided in Article V of these Bylaws.

7. The Committee on Fellows shall consist of at least three fellows of the Society appointed by the Executive Committee. It shall be the duty of the Committee on Fellows to receive all applications for Fellowship, to collect and consider such supporting materials as are necessary, and to recommend applicants for Fellow status in the Society, in accordance with the Bylaws of the Society. The Fellows shall be elected by vote of the Executive Committee. The Committee of Fellows shall nominate Fellows of the Society who are also members of the APA for Fellow status in the Association.

**ARTICLE VIII: Dues and Assessments**

1. Dues, assessments of special dues, and changes in dues and assessments, in addition to those of the American Psychological Association, shall be recommended by the Society Executive Committee and shall be decided by a majority vote of those Fellows, Members, and Student Members voting at an annual meeting or voting by mail or email ballot of the members.

**ARTICLE IX: Amendments**

1. The Bylaws may be amended by two-thirds vote of the membership attending any annual meeting or by a majority vote of the members voting by mail or email ballot.

**ARTICLE X: Enabling Action**

1. The new Society shall come into being and these Bylaws shall be in force when the Society and the Bylaws have been approved by the American Psychological Association.

**ARTICLE XI: Dissolution Clause**

In the event of dissolution of the Society for Community Research and Action: The Division of Community Psychology of the American Psychological Association, all remaining assets will be used and/or distributed for exclusively educational or scientific purposes within the contemplation of section 501(c)(3) of the Internal Revenue Code of 1954; and the American Psychological Association shall be designated as the organization to whom all assets be transferred in the event of dissolution of the Society. If the American Psychological Association shall not then be an organization organized and operated exclusively for scientific and educational purposes within the meaning of section 501(c)(3) of the Internal Revenue Code of
1954, distribution shall be made to such organization as will qualify for exempt status under the terms of said section.
Section II: Handbook
Purpose, Mission, and Goals

The Society for Community Research and Action (SCRA) - Community Psychology, Division 27 of the American Psychological Association, serves many different disciplines that focus on community research and action. Our members are committed to promoting health and empowerment and to preventing problems in communities, groups, and individuals.

The Vision

The Society for Community Research and Action will have a strong, global impact on enhancing well-being and promoting social justice for all people by fostering collaboration where there is division and empowerment where there is oppression.

Mission Statement

The Society for Community Research and Action is an international organization devoted to advancing theory, research, and social action. Its members are committed to promoting health and empowerment and to preventing problems in communities, groups, and individuals. SCRA serves many different disciplines that focus on community research and action.

Principles

Four broad principles guide SCRA:

Community research and action requires explicit attention to and respect for diversity among peoples and settings;

Human competencies and problems are best understood by viewing people within their social, cultural, economic, geographic, and historical contexts;

Community research and action is an active collaboration among researchers, practitioners, and community members that uses multiple methodologies. Such research and action must be undertaken to serve those community members directly concerned, and should be guided by their needs and preferences, as well as by their active participation;

Change strategies are needed at multiple levels in order to foster settings that promote competence and well-being.

Goals

To promote the use of social and behavioral science to enhance the well-being of people and their communities and to prevent harmful outcomes.

To promote theory development and research that increases our understanding of human behavior in context.
To encourage the ongoing and mutual exchange of knowledge and skills among community psychologists, those in other academic disciplines, and community stakeholders so that community research and action benefits from the strengths of all perspectives.

To engage in action, research, and practice committed to promoting equitable distribution of resources, equal opportunity for all, non-exploitation, prevention of violence, active citizenry, liberation of oppressed peoples, greater inclusion for historically marginalized groups, and respecting all cultures.

To promote the development of careers in community research and action in both academic and applied settings.

To promote an international field of inquiry and action that respects cultural differences, honors human rights, seeks out and incorporates contributions from all corners of the world, and is not dominated by any one nation or group.

To influence the formation and institutionalization of economic and social policy consistent with community psychological principles and with the social justice values that are at the core of our discipline.

Guiding Concepts

The community psychology of the future will be guided by four key guiding concepts: global in nature; use of multi-sectoral, interdisciplinary partnerships and approaches; a focus on creating policies informed by community psychology and social justice values; and research and action that promote social justice. Each of these priority areas is described in more detail below.

Global in Nature

Community psychology will become increasingly global in nature. In this era of rapid globalization, local communities are increasingly affected by global forces, and community psychology must collaborate with communities so they effectively adapt to such changes. Our vision is for an international field of inquiry and action that respects cultural differences, honors human rights, seeks out and incorporates contributions from all corners of the world, and is not dominated by any one nation or group.

Use of Multi-Sectoral, Interdisciplinary Partnerships and Approaches

A community psychology approach, by definition, must be an approach informed by multiple perspectives. Thus, the future of community psychology will require partnerships with other disciplines and community stakeholders.

These partnerships will incorporate the strengths from multiple perspectives. In academia this approach is often labeled interdisciplinary, in communities it is often called multi-sectoral. Whatever the label, this approach will manifest itself in all aspects of our work. We will partner with others while maintaining our own unique identity as psychologists.

Influencing Policies Based Upon Community Psychology and Social Justice Values
Community psychology will become more engaged in the formation and institutionalization of economic, and social policy. These policies will be based upon the values that are at the core of our discipline and will incorporate psychological principles. Involvement with policy is consistent with community psychology's ecological perspective on community which recognizes the importance of macrosystem factors, such as policy, on communities.

National, regional, and international associations of community psychologists will develop the capacity to take policy stands as a group and as individuals. The field of community psychology will help prepare groups to act as advocates in policy arenas. In addition, the field will encourage and prepare individual community psychologists to be active advocates in the promotion of social policies that promote social justice. Community psychology associations will organize and encourage such action.

**Research and Action that Promote Social Justice**

Community psychology will become a field of research and action that makes a significant difference on issues of social change by promoting social justice. Social justice is defined as conditions that promote equitable distribution of resources, equal opportunity for all, non-exploitation, prevention of violence, and active citizenry. The field will explicitly state its commitment to social changes that promote social justice and greater inclusion for historically marginalized groups and will see that commitment manifest in the various aspects of the field's work.
A Brief History of SCRA

Community psychology dates its beginnings as a field to a 1965 conference at Swampscott, Massachusetts. Division 27 of the American Psychological Association, Community Psychology, was established in 1966.

In 1990 the division, through a vote of the membership, became a society. The official name became The Society for Community Research and Action, the Division of Community Psychology of the American Psychological Association (SCRA). At this point SCRA filed for, and received from the IRS, 501c 3 non-profit status. In 2009 SCRA was legally incorporated in the District of Columbia.

SCRA began publishing the American Journal of Community Psychology in 1973. AJCP is the official journal of SCRA and the premiere journal in community psychology. SCRA also publishes a quarterly newsletter, The Community Psychologist.
Officers and Representatives

President-Elect, President, and Past-President

General Purpose
To provide leadership and direction to the Executive Committee and Society membership as a whole; to facilitate and support the ongoing work of SCRA-affiliated committees and groups; to work with other Society leaders and with those in leadership roles in other organizations to:

a) assess Society needs;
b) identify opportunities for the Society to strengthen itself, to contribute effectively to organized psychology, and to evaluate and improve social conditions more generally; and
c) develop, propose, gain agreement on, implement and evaluate Society activities to address these needs and opportunities.

Election Procedure and Term of Office
Each year a President is elected through a Society-wide ballot distributed by APA. The person elected serves a three-year term with the first year as President-Elect, the second year as President and the third year as Past-President.

Tasks and Responsibilities

President-Elect

1. Works with President and Past-President to address current Society issues and to help implement necessary changes.
2. Chooses invited speakers for the SCRA Program at the annual APA convention;
3. Serves on Publications and Electronic Communications Committee (for those elected in non-Biennial years).
4. Chairs the Biennial Planning Committee (odd years).
5. In the absence of the President, performs all duties of that office.
6. Attends all Society Executive Committee and General Business Meetings as a voting member.
7. Attends APA Division Leadership Conference and sends relevant information from conference to other Executive Committee members as appropriate.
8. Co-Chairs (with president and SCRA secretary) open meeting with all Committee and Interest Group Chairs, Regional Coordinators and other interested members at APA.
9. Chairs selection process for both Distinguished Contributions Awards.
10. Advises Student representatives.
11. Takes office as President at the APA SCRA Business Meeting and presents plaque to outgoing President.
12. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers.

13. Turns over the computer file documents to the incoming person at the end of her/his term,

14. Sends the Secretary a copy of the contents of the computer file documents.

15. Serves on Finance Committee

16. During the Fall of the last year of one’s term, every EC member, with the assistance of the secretary, will update the Policies & Procedures Manual to reflect the changes in his or her role.

President

1. Presides at all meetings of the Society and is authorized to “exercise supervision over the affairs of the Society.” This includes tasks such as:
   a) actively working to implement plans to address SCRA priorities;
   b) initiating and answering Society correspondence;
   c) ensuring that all committees and interest groups have active chairs;
   d) appointing members of Committees and Task Forces in consultation with Executive Committee;
   e) providing follow-up to Task Force, Committee, and Interest Group Activities;
   f) co-chairing the Biennial Planning Committee (Biennial year - even years);
   g) preparing Executive Committee and Society Business Meeting agendas with the Secretary;
   h) preparing Society’s annual report to APA (with the Secretary);
   i) chairing the Midwinter and APA Meetings of the Executive Committee and Society Membership;
   j) notifying winners of all awards granted by the Society;
   k) representing the Society as needed at Conferences, meetings and other professional events (or appointing others to do so);
   l) notifying possible candidates for SCRA offices of selection to Executive Committee and coordinating with TCP so their data are published;
   m) notifying candidates of election results;
   n) orienting and involving new Executive Committee members;
   o) strengthening linkages of SCRA to APA by following up on activities of interest to the Society in APA Directorates and governance groups; and
   p) advocating for SCRA candidates for slating and election to APA Boards and Committees.
   q) appointing a Diversity Accountability Representative for attendance at each EC meeting.

2. Writes four columns for TCP with due dates of August 31, November 30, February 28, and May 31.

3. Delivers Presidential Address at the biennial during biennial years or at APA during non-biennial years;

4. Appoints SCRA representatives to serve as liaisons to and monitors of selected boards and committees, as identified by the Executive Committee;

5. Writes semi-annual reports on activities to be included in briefing books distributed before each Executive Committee Meeting;

6. Writes letters to the Chairs of Departments of the two National Student Representatives to request that the departments support their travel to APA Meetings;

7. Serves on the Publications and Electronic Communications Committee (odd years);

8. Chairs the Biennial Planning Committee (even years);

9. Sends out a Fall mailing to the entire membership of SCRA. This mailing includes:
   a) Apportionment request letter,
b) Solicitation of Executive Committee nominations (including NSR),
c) Solicitation of nominees for both Distinguished Contribution awards,
d) Solicitation of nominees for Dissertation, McNeill, Sarason, and Ethnic Minority Mentoring Awards (every other year),
e) Solicitation of nominations for student representative,
f) Form for members to indicate interest in ways to serve SCRA and in joining Committees or Interest Groups,

10. Assumes the responsibility for organizing the logistics of the Midwinter Meeting or delegates the task to someone at the meeting site.
11. Acts as liaison to assigned Committees.
12. Appoints liaisons to APA Divisions.
13. Coordinates any application processes for external funds across working groups within SCRA so that requests for funding are distributed across agencies.
14. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers; Turns over the computer file documents to the incoming person at the end of her/his term; and sends the Secretary a copy of the contents of the computer file documents
15. Serves on Finance Committee
16. During the Fall of the last year of one’s term, every EC member, with the assistance of the secretary, will update the Policies & Procedures Manual to reflect the changes in his or her role.

Past President

1. Sends thank you letters to outgoing officers and others who served in leadership roles during her/his year as President;
2. Serves on Publications and Electronic Communications Committee (even years);
3. Chairs Committee on Fellows;
4. Coordinates follow-up of ongoing projects with President;
5. Attends all Society Executive Committee and General Business Meetings as a voting member;
6. Ensures that SCRA members are nominated for APA Awards;
7. Serves on award committee for Distinguished Contribution to Theory and Research in Community Psychology;
8. Plans an EC Breakfast Meeting with Past-Presidents (Biennial years).
9. Consults with President and President-Elect as requested;
10. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
11. Turns over the computer file documents to the incoming person at the end of her/his term;
12. Sends the Secretary a copy of the computer file documents.
13. At the end of one’s term, every EC member, with the assistance of the secretary, will update the Policies & Procedures Manual to reflect the changes in his or her role.
14. Chairs Biennial Planning Committee as shown in table below.
Secretary

General Purpose

To support and further the work of the Society by facilitating communication among members and between the Society and other groups; to maintain the internal records of the Society and to facilitate continuity of Society work as Executive Committee membership changes; to keep policies and procedures current; to oversee the nominations and election process for officers of the Executive Committee.

Election Procedure and Term of Office

The Secretary is elected through a Society-wide ballot distributed by APA for a three-year term of office. The election for Secretary is to occur in the year following the election of a new Treasurer.

Tasks and Responsibilities

1. Sends call for reports prior to Executive Committee meetings. Requests for reports should include the following statements about efforts to provide diversity: “Within your report, please include your reflections on how your committee is addressing issues of diversity and differential access to resources — both within your membership and in the substance of your activities. Our hope is that such reflection might help both celebrate our successes and identify untapped opportunities.”
2. Works with President to draft agenda for Executive Committee meetings.
3. Prepares and sends briefing books with reports and agenda to all Executive Committee members;
4. Takes minutes at all Society Executive Committee and General Business meetings;
5. Distributes minutes to Executive Committee members and to chairs of all SCRA committees following meetings;
6. Submits summary of annual business meeting to the TCP;
7. Follows up on tasks assigned at Executive Committee Meetings;
8. Serves as an ex-officio member of the Nominations Committee;
9. Communicates Society nominees for Executive Committee Offices to APA and reviews mock-up of ballot sent by APA;
10. Checks to be sure that mailing labels for SCRA members who are not members of the APA are sent from SCRA Treasurer to APA Elections Officer by April 1;
11. Receives information from APA regarding winners of Executive Committee elections and informs the President so that the President can inform nominees of results;
12. Sends formal letter of congratulations to all winners in Society elections;
13. Submits Annual Report to APA (in collaboration with President);
14. Maintains communication with Division Services Office at APA;
15. Supports Interest Groups by:
   a) providing mailing list support by keeping backup copies of interest group membership lists,
   b) encouraging all Interest Groups to develop notebooks with descriptions of activities and copies of key documents,
   c) maintaining backup copies of all notebooks,
d) identifying leadership development and communication needs;
e) coordinating other supports as needed;

16. Serves as liaison to the following committees: Women, Cultural and Racial Affairs, and Social Policy;
17. Co-Chairs (with President-Elect) meeting with all Committee and Interest Group Chairs at APA;
18. Responds to general requests for information about Community Psychology and about the Society;
19. Maintains an updated Society Roster of all Executive Committee Members, all Chairs, Chair-Elects and Past-Chairs of Committees and Interest Groups, and all liaison assignments;
20. Keeps editor of TCP apprised of any changes in Executive Committee members, and Committee and Interest Group Chairs and any other information relevant to the front cover and first page of TCP;
21. Maintains Society Archives including past Executive Committee Meeting Minutes, annual reports, Society rosters of Executive Committee Members, and Chairs of Committees and Interest Groups, lists of past presidents and past award winners, etc. (see note about Society Archives at end of job description);
22. Solicits revisions and updates for the Policy and Procedures Manual each Spring;
23. Distributes the Policy and Procedures Manual to people in all SCRA leadership positions within the SCRA each August; ensures that all current leaders have updated copies of the manual; ensure that all new EC members are added to the EC Listserv.
24. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers and turns over the computer file documents to the incoming person at the end of her/his term;
25. Maintains a back up file of the Society’s annual tax reports (Treasurer also maintains such a file); Maintains copies of records (computer file documents) for all offices and committees of the Society;
26. Attends all Society Executive Committee and General Business Meetings as a voting member; and
27. At the end of one’s term, every EC member will update the Policies & Procedures Manual to reflect the changes in his or her role.
Treasurer

General Purpose

To oversee the finances of the Society; to have custody of all funds of the Society and make disbursements as authorized.

Election Procedure and Term of Office

The Treasurer is elected through a Society-wide ballot distributed by APA for a three-year term of office, with two consecutive terms possible. A special nominating subcommittee within the EC will solicit and screen candidates for Treasurer based on responses to a series of structured questions such as these:

1. Budget/Financial management experience. Have they managed a budget in the past? What types of budgets and to what degree were they "hands on" w/a budget? (This could be grants/contracts, offices they have managed, etc.) Candidates must provide information on the size and complexity of the budgets they have worked with.
2. History with SCRA. Candidates for Treasurer should have some prior history with the organization and familiarity with SCRA's Mission and Vision and should be aware of any strategic planning prior to being interviewed, so they know what directions have been selected for the organization.
3. Time/Availability. How much time do candidates have available for this position? Are there periods where they might be unavailable? How will they manage the approximately 10-15% additional responsibility in their lives required to perform the Treasurer role?

NOTE: Candidates for Treasurer must be informed about the support resources available to assist in the Treasurer's work (e.g., whether there will be a full time SCRA staff member devoting some part of his or her duties to support the Treasurer). Funds will be available if needed to enable the Treasurer to hire a local staff person to assist with the work of the Treasurer.

Tasks and Responsibilities

Finance-Related Tasks

1. Has custody of all funds and properties of the Division, collects special dues that may be voted in accordance with the By-Laws, and makes disbursements as authorized by the Executive Committee.
2. Oversees the preparation of the annual budget, which shall require the affirmative vote of 2/3 of those EC members present and voting at a meeting designated for approval of the budget.
3. Maintains up-to-date financial records and prepares financial reports and summaries for the group APA tax return, for SCRA/Division 27 annual meetings, and for Executive Committee meetings.
4. Sends necessary financial information to the APA Business Office for the annual tax return to the IRS and sends a back up copy to SCRA Secretary for archives.
5. Maintains a file of past tax reports.
6. Assists in making investment decisions to maximize Society income on our cash reserves.
7. Presides over the Finance Committee and serves on any subcommittees established by the Finance Committee.
8. Transfers all files (including copies of the computer accounting files), copies of documents and original receipts in file, and any records associated with the position to the new elected treasurer at the time of rotation of officers. The treasurer should never discard any financial information related to the operation of the office. Only records that are at least five years old may be sent to storage at APA.
9. Facilitates the transfers of all accounts in banks or any financial institution that may be holding funds for the SCRA at the time of rotation to the new treasurer.
10. Is available to consult with the new treasurer in the preparation of the tax return for the SCRA for the year of the rotation and to answer any questions regarding the fiscal operation of the funds and accounts as requested or needed by the new treasurer.

The Treasure has signature rights and electronic banking access to all accounts, rights and access that are shared with the President and Past President. If the Treasurer writes a check for the amount of $25,000 or more, or makes a withdrawal from investments or endowments for the amount of $25,000 or more, a second authorized signature is required for this transaction to be valid.

General Executive Committee Tasks

1. Writes an annual column for TCP (submitted by Feb. 28 deadline) regarding Society finance and membership issues;
2. Serves as Member of the Publications and Electronic Communications Committee;
3. Attends all Society Executive Committee and General Business Meetings as a voting member; and
4. At the end of one’s term, updates the Policies & Procedures Manual to reflect the changes in his or her role.
APA Council Representative

General Purpose

To represent the concerns of the SCRA to the APA Council of Representatives and to keep the Society informed about APA initiatives and other Council issues of concern to SCRA.

Election Procedure and Term of Office

As determined by APA Bylaws, Article IV, the APA Council Representative is elected for a three (3) year term of office through a ballot distributed by APA to all SCRA members who are also members of APA. The representative takes office in the February of the year following her/his election at the conclusion of the APA Council Midwinter meetings. The first official Council Meeting that the representative attends is at the APA Convention in August, a full year after her/his election. Beginning with elections held in 1997, Council Representatives will begin their terms in the January following their election prior to APA Council and Midwinter SCRA meetings.

Tasks and Responsibilities

1. Attends APA Council meetings in February and August, or when otherwise scheduled;
2. Participates in elections of APA Governance Boards and Committees and the APA Board of Directors (Council Representative is eligible for elections to the APA Board of Directors during her/his term) and to actively represent the interests of SCRA at Council meetings by bringing issues of concern to SCRA before the Council.
3. Educates the Executive Committee and Society members so we can be proactive in influencing APA Council decisions;
4. Provides written reports of each Council meeting to the SCRA Executive Committee, and to the membership through an article in the TCP;
5. Participates in appropriate Caucuses of Council (e.g., Ethnic/Minority, Scientist/Practitioner, Research/Academic, Public Interest, Women’s) in order to influence Council decisions and actions;
6. Develops ad hoc coalitions with other Council Representatives on issues of common interest in order to maximize the influence of SCRA;
7. Provides information and guidance to the SCRA Executive Committee regarding appointments to APA Boards and Committees, including information on how and when SCRA may submit names of nominees;
8. In collaboration with the President, organizes SCRA campaigns to advocate for the slating and electing of SCRA candidates to APA Boards and Committees;
9. Attends all Society Executive Committee and General Business Meetings as a voting member; and
10. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
11. Turns over the computer file documents to the incoming person at the end of her/his term,
12. Sends the Secretary a copy of the computer file documents
13. At the end of one’s term, every EC member, with the assistance of the secretary, will update the Policies & Procedures Manual to reflect the changes in his or her role.
Members-At-Large

General Purpose

To represent a range of broad-based interests and concerns of Society members to the Executive Committee; to plan the SCRA portion of the APA Convention Program; to lead efforts at membership development; and to support various projects and initiatives of the Society as needed.

Election Procedure and Term of Office

There are three Members-At-Large who are each elected for a three (3) year term of office through a Society-wide ballot distributed by the APA. A new Member-At-Large is elected each year.

There are two types of Members-at-Large: the Member-at-Large in charge of the APA program, and the Member-at-Large in charge of Membership and Awards. The major responsibility for the APA program member-at-large will be to serve as the chair of the APA program every year. The major responsibility of the Membership and Awards member-at-large will be to co-chair the membership committee and to facilitate the awards process and awarding of plaques. When soliciting nominations for members-at-large, the type (Membership and Awards OR APA program) will be clearly specified to potential nominees in order to clarify expectations for their position. The type of member-at-large elected will alternate every year.

Tasks and Responsibilities: APA Program Member at Large

1. Performs duties as Chair of the APA Program Committee (second and third years) and trains new APA program Member-At-Large in these duties during their third year.
2. In the first year, learns from the current third-year APA Program Member-At-Large about how to assume the duties as Chair of the APA Program Committee. Note that it is very important that this learning occur as the Member-At-Large “in training” in his/her first year will assume full and sole responsibility for the APA Program in his/her second year (with assistance from the new Member-At-Large only in his/her third year). Assists the third-year APA Program Member-At-Large as appropriate.
3. In the second and third years, delegates tasks to other EC members as appropriate (see description of Program Committee for more detail).
4. Organizes poster session awards process for the APA Convention (i.e., sets up committee) and arranges for award certificates; and prepares certificates for Poster session awards and ensures that the President has these to distribute at the Business meeting at APA.

Tasks and Responsibilities: Membership and Awards Member-at-Large
1. Performs duties as Co-Chair for Membership Development and trains the new Membership and Awards Member-At-Large in these duties (third year). See description of Membership Committee for more detail.
2. In the first year, learns from the current third-year Member-At-Large about how to assume the duties as the Membership and Awards Member-at-Large. Note that it is very important that this learning occur as the Member-At-Large “in training” in his/her/first year will assume full and sole responsibility for Membership and Awards in his/her second year. Assists the third-year Member-At-Large as appropriate.
3. Arranges for plaques for all awards. Takes or sends to the convention where the award is to be given (either APA or the Biennial Conference):
   - Distinguished Contribution to Theory and Research Award
   - Distinguished Contribution to Practice Award
   - Special Contributions Award
   - Dissertations of the Year Awards
   - Ethnic-Minority Mentoring Award
   - Seymour B. Sarason Award
   - Social Policy Award
   - John Kalafat Award
4. Arranges for plaques to be presented to the outgoing editors and president at APA or designated conference. The plaque for the president, which is presented at the Business Meeting, has a gavel on it. Sample inscriptions for plaques are in the Appendix F.
5. Performs duties as a member of the Biennial Planning Committee.

Tasks and Responsibilities: All Members-At-Large

1. Attends all Society Executive Committee and General Business Meetings as a voting member;
2. Serves as a member of the Special Contribution Award Committee, overseeing nominations process for this Award if necessary;
3. Submits a report to the Secretary prior to each Executive Committee Meeting to be included in the Briefing Book; and
4. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
5. Turns over the computer file documents to the incoming person at the end of her/his term,
6. Sends the Secretary a copy of the computer file documents.
7. At the end of one’s term, every EC member, with the assistance of the secretary, will update the Policies & Procedures Manual to reflect the changes in his or her role.

Schedule of MAL Roles

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*M = Membership Chair; A = APA Program Chair*
Student Representatives

General Purpose

To represent the interests and concerns of Community Psychology students to the Executive Committee and generally facilitate communication between the Executive Committee and students; to provide leadership and support to student-initiated projects and to guide the process of student membership development; and involve students in appropriate SCRA-affiliated groups and committees.

Election Procedure and Term of Office

There are two Student Representatives (designated herein as first-year SR and second-year SR) who each serve for two years and are not eligible for re-election. The terms are staggered such that a new Student Representative is elected each year.

Students must have previously been active in an organized activity of the Society to be eligible to run for this office. Some examples of organized activities include being a TCP column editor, planner of a local/regional/national Community Psychology conference, liaison to CEP, student editorial board member of AJCP, active member of a SCRA Standing Committee or Interest Group, or a participant in several SCRA student activities. This requirement is to ensure that students running for the national position have some prior familiarity with and investment in SCRA.

Nominations

Current Student Representatives solicit interest in the position through notices in TCP and in the student newsletter. Personal contacts and letters to regional and local student representatives will be initiated as necessary to provide a wide announcement of the call for nominations. The SCRA President will also request nominations in her/his fall mailing.

A. Each interested candidate will submit a one-page letter that includes a description of her/his:

1. Background in the field of Community Psychology;
2. SCRA-related activities;
3. Goals for her/his term as Student Representative; and
4. Commitment to fulfill the term of office while still a student and before going on internship or taking a full time job.

B. Each candidate must also provide a letter from her or his advisor or department chair that verifies that she/he is a student in good standing.

Election Procedure

A new Student Representative is elected each year by a mail ballot sent to all student members of SCRA. Voting will be closed 30 days following the mailing. The mailing will include:
1. A description of the responsibilities of the Student Representative;
2. An anonymous balloting form;
3. Letters of intent filed by nominees;
4. The deadline for returning ballots.

The Student Representative is elected by a majority vote of Student Members casting mail ballots. The name of the elected student should be provided to the SCRA President and Secretary within two (2) weeks of the close of the election. The SCRA President will write letters to encourage the students’ departments to provide funding for their travel to the August (APA) meeting.

Special Situations

1. If there is only one candidate for the office of Student Representative-Elect, voters will receive a ballot asking whether they believe the candidate is acceptable. If the candidate is found unqualified by the voters, the Student Representatives will re-initiate the nomination and election process.
2. The SR-Elect may be designated by the President of SCRA, with the advice of the Executive Committee, in the following circumstances:
   a) No qualified candidate is found for the position by six (6) weeks prior to the date of the Executive Committee meeting at the APA Convention;
   b) If one of the SRs leaves their educational setting and makes a commitment to an internship or job opportunity that runs concurrent with her or his term as SR; or
   c) One of the SRs ceases to be a student member of SCRA, dies, or is otherwise unable to fulfill her or his term.
3. If the position of an SR is vacant, the first-year SR will offer the names of qualified candidates (including her/his own) to the Executive committee for consideration. If the position of first-year SR is vacant, the second year SR will submit the names of all qualified candidates.

Tasks and Responsibilities

1. Files a report describing current student activities and concerns prior to each Executive Committee Meeting for inclusion in the briefing book of these meetings. This report should include updates on the activities of other relevant student positions including the NSR-CEP and the student member of the Biennial Committee;
2. Reports Executive Committee decisions and other information to student members through the student column in TCP, the student newsletter, or personal correspondence;
3. Submits at least one, and preferably three, articles annually for publication in TCP concerning the SRs’ current activities, student issues, and other useful information;
4. Edits two to three issues of the student newsletter, TCS, each year and sends copies of the newsletter to all EC members (note that at least two issues are required for nominations, elections, and non-renewal notices);
5. Solicits student representation on SCRA Committees and Interest Groups;
6. Maintains an active network of student members. Strives to ensure that network is diverse with respect to gender, ethnic-minority status, areas of interest, geographic location, and type of community psychology program (masters vs. doctorate, free-standing vs. clinical);
7. Assist the local/regional representatives and student appointees in forming student committees to discuss SCRA committee-related issues;
8. Develops slate of nominees for the SR position, and evaluates the qualifications of potential nominees;
9. Oversees the mailing of ballot packets for the election of the new SR, tallies the election results, and informs the SCRA President of the results of the election;
10. Maintains active communication with the student representative to the Council of Education Programs (CEP);
11. Recruits new student members to SCRA, and assists the membership chair in retaining student members and contacting students who do not renew their membership; and
12. Maintains computer file documents that include such information as: description of tasks and responsibilities, copies of important correspondence, the regional and local representatives master list, mission statement, etc.
   a) Turns over the SR computer file documents to the incoming person at the end of her/his term,
   b) Sends the Secretary a copy of the computer file documents
13. Identify candidates for Student Travel Awards for Biennial and/or APA.
14. Make budgetary proposals to the Executive Committee for use of the student initiative fund created through special donations as part of the dues process.
15. At the end of one’s term, every EC member, with the assistance of the secretary, will update the Policies & Procedures Manual to reflect the changes in his or her role.

Recommended Division of Tasks/Responsibilities

This division of responsibilities is meant to provide a guideline and does not preclude other ways of dividing the work and/or the sharing of specific tasks between both SRs.

1st year SR Responsibilities:

1. Submitting the Spring (due Jan. 1) and Summer (due May 15th) articles to TCP;
2. Editing the 3rd issue of the student newsletter (TCS) and sending copies to all EC members;
3. Overseeing all election tasks except the call for nominations

2nd year SR Responsibilities:

1. Submitting call for nominations to Spring TCP and 2nd issue of TCS;
2. Submitting article to Fall issue of TCP (due October 15th);
3. Submitting student program for APA Convention;
4. Editing 1st and 2nd issues of TCS and sending copies to all EC members;
5. Submitting Executive Committee reports;
6. Submitting Biennial student program (odd year)

Relationship Between the Student Representatives and Student Representatives of Other National Community Psychology Organizations

It is important the SRs maintain ongoing relationships with the student representatives to other organizations that deal with issues of relevance to community psychology students. There are benefits
to the larger student community to the extent that resources can be shared and collaboration can be fostered among student representatives from various community psychology organizations.

The Student Representative to the DGPCRA (SR-DGPCRA):

The SCRA SRs have a formal commitment to communicate and cooperate with the SR-DGPCRA. This may include combining elections, sharing the regional and local student representative network, and collaborating on student initiatives and activities. These specific interactions, however, are not obligatory.

Student Member of the National Biennial Planning Committee

The SCRA SRs will recommend names of qualified student candidates to the Chair of the Biennial Planning Committee who will then make the final selection. The recommended students should be broadly representative of the student membership constituency, but may be selected to balance the representativeness of the Biennial Committee as a whole. The SRs should maintain regular contact with the student planning committee member to help ensure that student interests are well represented.
Regional Network Coordinator

General Purpose

To provide national leadership and guidance to the processes of membership development, activation, and communication; to facilitate communication between the membership (directly through the National and International Regional Coordinators) and the Executive Committee; and to represent membership concerns (as expressed by Regional Coordinators) on the Executive Committee.

Election Procedure and Term of Office

The Regional Network Coordinator is elected through a Society-wide ballot distributed by APA for a three-year term of office. The Regional Network Coordinator must have prior experience as a Regional Coordinator. The list of people eligible to run for this office should be provided by the current Regional Network Coordinator to the Nominations Committee Chair and Secretary by September prior to the election year.

Tasks and Responsibilities

1. Ensures that all U.S. regions are represented by three Regional Coordinators and that the International regions are represented by at least one International Regional Liaison;
2. Ensures that the group of regional coordinators is diverse with respect to gender, ethnic-minority background, and worksite;
3. Supports and encourages regional activities such as conferences and newsletter;
4. Sends orientation materials to new Regional Coordinators;
5. Sends memos or newsletters to all Regional Coordinators at least twice per year. Copies of all reports submitted to the Executive Committee will also be sent. Memos should provide Regional Coordinators with recent information regarding SCRA, including relevant actions or discussion from the most recent Executive Committee meetings. Regional Coordinators should be reminded of their responsibilities and be given further suggestions for items to include in their mailings to members. Periodic phone contact is also encouraged, particularly with new Regional Coordinators.
6. Writes to APA and to the Treasurer of SCRA to request that mailing labels be sent either to the Regional Network Coordinator or directly to the 2nd year Regional Coordinator for each region;
7. Attends Executive Committee Midwinter and APA Convention meetings;
8. Provides written and oral reports to the Executive Committee for their semi-annual meetings and sends a report to the Secretary prior to the meeting to include in the Briefing Book;
9. Consults with Executive Committee on how Regional Coordinators can contribute to current Society projects;
10. Consults with Treasurer and Membership Committee Co-Chair for Recruitment on how Regional Coordinator network can contribute to membership recruitment and retention;
11. Prepares a proposal for a Roundtable Discussion of Regional Coordinators at the APA Convention;
12. Supports local and regional efforts for membership recruitment;
13. Encourages Regional Coordinator efforts (which should be vehicles for recruitment by charging nonmembers more than members, with an incentive to join SCRA built into registration fees);
14. Plans a breakfast for the Regional Coordinators and Executive Committee at the APA Convention and co-chairs the breakfast with the President-Elect;

15. Prepares a column for TCP at least twice per year deriving material primarily from the Regional Coordinator reports;

16. Based on the available budget, makes decisions about the appropriate disbursement of funds to regional representatives for coordination activities;

17. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
   a) Turns over the computer file documents to the incoming person at the end of her/his term,
   b) Sends the Secretary a copy of the computer file documents;

18. Attends all Executive Committee and General Business Meetings as a voting member; and

19. Acts as liaison to the International Committee.

20. At the end of one’s term, every EC member, with the assistance of the secretary, will update the Policies & Procedures Manual to reflect the changes in his or her role.
Regional Coordinators & International Regional Liaisons

General Purpose

To provide regional leadership and guidance to the processes of membership development, activities, and communication; and to facilitate communication between the membership (directly through the Regional Network Coordinator) and the Executive Committee. There are 10 regions: Northeast, United States (U.S.), Southeast, U.S., Midwest, U.S., Southwest/Rocky Mountains, U.S., West, U.S., Canada, Australia/New Zealand/South Pacific, Europe/Middle East/Africa, Latin America, and Asia.

Nominations and Appointment Procedures

There should be three Regional Coordinators (RCs) per region in the U.S. and one to three International Regional Liaisons (IRLs) per region outside of the U.S. RCs and IRLs can be chosen by variety of methods. They may be approached by the existing RCs and IRLs in that region, approached by the Regional Network Coordinator, nominated by others, or self-nominated. The search and selection process will begin in February, and announcements about openings will be in the issues of TCP thereafter (or at other times if openings exist). Nominees should fulfill the following criteria: a) a non-student member of SCRA in good standing; b) the capacity to work inclusively with SCRA members from diverse backgrounds, and c) the ability to work collaboratively with colleagues in a manner that promotes cooperative, non-competitive networks. Nominees should submit a brief paragraph indicating their interest and provide two references to the RCs or IRLs of their region. Approval of the nominees will be provided by both the existing RCs and IRLs in the relevant region and the Regional Network Coordinator. The RCs and IRLs will be selected and appointed by the Executive Committee, with the advice of the Regional Network Coordinator. The group of RCs and IRLs should reflect diversity on a variety of dimensions (e.g., gender, ethnicity, race, age, social class background, sociopolitical ideology).

Terms of Office

RCs and IRLs serve for three years. The term of office will begin in early September and end in late August. If there are multiple RCs and IRLs in a particular region, then the tasks among the RCs and IRLs can be divided in the following ways. The second-year RC and IRL has primary responsibility for carrying out coordination tasks. All communications and tentative plans should be shared with the first- and third-year RC and IRL for their consideration and input. The third-year RC and IRL acts primarily in an advisory position; the first-year RC and IRL acts primarily in a learning mode.

Tasks and Responsibilities

1. Send newsletters or other forms of communication to all regional members, including student members, at least twice per year;
2. Sends reports of regional activities and concerns to the Regional Network Coordinator at least twice per year;
3. Encourages and facilitates regional and local membership activities. Examples include, but are not limited to:
a) Regional Community Psychology Conferences. It is the RC’s and IRL’s responsibility to ensure that some person or institution takes responsibility for hosting and organizing this important event.

Note: It is strongly recommended that there be a two-tier fee structure (members and non-members) for all SCRA-related conferences with an incentive to join SCRA built into the nonmember fee (e.g., nonmember fee can include membership and/or be reduced if a person joins SCRA at the same time).

b) Regional Psychological Association Conference sessions. In several of the regions, a block of time is secured on the program to hold sessions relevant to community psychology. It is the responsibility of the RCs and IRLs to request this block and to solicit or otherwise organize this program.

c) Organize or facilitate local membership activities (e.g., dinners, guest speakers, discussion groups);

4. Coordinates with Regional Student Representative(s), and involves them in regional activities;

5. Provides names and addresses of Regional Student Representatives to the relevant RCs and IRLs;

6. Encourages the retention and expansion of the Society membership base (e.g., by talking about the Society at regional events, making membership forms available at these events, encouraging all members to recruit one new member, discussing membership with students, sending forms to regional members to share with others); and

7. Attends the APA Convention and/or the SCRA Biennial Conference whenever possible and participates in RC and IRL events at the conferences. Each region should be represented by at least one RC or IRL at SCRA Biennial Conference.

8. At the end of one’s term, every EC member, with the assistance of the secretary, will update the Policies & Procedures Manual to reflect the changes in his or her role.

Timeline

September

• Organize regional activities and conferences for the year (i.e., Regional Community Psychology Conferences or Regional Psychological Association meetings)

• Send report on regional activities to the Regional Network Coordinator to allow the Regional Network Coordinator to write a report for The Community Psychologist

October

• Send mailing to regional membership (this needs to occur in time to encourage allocation of votes to Society on the APA ballot which is sent in early November)

• Actively solicit nominees for SCRA nominations

November

• Send report on regional activities to the Regional Network Coordinator to allow the Regional Network Coordinator to write a report for the Executive Committee prior to its Midwinter Meeting.

• Send report on regional activities to the Regional Network Coordinator to allow the Regional Network Coordinator to write a report for The Community Psychologist

• Send budget requests to the Regional Network Coordinator to allow him/her to make these requests at the Midwinter Meeting of the Executive Committee.

• Encourage submissions to Biennial Program (November 15 deadline in even years)

• Encourage submissions to APA Program (Dec. 1 deadline)

December/January

• Continue with regional activities
February
• Send report on regional activities to the Regional Network Coordinator to allow the Regional Network Coordinator to write a report for *The Community Psychologist*

March/April
• Send Spring communication to members in the region

May/June
• Send report on regional activities to the Regional Network Coordinator to allow the Regional Network Coordinator to write a report for *The Community Psychologist*
• Send report on regional activities to the Regional Network Coordinator to allow the Regional Network Coordinator to write a report for the Executive Committee prior to its meeting at APA
• Attend Biennial Conference (odd years)
• Send update of Policies & Procedures Manual, reflecting changes in one’s role, to the secretary.

August
• Attend Regional Coordinators’ Breakfast at APA
Student Regional Coordinators

General Purpose

To provide support to the regional leadership in the processes of membership development, regional networking activities, and communication. There are 10 regions: Northeast, United States (U.S.), Southeast, U.S., Midwest, U.S., Southwest/Rocky Mountains, U.S., West, U.S., Canada, Australia/New Zealand/South Pacific, Europe/Middle East/Africa, Latin America, and Asia.

Nominations and Appointment Procedures

There should be at least two Student Regional Coordinators (SRCs), one undergraduate and one graduate, per region. SRCs can be chosen by a variety of methods. They may be approached by existing Regional Coordinators in that region, approached by the Regional Network Coordinator, nominated by others, or self-nominated. Announcements about SRC openings will be made in the Spring and Summer issues of the TCP (or at other times if openings exist). Approval should be given by both the existing Regional Coordinators in the relevant region and the Regional Network Coordinator. SRCs should reflect diversity on a variety of dimensions (e.g., gender, ethnicity, race, age, social class background, sociopolitical ideology).

Terms of Office

Graduate SRCs serve for two years, while undergraduate SRCs serve for 1 year. The SRC term of office will begin in early September and end in late August. Discretion regarding a SRCs ability to serve more than one full term will reside with the Regional Network Coordinator.

Tasks and Responsibilities

1. Assists in coordinating and attends regional and local membership activities. Examples include, but are not limited to:
   a) Regional Community Psychology Conferences, as traditionally held by the Midwest, U.S., Northeast, U.S., and Southeast, U.S. regions. SRCs might help with hosting and organizing this important annual event.
   b) Regional Psychological Association Conference sessions. In several of the regions, a block of time is secured on the program to hold sessions relevant to community psychology. The SRC might help with organizing this program.
   c) Local membership activities (e.g., dinners, guest speakers, discussion groups);
2. Assists with the retention and expansion of the Society membership base (e.g., by talking about the Society at regional events, making membership forms available at these events, encouraging all members to recruit one new member, discussing membership with fellow students, sending forms to regional members to share with others); and
3. Attends the APA Convention and/or the SCRA Biennial Conference whenever possible and participates in Regional Coordinator events at the conferences.
4. Communicates any concerns and needs of students in SCRA to the local Regional Coordinators and to the SCRA National Student Representatives.
Chair of SCRA Council of Education Programs (CEP)

General Purpose

To serve as the Chair of the SCRA Council of Education Programs and to provide communication and coordination between the activities of CEP and the rest of SCRA.

Election Procedure and Term of Office

The Chair is selected annually by the vote of the current Council members.

Tasks and Responsibilities

2. Facilitate the work of CEP.
3. Ensure the distribution of minutes and agendas to CEP members.
4. Serve as an ex-officio member of the SCRA Executive Committee.
Committees
Finance Committee

Mission

Committee Membership

The Finance Committee is Chaired by the Treasurer and will consist of the President, Past President, and President-Elect, and two non-executive SCRA members appointed on the basis on interest to serve, and expertise/ experience with investments, with full written disclosure of qualifications. All members of the Finance Committee and any of its subcommittees must complete appropriate documentation with regard to potential conflict of interest.

Given the importance of the Finance Committee and the need to balance continuity with accountability, members of the Finance Committee will have 3 year terms, with 2 consecutive terms possible. However, the Executive Committee will review the performance of the Finance Committee and its subcommittees annually and has the right to make changes in membership that it deems necessary at any time, by majority vote.

The Finance Committee members will serve as long as they are in their designated offices or for no more than two consecutive three-year terms. The Finance Committee may consult with experts outside of SCRA, including those who maybe members of subcommittees as noted below, but formal membership in the Finance Committee is restricted to SCRA Members only.

Task and Responsibilities

1. The Finance Committee shall be responsible for coordination of the development of the annual budget and oversight of the management of the budget to ensure that expenditures are aligned with the mission, goals, strategic goals and resources, and requests for support by SCRA governance and membership.
2. The Finance Committee will also make recommendations to, and implement and regularly provide feedback on the policy of, the Executive Committee regarding SCRA's investment strategy and the balance of principal and interest that will be used for operating expenses and/or special projects.
3. The Finance Committee will establish appropriate subcommittees to address the areas of Investment and Endowment. With regard to structure, any such subcommittees will include the Treasurer as a member, but no other Finance Committee members will serve on its subcommittees.
4. In addition to the Treasurer, subcommittees of the Finance Committee will have one or two members who are members of SCRA in good standing, with demonstrated expertise in the area of finance and investment, and an equal number of qualified non-members of the organization. All subcommittee members must be approved by the Executive Committee and, as noted above, all must provide full written disclosure of qualifications and complete appropriate documentation with regard to potential conflict of interest. The Chair of any subcommittee will
be elected by that subcommittee, with the exception of the Treasurer, who is not eligible for that role.

The charge of the subcommittees will address the following areas, as well as related others provided to them by the Finance Committee and Executive Committee:

a) Define sources and uses of funds to support the SCRA Mission and Vision (primarily, but not exclusively, Membership Dues, earnings from AJCP, and Investment funds)

b) Assist SCRA in developing a strategy for fund allocation.

c) Define and periodically review investment philosophy and fund allocation.

d) Meet audit requirement

e) Ensure risk-qualified performance of return on investments to meet the strategic and operational needs of the organization.

f) Meet or exceed rate of return of comparable non-profit organizations in accordance with the risk profile of the investment philosophy and fund allocation.

\textbf{g)} Develop strategies for long-term capital formation based on the endowment.

h) Develop approaches to member and non-member planned giving and other donor designations.
Membership Committee

Mission

To foster an engaged, satisfied, and growing membership; to receive and review applications for all categories of membership; to maintain accurate records; and to evaluate recruitment and retention activities.

Committee Leadership

The Membership Committee shall consist of at least two persons. The first will be the Co-Chair for Member Services, who will be the SCRA manager and/or administrative assistant. The Membership and Awards Member(s)-at-Large will be the Co-Chair for Membership Development. The Co-Chair for Membership Development/Membership and Awards Member-at-Large will serve for the three years for which they are member-at-large. Each committee member will also act as (or appoint) a designated liaison to their respective APA committees.

Co-Chair for Member Services (SCRA Manager): Tasks and Responsibilities

1. Receives and reviews applications for all categories of membership;
2. Maintains an SCRA database of 1) all of the Student and Independent (non-APA) members of SCRA and 2) all Members of APA who join SCRA within the past year. (The APA Membership Office maintains the database on APA members who are also members of SCRA.) This task includes a number of components:
   a) Entering information on new members, including name, affiliation, address, date of application, expiration date, status, and amount paid/check number;
   b) Updating addresses of continuing Independent and Student members, through communication directly from information forwarded from Plenum or TCP forwarding address changes of APA members to the APA membership office;
   c) Logging renewal dues of Independent Members and Students as they come in;
   d) Insuring that only dues-paying members are sent the publications and that the publications are sent to all paid members;
   e) Notifying APA of new APA-affiliated Members as of August each year;
   f) Depositing dues checks; and
   g) Requesting mailing labels from APA for dues-paid Fellows, Members and Associates for the three issues of TCP and six issues of AJCP.
3. The member database should be used primarily for generating mailing labels of current Independent and Student members and new APA Members, for the following purposes:
   a) Regular publications:
      TCP — Labels sent to Editor four times a year
      AJCP — Labels of dues-paying members sent to Plenum six times a year.
   b) Updates: membership applications are received throughout the year and mailing labels are generated on a monthly basis to be sent to both TCP and Plenum so that new members may receive back issues.
   c) Other requests for labels for Society business may come from any Executive Committee member, from Regional Coordinators, and from Student Coordinators
d) Voting: Mailing labels for Independent and new APA-Affiliated Members are generated and sent to APA Elections Officer so they may receive ballots for Society Officers;

4. Sends out renewal notices to all non-APA and Student members in the fall (usually around October 1st), with a December 1st deadline for return. All membership dues that come in after October 1st are considered dues for the succeeding year (rather than the current one);

5. Ensure that all members are receiving the publications and services that are promised as part of membership, and handles problems with TCP and AJCP subscriptions;

6. Follows up with all non-renewing members to encourage continued membership;

7. Uses list from APA of dues-exempt members to request that they join as independent members if they wish to receive publications;

8. Works with Co-Chair for Recruitment to retain student members after they are no longer students by:
   a) monitoring changes in the list of student members; and
   b) proactively reaching out to students both before and after they finish their programs;

9. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
   a) Turns over the computer file documents to the incoming person at the end of her/his term,
   b) Sends the Secretary a copy of the computer file documents

Co-Chair for Membership Development (Membership and Awards Member-at-Large): Tasks and Responsibilities

1. Assesses membership trends to identify recruitment and retention needs;

2. Subscribes to the APA Division Services Membership Committee email listserv; receives and processes the APA division reports on membership; attends APA Division Membership committee meetings at the APA conference;

3. Prepares and distributes promotional materials to attract new members;

4. Ensures that promotional materials are distributed at all SCRA-sponsored conferences (i.e., APA and Biennial) and events;

5. Generates and implements creative strategies for recruiting and retaining members;

6. Evaluates recruitment and retention activities;

7. Works with Regional Network Coordinator, Regional Coordinators, and Student Coordinators in these efforts;

8. Works with Co-Chair for Member Services to retain student members when they finish their programs;

9. Informs Executive Committee of membership activities on a regular basis prior to the Midwinter and APA Executive Committee Meetings; and

10. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
    a) Turns over the computer file documents to the incoming person at the end of her/his term,
    b) Sends the Secretary a copy of the computer file documents.
APA Program Committee

Mission

To develop a conference program that represents current high quality and innovative work in community psychology research and action to be included as SCRA’s contribution to the APA annual Convention.

Committee Membership

The Program Committee shall be composed of the elected APA Program Members-at-Large. Each member shall serve on the Program Committee for the three years of elected office. The Member-at-Large in the second and third year of her/his term shall serve as Chair of the Program Committee.

Tasks and Responsibilities

First Year Member

1. Performs duties as member of Program Committee as delegated by Program Committee Chair (third year Member-at-Large);
2. Serves as Chair of poster session(s); and
3. Serves as host of Division 27 roundtable discussion(s).

Second Year Member

1. Performs duties as member of APA Program Committee as delegated by Committee Chair;
2. Organizes poster session awards process (i.e., sets up committee);
3. Prepares certificates for poster session awards and delivers them to the President who announces winners at the SCRA Business Meeting at APA; and
4. Hosts Division 27 Social Hour.

Third Year Member/Committee Chair

Performs the followings duties as Chair of the APA Program Committee and delegates tasks to other Committee Members as appropriate:

1. Keeps time-line, coordinates activities of other members, and follows up tasks of Committee Members;
2. Maintains constant communication with APA;
3. Fall (before December 10th):
   a) Solicits program submissions;
      • Prepares and mails announcement and call for papers to TCP (before September 1st)
      • Develops a call for papers to include in President’s fall mailing and gives to President by September 1
b) Organizes State-of-the-Art presentation (solicits input from Committee Members and others);
c) Suggests special programs (solicits ideas from Committee Members);
d) Sends out letter to potential reviewers to assess availability to review program proposals for this year;
e) Chooses six to eight local reviewers for last minute submissions;
f) Creates record keeping system for all proposals;
g) Contacts President for information about distinguished award winners and people to introduce them; and
h) Contacts President-Elect for names of invited speakers.

4. Late Fall:
Polls Interest Group and Committee Chairs regarding plans for meeting during the convention and organizes some setting for the meetings (e.g., headquarters suite or roundtables);

5. By Mid-December:
   a) Prepares:
      • letter acknowledging receipt of submissions;
      • cover letter for reviewers;
      • rating sheets for proposals; and
      • envelopes with reviews.
   b) After receipt of proposals:
      • allocates proposals to reviewers; and
      • mails and keeps records.

6. By APA Program deadline (Feb.):
   a) Prepares computer disk containing program data;
   b) Keeps track of returning reviews;
   c) Decides about accepted and rejected proposals; communicates with submitters, and sends SCRA brochure to all submitters with recruitment letter;
   d) Handles communication from proposal authors;
   e) Arranges co-sponsorship and times for programs;
   f) Prepares reports for Executive Committee;
   g) Sends out forms to APA regarding sessions that will be taped;
   h) Prepares summary sheets for APA; and
   i) Submits Program to APA;

7. By March 1st:
   a) Sends copy of master schedule to TCP,
   b) Sends list of reviewers and a formal thank you acknowledgment for publication in TCP;

8. In August:
   a) Ensures that there are Committee and Interest Group sign up forms at SCRA-sponsored sessions and social hours; and
   b) Enjoy the Convention!
   c) Handles emergencies; and
   d) Turns in any receipts to Division Treasurer for reimbursement.

9. Organizes Continuing Education Events
   a) Assesses member needs concerning continuing education
   b) Recruits, selects, and schedules continuing education programs prior to, during, or after the APA Convention

10. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
a) Turns over the computer file documents to the incoming person at the end of her/his term,
b) Sends the Secretary a copy of the computer file documents

Nominations Committee

Mission

To ensure a broadly representative ballot for all SCRA Executive Committee positions, except the position of National Student Representative; to implement a participatory nominations processes that leads to high quality, diverse leadership for SCRA in a fair and timely manner.

Committee Membership

The Chair of the Committee shall be the Past-President of the Society.

The Chair shall be responsible for forming a committee that is representative of the various constituencies within the Society. The Nominations Committee shall not have fewer than ten (10) members who may serve repeated terms. The Society Secretary shall serve as an ex-officio member of this committee. The members shall include a member of the Council of Education programs, a member of the Practice Group and one of the three Members at Large. The remaining members of the Nominations Committee are typically solicited from the Chairs of the various Interest Groups and Task Forces, and from the Regional Coordinators. Nominees from these groups are invited to serve as members of the Nominations Committee. The members should include a student and an early career psychologist. Members will be appointed toward the goal of representing the diversity of SCRA.

Tasks and Responsibilities

1. The outgoing Chair of the Nominations Committee will provide the incoming Chair with a list of potential nominees, specifically those who were asked and declined for that year, and those who expressed interest but were not comfortable being nominated that year, as well as a briefing about the nomination process for the preceding year.

2. In October of each year the Chair of the Nominations Committee determines which offices need to be filled and, in coordination with the EC, sends out calls for nominations via appropriate media to all members, Society affiliates and students in SCRA.

The Executive Offices to be filled include:
President Elect — every year
Secretary — every three years (elections in 2010, 2013, 2016)
Treasurer — every three years (elections in 2009, 2012, 2015)
Member-at-Large - every year, with shifting responsibilities (see Member At Large section)
Regional Network Coordinators - every three years (2010, 2013, 2016)
3. The call for nominations should include specific encouragement of self-nominations: “Self-nominations are not only welcomed but encouraged.” The call will be distributed to all members of the Society via the appropriate media, and will be placed in all appropriate print and electronic media and listservs.

4. Members of the Nominations Committee are expected to actively solicit nominations from their constituent groups. This should include suggesting to potential candidates that they might want to run for office.

5. The Nominations Committee should include, as part of its considerations, SCRA’s commitment to diversity. This will involve taking into account the diversity of the current and recent Executive Committees when soliciting and recommending nominations.

6. The goal of the Nominations committee is to prepare a set of recommendations for the EC that includes between two and five qualified nominees who have agreed to run for each office. These recommendations are arrived at through discussion and informal balloting among all Nominations Committee members. Any constraints for particular offices that should be the focus of the Committee’s concern (e.g., the member-at-large should be an –early career SCRA member, within 7 years of degree-completion) should be in place before the work of the Nominations Committee begins and part of the charge given by the Nominations Committee Chair when recruiting the Committee and instructing members in its work. Considerations that emerge in the discussion of a specific ballot should be reserved for implementation in the next balloting process.

7. The EC can add to or reject specific candidates recommended by the Nominations Committee with clear justification.

8. The timeline for the nominations process would comprise approximately six months, as follows:
   a) October: Construction of the committee
   b) November: Solicitation of nominations
   c) December: Recruitment of nominees
   d) January: Agreement of nominees by nominations committee
   e) February: Finalization of ballot with EC
   f) March: Solicitation of candidates’ statements for placement on the APA web site, the TCP, the elections blog on the SCRA web site, and the listserv, and resolution of any ballot difficulties. Only the Nominations Committee Chair should post candidates’ statements on the listserv and this should be done in an equitable manner. In all cases, the Nominations Committee Chair should give candidates every opportunity to take advantage of opportunities to post statement but should not wait past deadlines even though this may appear to put a candidate at a disadvantage.

The Chair of the Nominations Committee:

1. maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers.

2. Keeps the incoming Nominations Committee Chair, who will be the current President, updated about the election process both for informational purposes and to assist in preparation when the President takes over the Nominations Committee role as Past-President.

3. Turns over the computer file documents to the incoming person at the end of her/his term,

4. Sends the Secretary a copy of the computer file documents.

Procedures for Society Election of Officers
In May of each year, APA sends to the voting membership an election ballot for APA President-elect. Enclosed in the mailing is a booklet containing ballots for all Divisions wishing to participate. Outlined below are the procedures and deadlines established by the APA for conducting a Division election.

1. The slates of candidates for Division offices are due to Board/Council Operations by March 15. A memorandum containing information on the nomination process and a form for submitting the slates of candidates is sent to all Division Secretaries in January. The method of selecting the candidates is left to the Divisions. Divisions may use a nomination ballot, a nomination committee, or a combination of the two. Board/Council Operations will conduct a nomination ballot for each Division if so requested. The Division will only be billed for printing and postage costs.

2. When Board/Council Operations receives the slates of candidates from the Division, a mock-up of the ballot as it will appear in the booklet is prepared and sent to the Division Secretary for review. This allows for a final check on the accuracy and format of the ballot.

3. The ballot is sent to the membership in May. In addition to the Division ballots, this mailing includes ballots for APA President-elect, state association Council representatives, and amendments to the APA Bylaws. The ballots are mailed first class to all APA Fellows, Members, and Voting Associates. Voting Associates are members who have been in Associate status five or more years. The balloting period closes after 45 days.

4. The ballots are tabulated by Board/Council Operations at APA and results are sent to the Society in mid-July. It is the responsibility of the President to notify the candidates of the results, as well as to see that the results are communicated to the EC and to the membership. Board/Council Operations will only provide results to Division officers. For SCRA, the Secretary informs the President, who in turn contacts the candidates.

The above procedures ensure that all Society Members who are also members of APA receive ballots for the election of Executive Committee members. To ensure that SCRA Members who are not members of APA receive ballots, the SCRA Membership Services Manager must:

1. Contact the APA Elections Officer in early March to tell her/him how many additional SCRA members will be voting so that APA can be sure enough ballots are printed; and
2. Provide appropriate contact information via mailing labels or email addresses and a roster of such SCRA members to the Elections Officer by early April.
Committee on Fellows

Mission

To identify and recognize excellence in community research and action among Society Members.

Committee Membership

The Past-President shall serve as Chair of the Committee on Fellows and will appoint committee members. The Committee shall include the immediate President and Past President of the Society, and four (4) SCRA Fellows representing Community Action, Women, International and Ethnic Minorities to form a six (6) person committee. At least two committee members should be Fellows of APA. Committee members serve staggered three-year terms. The Chair will also act as (or appoint) a designated liaison to his/her respective APA committee.

Tasks and Responsibilities

1. Requests nominations from Committee members, Fellows and SCRA membership;
2. Sends nominees appropriate materials and follows up on their interest;
3. Advises nominees on preparation of files, informs nominees of December 15 deadline for receipt of materials, and encourages nominees to send criteria to individuals who are writing letters of reference;
4. Sends materials from nominees to Fellows Committee members for review;
5. Sends materials of candidates approved by the Fellows Committee to the Executive Committee for approval;
6. Sends materials of approved candidates who are APA members to APA for consideration for APA Fellowship status (April 15th deadline); and
7. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
   a) Turns over the computer file documents to the incoming person at the end of her/his term,
   b) Sends the Secretary a copy of the computer file documents.

Procedures for Nomination to Fellow

Each year the SCRA recognizes individuals for “outstanding and unusual contributions or performance” in community psychology by nominating them for Fellow status in the Society. Persons who are members of the American Psychological Association are also nominated for fellowship in APA. Nominations for Fellow may be self nominations or may come from a current Fellow of the SCRA. To identify nominees, the chair of the Fellowship Committee solicits nominations from current Fellows and reviews the membership list for candidates deserving of recognition and election to Fellow status. However, with the diversity of activities and settings in which community psychologists work, each year deserving members are overlooked simply because the Fellowship chair or other Fellows are not aware of the candidates’ contributions. Consequently, self nominations are genuinely encouraged.

The process involves several steps. First, all nominees provide a completed APA Uniform Fellow Blank, a statement describing their “outstanding and unusual” contributions to community research and action,
and a vita, and arrange for four to five letters of support. Next, these materials are reviewed by the Society Fellowship Committee which decides which applicants to recommend to the Executive Committee for Fellow status. All nominees who are approved by the Executive Committee become SCRA Fellows. Names of SCRA Fellows who are APA members are also forwarded to APA for consideration as APA Fellows.

General Criteria for Fellowship Status

The most difficult judgment that must be made in connection with nominees for Fellow Status is to determine whether or not there has been “unusual and outstanding contribution or performance in the field of community research and action.”

Number of publications, grade-level of an administrative position, academic rank, or number of public addresses, workshops, or committee memberships are not automatic determiners. The contribution to the science or practice of community research and action should be original, and perhaps also a contribution to society as a whole. The following criteria are by no means intended to be exhaustive, but may help Fellowship Committee members frame their judgments regarding a nominee.

- Evidence of steady and continuing competence does not in itself meet the criterion of “outstanding and unusual.”
- The impact of innovations must be documented.
- Accumulation of impact and performance over time must be demonstrated. The minimum standard for Fellowship includes five years of outstanding professional experience, although a longer period of sustained excellence is preferred. There is no degree requirement for SCRA Fellow Status.
- The existence of relevant publications is not enough in either research or practice. Research publications must report impressive work, have impact on the work of others, and have been referred appropriately. Other publications — such as textbooks, handbooks, material developed for public education or public information campaigns must also report impressive work as reflected in impact on targeted readers, widespread usage, and/or recognition of outstanding quality by peers. Citation, replication or adoption of the nominees work by others may be an important indicator of the impact of a contribution.
- Offices held in the Society for Community Research and Action, involvement with Society committees and interest groups, political and legislative activity, and the like, while relevant, are rarely enough in themselves to prove contribution — endorsers must show positive impact and contribution beyond the local level.
- Conducting and organizing workshops is not an automatic criterion, but frequent workshop leadership with positive evaluations and evidence of impact over time can be good evidence of contribution.
- The candidate must be a member in the Society for Community Research and Action at the time a nomination is made.

Specific Criteria for Fellowship Status in The Society for Community Research And Action

Fellows must provide evidence of “unusual and outstanding contributions or performance in community research and action.” Commonly, the nominee for Fellow status has a particular area on which the nomination is primarily based, including: (1) community practice and action; (2) research; (3) teaching; or (4) administration or professional service. In other words, the Society seeks to recognize a variety of
exceptional contributions that significantly advance the field of community research and action including, but not limited to: theory development, research, evaluation, teaching, intervention, policy development, policy implementation, advocacy, consultation, program development, public education administration, and service. The outstanding contributions may be in more than one category.

1. Community Practice and Action as the Primary Basis

There are many avenues whereby “practice” and “action” can occur at outstanding levels. The practitioner candidate must present a broad history of combined practice and community service with documented impact. Again, the major consideration is the long-term impact on the science and practice of community research and action at the local, state, regional, national and/or international levels. Outstanding contributions may include: demonstrated high quality and innovation in practice; documented broad impact of innovations; demonstrated outstanding impact on local, state and/or national programs; outstanding effective consultation to community settings such as schools, human service organizations, criminal justice agencies, etc.; sufficient program/practice longevity and use to demonstrate the exceptional value and quality of the applications; development or implementation of outstanding programs that challenge the status quo or prevailing conceptual models and applied community methods; organization of innovative conferences or programs within conferences; development of model community interventions; and political or legislative activity with more than local impact; outstanding public education activities, or use of the media for health promotion and/or disease prevention purposes; creative development or implementation of programs that translate theory into successful practice; excellence in working with community constituencies to promote empowerment; and demonstrated excellence in the assessment of program impact or effectiveness; exceptional leadership in a community organization (e.g. board member or committee chair) which has had outstanding impact on community action.

Many community practice and action activities are noteworthy but not outstanding in and of themselves. Examples of these include: lengthy service to community organizations, participation in multiple organizations, development of multiple programs or consultation to multiple organizations at the local, state or national levels; development of multiple or large conferences, workshops or public education campaigns.

2. Research as the Primary Basis

Unusual and outstanding contributions or performance in research is typically documented by sustained research-based publications in refereed journals. Thus, important considerations may include: a strong publication record; favorable citation and use of one’s work by others; development of an influential theory or research method; or qualitative or quantitative empirical findings that contribute to the knowledge base of community research and action.

The following types of contributions do not generally provide convincing evidence of the impact of a nominee’s work: abstracts; reports in press or preparation; book chapters in a collection that is co-edited by the nominee; publications limited to a single collection of data; and a long list of publications where the nominee is not primary author and the nominee’s role is not explained.

3. Teaching as the Primary Basis
Unusual and outstanding contributions or performance in teaching involves documenting that such performance has led to long-term impact on the development of science and practice of community research and action.

Impact may be at the local, state, regional, national or international level. Teaching excellence may be at multiple levels including undergraduate, graduate, postdoctoral or continuing education.

The following achievements suggest a potential for wide impact, though such impact must still be documented by appropriate statements in the nomination forms: demonstrable teaching excellence; outstanding curriculum or program innovations, creative leadership of community psychology or social action teaching or training programs or organizations recognized as outstanding by peers and colleagues, publications such as textbooks, handbooks, and articles used as classroom resources on a wide scale, and having mentored students who have made outstanding contributions to community research and social action.

Certain achievements represent noteworthy contributions in teaching, though not necessarily outstanding contributions. These include: Department chair, director of a training program, large numbers of students taught or mentored.

4. Administration and Professional Service as a Primary Basis

Outstanding contributions in administration or professional service involves leadership activities in the development and successful implementation of organizations, professional groups and activities that have made outstanding contributions to community research and action at the local, state, regional, national or international level.

Outstanding contributions in the following areas should be documented on the nomination forms: creative leadership and administration of organizations that have a significant impact on promoting social action, editor or founder of a quality journal or book series, leadership and initiative that contributes to the growth and recognition of community research and action nationally, outstanding service on federal advisory or review committees; major participation in scholarly reviewing activities; exceptional service to SCRA and related organizations.

Some achievements while significant are not in and of themselves considered to be outstanding. These include: Department chair for a lengthy period of time; director of a large agency or significant agency; lengthy service as an editor or associate editor of a journal or multiple journals; President or officer of an APA division, local, state or national organization; or recipient of an award by another group.

Procedures

Individuals seeking Fellow status should contact the current Past President for materials. All material including reference letters must be completed and received by December 15 for review by the Fellowship Committee.
Individuals who are already a Fellow of another Division of the American Psychological Association and who would like to be considered for fellowship status in SCRA should send a statement detailing their contributions to community psychology and a vita by early January.

SCRA Fellows who are APA members and have not yet been granted Fellow status by APA may update their application and request that the SCRA Fellows Committee forward it to APA for consideration. The SCRA Fellows Committee typically will honor such requests absent a compelling reason not to.
Publications and Electronic Communications Committee

Mission

To identify, encourage, implement, and oversee effective ways of disseminating information about community research and action; to recommend a strategic publication plan to the Executive Committee, including print and electronic media; to oversee the society’s official newsletters, publications and website; to make recommendations to the Executive Committee concerning editorship/web masters; and to initiate other projects such as a book or monograph series, other forms of print and electronic communication, networking, textbooks, and publication of materials related to intervention, research, policy, theory, practice, education/training, and the profession of community psychology.

Committee Membership

The Chair of the Publications and Electronic Communications Committee shall be appointed by the SCRA President in consultation with the Executive Committee. Presidents elected during non-biennial years shall serve on the committee for all three years of their terms. The Treasurer and representatives from each of three constituencies (Community Action, Women, and Committee on Cultural and Racial Affairs) also serve on the committee. All Committee members serve three-year terms with one constituency representative rotating off each year. The AJCP and TCP editors serve as ex-officio members for the duration of their terms. The Chair will act as an ex-officio member of the Executive Committee. The Chair will also act as (or appoint) a designated liaison to his/her respective APA committee.

Tasks and Responsibilities

1. Recommends editors for both TCP and AJCP and for other SCRA-sponsored publications to the Executive Committee for approval;
2. Examines publication possibilities with publishers;
3. Calls for proposals and/or manuscripts for publication projects;
4. Evaluates the feasibility/viability of special projects (costs, editor/s, author/s, distribution, etc.) and makes recommendations to the Executive Committee. (Note: In particularly busy years, it is recommended that feasibility studies be delegated to task forces headed by a committee member other than the Chair.)
5. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers.
   a. Turns over the computer file documents to the incoming person at the end of her/his term,
   b. Sends the Secretary a copy of the computer file documents.

AJCP Editorship

A major task of the committee is to recommend an editor for AJCP every five years. The editor must be appointed by the Executive Committee (upon recommendation of the Publications and Electronic Communications Committee) at the APA Meeting. The editor should be ready to begin receiving manuscripts shortly afterward, with the exact transition to be worked out between the new and outgoing editors.
TCP Editorship

The committee must also recommend a TCP editor or co-editors every three years. The editor is appointed by the Executive Committee upon recommendation by the Publications Committee by January of the year in which his/her term begins.

Timeline for AJCP Editor Recruitment

August — (year before appointment)
- Place notice in TCP
- Request nominations from Executive Committee and Committee Chairs

September/October
- Send call for nominee with presidential mailing

November/December
- Identify possible nominees via direct letters and in consultation with current and past Society leadership and a diverse group of other prominent community psychologists
- Check availability of nominees

January
- Work with Publications and Electronic Communications Committee to rank nominees and choose three finalists

February
- Request vitae and statements of vision for AJCP development from finalists

April/May
- Review submitted information
- Committee deliberates

June/July
- Make recommendation to Executive Committee

August
- Executive Committee appoints and initiates transition period

Timeline for TCP Editor Recruitment

August (year and a half before appointment)
- Place notice in TCP
- Request nominations from Executive Committee and Standing Committee Chairs

September/October
- Send call for nominees with presidential mailing
- Identify possible nominees via direct letters and in consultation with current and past Society leadership and a diverse group of other prominent community psychologists

November/December
- Check availability of nominees
- Have committee rank available people and choose three finalists
- Request vitae and statements from finalists
- Send nominees forward with Committee ranking and rationale to Executive Committee for vote at Midwinter Meeting.

January
- Executive Committee appoints and initiates transition process
**Timeline for Other Committee Tasks**

**September**
- Chair requests nominations for membership on the Committee from Ethnic-Minority, Action, and Women's constituencies as needed to maintain representative rotational membership

**October**
- Chair makes recommendations and requests group suggestions for year’s projects

**December**
- Chair submits report to Executive Committee

**June**
- Chair submits report to Executive Committee

**NOTE:** Rest of timeline will depend on chosen project(s)/initiative(s)
Biennial Conference Committee

Mission

To oversee the development of a Biennial conference for the Society that fosters lively and engaged discussion of recent developments in community research and action and facilitates the creation and maintenance of a sense of community for SCRA members.

Conference Planning Committee Membership

The Biennial Conference Planning Committee shall be an eleven (11) person committee. The President-Elect, elected in odd-numbered years, serves as Co-Chair. The Biennial Site Chair serves as the other Co-Chair. Other members include the Member-at-Large elected at the same time as the President-Elect, the five (5) Chairs, or a Committee member delegated by the Chairs, of the following Committees: International, Social Policy, Women’s, Cultural & Racial Affairs, and Interdisciplinary Linkages (1 member each), the Chair of the Disabilities Interest Group or a Group member delegated by the Chair, one student member chosen by the President-Elect in consultation with the EC Student Representatives, and either the Site Chair or Evaluator from the previous Biennial. Gender and ethnic/racial balance will be maintained in the selection of members. The Planning process requires four years (see table on p. xx), so Committee members serve a four-year term with replacements as needed. The President-Elect serves a three year term as Co-Chair and is followed by the then Past-President during the fourth year.

The Planning Committee, with the advice of the Executive Committee, appoints a Conference evaluator to conduct an evaluation of the Conference. In the event that a biennial planning committee member cannot assume his or her responsibility, then s/he must find a replacement.

Tasks and Responsibilities

First Year

During the first year, the committee’s major tasks include clarification of conference themes and goals, provision of input to the Executive Committee about site selection, formation of the site committee, and selection of the invited speakers and trainers. The specifics of the tasks are as follows:

1. Clarifies Conference Goals and Themes

The development of the Biennial Conference should be undertaken as a creative process. The Committee will need time to discuss and clarify goals, articulate themes, and develop creative formats.

2. Assists in Site Selection

Sites will be selected three (3) years in advance to allow sufficient preparation time.

a) The President-Elect announces the search for a site in the fall TCP, requesting that proposals be received by December 1st. Proposals are also requested by talking to people who have
previously submitted, or to others who have informally expressed interest. Proposals to host the Biennial should include attention to diversity issues.

b) The President-Elect receives all proposals and mails them with an evaluation form to planning committee members.

c) Criteria for selection of sites include:
   • Significant likelihood of income accruing to SCRA: Will the conference serve as a revenue generator?
   • Potential cost to participants: What will a package that includes housing and meals cost? How much more will registration be? Is this affordable to students?
   • Support from sponsoring institution: Does the proposal indicate available or potential financial or in-kind support?
   • Meeting facilities: Do these allow for the creation of a sense of community? Do they seem amenable to diverse kinds of formats? Do they seem comfortable? Attractive? Safe?
   • Transportation accessibility: Are there international airports nearby? If not, does the proposal indicate other types of transportation that can be provided?
   • Handicapped/disabled access: Does the facility allow easy access for handicapped/disabled individuals? Sites should make every attempt possible to adhere to the guidelines for accessibility adopted for the SCRA Biennial Conference. These criteria are listed in Section
   • Diversity: Does the proposed site adequately address how diversity issues will be included in the conference, in terms of themes, local site context, planning committee, presentation review criteria, and/or planned conference content?
   • Surrounding sites: Is the site near an exciting city, beach, etc.? Is this favorable or would it be distracting?
   • Working group: Is there an available working group?
   • Experience: Do the folks have experience organizing conferences? Is it positive?
   • Regional balance considering locations of other recent Biennials

d) The President-Elect notifies the chosen site of the Executive Committee’s selection and appoints the site chair.

3. Facilitates Formation of the Site Committee

Develop a committee that represents local constituencies with diverse resources and interests (e.g., mental health centers, advocacy organizations, research institutes, university departments)

4. Selects Speakers and Trainers
   a) Each Biennial Conference has at least two and at most five invited speakers and trainers. Invited speakers should represent a balance between research and applied perspectives. There should also be a balance of the characteristics that make for diversity — gender, race, ethnic background, sexual orientation, place in their career, geographic location, etc.
   b) Trainers for Continuing Education Credit Workshops should be both skilled presenters and have compelling ideas. It is preferred that the training be strongly participative. The goal is to have a strong cluster of education activities that will address diverse needs of SCRA Members and local people with community interests. Again, the trainers should reflect the diversity valued by the Society.
   c) The process for selection of speakers is as follows:

   The President-Elect
requests names, addresses, fax and phone numbers, and available information from the planning committee members and Executive Committee;

- compiles a list and mails it along with criteria to planning committee members who prioritize their first three choices;
- in consultation with the site committee, chooses the top 3 to 5 choices and alternate;
- writes invitation letters to all. Follow-up is carried out by the site chair. Speakers and trainers should be selected by September 1st of the second year so that their names can be published in the Call for Papers in the TCP.

5. Undertakes other tasks during this first year including:
   a) Selects conference dates and themes (planning committee co-chairs);
   b) Site committee seeks alternate sources of funding and in-kind support from foundations, educational institutions, human services, community agencies and other services; and
   c) Selects Conference Evaluators.

Second Year

During the second year the Site Committee:

1. Makes reservations for conference halls and rooms;
2. Prepares and publishes the Call for Papers in TCP (with the advice of the planning committee chair);
3. Submits Call for Papers in the various APA publications and Divisional newsletters (due date: November 15);
4. Mails Call for Papers to Society’s membership and other groups in October (coordinates with Presidential mailing);
5. Coordinates pre-conference activities with the Council of Education Programs; and
6. Plans and formalizes arrangements for continuing education credits.
7. The Site Chair receives, organizes, and mails program submissions to the planning committee for evaluation by early December.
8. The planning committee (with the exception of the site chair and his/her “wild card” appointee) must evaluate submissions by early January.
9. Notifies colleagues of submission selections by ????;
10. Meets regularly to work on logistics beginning in February;
11. Decides on fees;
   (Typically, four categories of fees have been set, with students cheaper than professionals and with SCRA members cheaper than others. A package whereby non-members can join SCRA as part of non-member registration fee should be offered. In general, the Biennial is expected to generate some profit for SCRA, or at least break even).
12. Develops a preliminary program for publication in Spring TCP;
13. Finalizes program and all logistics;
14. Provides an SCRA booth/table at the conference for participants to get information about and to express interest in the Society and SCRA-sponsored committees and interest groups;
15. Runs conference;
16. Follows up on evaluation report;
17. Provides final report to Executive Committee for APA meetings following the conference; and
18. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers.
   a) Turns over the computer file documents to the incoming person at the end of her/his term,
b) Sends the Secretary a copy of the computer file documents.

**Student Member of the National Biennial Planning Committee**

The student member of the Biennial Planning Committee serves as a representative of student interests and as a liaison between student members and NSRs, and the Planning Committee. The role of the student member on the planning committee is to ensure that student issues and concerns are reflected in the conference program. The student member will help determine the criteria for student awards, and encourage other students to participate in this unique SCRA activity.

**Selection Procedure**

The SCRA National Student Representatives will recommend the names of qualified candidates to the Chair of the Biennial Planning Committee who will make the final selection. The recommended students should be broadly representative of the student membership constituency but may be selected to balance representation of the Biennial Committee as a whole.

**Recommended Responsibilities**

In past years, student members have been involved in numerous aspects of Biennial planning. However, there are certain activities that are particularly within the domain of students and, therefore, it is recommended that the student member be involved in these activities.

1. Forms a student review committee to select the student travel award winners;
2. Reviews student conference submissions;
3. Represents student concerns and interests at conference planning sessions (e.g., students are particularly concerned with issues such as keeping conference-related expenses low);
4. Plans and conducts student activities at the Biennial conference (e.g., the biennial meet-a-mentor activity);
5. Collaborates with NSRs and the NSR-CEP to schedule the Student Business Meeting/s and coordinate student activities at the Biennial; and
6. Submits a written report to the NSRs and Chair of the Biennial Planning Committee detailing accomplishments and activities. This report is to be included in the second year NSR’s report to the Executive Committee.
Committee on Cultural and Racial Affairs

Mission

To represent issues of cultural diversity and promote the concerns of people of color as a focus of community research and intervention; to promote training and professional development of people of color interested in community psychology; to advise the Executive Committee on matters of concern to people of color; and to inform and educate the Executive Committee regarding the implications of decisions as they pertain to people of color.

Committee Membership

There are three chairs (Past, Present, Elect) of the committee who are appointed by the SCRA President in consultation with current committee members and the Executive Committee. The Committee reports directly to the Executive Committee. Each Committee Chair serves a three (3) year term. The person in the second year is the most active Chair; the person in the first year is designated Chair-Elect; and the third-year person is considered mentor and Past-Chair. The Chair will also act as (or appoint) a designated liaison to his/her respective APA committee.

The Committee on Cultural and Racial Affairs (CCRA) was established in 1976. The membership roster includes those individuals who actively participate in committee tasks and activities.

Distribution of Duties

The Chairperson will have the responsibility of preparing the two reports that are submitted to the Executive Committee. The Chair will also have the responsibility of organizing and submitting a program (symposium or roundtable) for the APA Convention and/or Biennial Conference. Finally the Chair will receive all correspondence directed to the committee.

The Past-Chair will solicit names for the Ethnic Minority Mentoring award. In collaboration with the CCRA Chair and at least one other person appointed by the CCRA Committee, the Past-Chair will select and notify the recipient who receives the award. The Past-Chair will also present the award to the winner at the APA convention.

The Chair-Elect will accept assignments from the chair and be responsible for recruiting participants to the committee.

Tasks and Responsibilities

1. Provides input to the Executive Committee on issues of concern to ethnic/minority members and gives feedback on the implications of Executive Committee actions for ethnic/minority concerns;
2. Initiates projects and develops creative ways to stimulate, foster and increase the visibility of community research and action on ethnic/minority issues;
3. Initiates projects and develops creative ways to promote the professional development of ethnic/minority community psychologists;
4. Keeps ethnic/minority SCRA members and others interested in ethnic/minority concerns informed about committee projects and activities;
5. Holds annual open meetings for all interested SCRA members to discuss committee activities and generate issues/projects of common concern;
6. Recommends an individual to serve as liaison to the APA Committee on Ethnic and Minority Affairs and to Division 45 to the President, who makes the formal appointments;
7. Encourages nominations and selects a recipient for the Ethnic/Minority Mentoring Award and presents the award annually at the APA Convention (Past-Chair);
8. Organizes and submits programs for the APA Convention and the Biennial Conference to highlight Ethnic-Minority topics and psychologists (usually a symposium or round table);
9. Encourages people interested in ethnic/minority concerns to organize programs, presentations, and/or networking opportunities at other local, regional, and national gatherings;
10. Recommends representatives to serve on the Biennial Conference Committee, the Committee on Fellows, and the Publications Committee;
11. Suggests editor/s to TCP for a regular column on Ethnic/Minority issues;
12. Submits semiannual reports (December & June) of activities and accomplishments to the Executive Committee;
13. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
   a) Turns over the computer file documents to the incoming person at the end of her/his term,
   b) Sends the Secretary a copy of the computer file documents;
14. Keeps a roster of active committee members and updates annually and shares a copy of roster with SCRA Secretary and President; and
15. Maintains ongoing communication with the Secretary, who serves as the Executive Committee liaison to the committee.

Timeline

September
- Set priorities for the year and develop appropriate timelines
- Send copy of call for Ethnic Minority Mentoring Award Nominees to President to include in Fall mailing

October/November
- Submit column to TCP (August 31 deadline)
- Submit proposals for programs &/or meeting time at the Biennial Conference (even year) (due November 15)
- Submit proposals for program time at APA Convention (due Dec. 1)

December
- Send reports and budget requests to Secretary for Midwinter Meeting
- Submit column to TCP (November 30 deadline)

January-April
- Establish own projects and appropriate timelines
- Submit column to TCP (February 28 deadline)

May/June
- Submit Column to TCP (May 30 deadline)
- Hold open meetings at Biennial Conference (in odd years)

July
- Send report of activities to Secretary for APA Executive Committee Meeting at APA
• Submit column to TCP (August 31 deadline)

August
• Hold open meetings at APA Convention
• Present Ethnic/Minority Mentoring Award at the SCRA Business meeting
• Conduct program at the APA convention to highlight cultural and racial topics and/or ethnic/minority psychologists (if proposal was accepted)
• Place call for Ethnic Minority Mentoring Award Nominees in TCP
Committee on Women

Mission

To increase sensitivity to and awareness of women’s issues within the SCRA; to promote training and professional development of women interested in community psychology and increase sensitivity to women’s issues in the workplaces of community psychologists; to identify and encourage feminist perspectives and methods within community psychology; to advise the Executive Committee on matters of concern to women; and to inform and educate the Executive Committee regarding implications of decisions for women and women’s concerns.

Committee Membership

There are three chairs (Past, Present, Elect) of the committee who are appointed by the SCRA President in consultation with current committee members and the Executive Committee. The Committee reports directly to the Executive Committee. Each Committee Chair serves a three (3) year term. The person in the second year is the most active Chair; the person in the first year is designated Chair-Elect; and the third-year person is considered mentor and Past-Chair. The Chair will also act as (or appoint) a designated liaison to his/her respective APA committee.

The Committee on Women was established in 1978. The membership roster includes any interested individuals who participate in committee tasks and activities.

Committee on Women Focal Group

The initiatives of the Committee on Women will be led and coordinated by a six-member Women’s Committee Focal Group. The purpose of the focal group is twofold:

1. To foster a core constituency for women’s issues that will help to energize and sustain the commitment from year to year
2. To facilitate wider inclusion of members in committee activities and increase member participation opportunities;
3. To distribute responsibility across more members

Focal Group Composition. The Focal Group will be comprised of SCRA Committee on Women members. Focal group members will include the outgoing chairperson, chairperson, incoming chairperson and three members. At least one of the six seats on the Focal Group will be reserved for a graduate student. In the event that a graduate student graduates before ending his/her term, s/he may continue serving on the Focal Group until his/her term ends.

Focal Group Terms. Each Focal Group member will serve a three-year renewable term from August 1st to July 31st.

Focal Group Recruitment and Selection. Focal group members will be selected from the pool of nominees by the chairs and focal group members. All Committee on Women members are eligible to be nominated, and self-nominations are encouraged.
Announcements requesting nominees for the Focal Group will be sent to SCRA members yearly via The Community Psychologist, the SCRA-L, SCRA-W and SCRA-student listservs to recruit individuals. Individuals will also be recruited from Committee on Women biennial activities, other professional meetings, by referral and word-of-mouth. All Committee on Women members are welcome to participate in Committee on Women meetings and provide input and feedback on Committee decisions.

Committee on Women Leadership

The Committee on Women will be led by a Chairperson. The Chairperson will serve a three (3) year term as follows:

First Year: Incoming Chairperson
Second Year: Current Chairperson
Third Year: Outgoing Chairperson

Chair Selection. The Focal Group, Chair and Outgoing Chair will select a Committee on Women Incoming Chairperson by democratic vote each year from a pool of nominees. Preference will be given to individuals who have served as Focal Group members.

Distribution of Duties

The Current Chairperson will be responsible for preparing the two reports that are submitted to the Executive Committee annually.

The Current Chairperson will be responsible for organizing and submitting a program (symposium or roundtable) for at least one national or international community-psychology related conference each year (e.g., Biennial Conference, APA Convention, International Community Psychology Conference, or other). The Incoming Chairperson, Outgoing Chairperson and Focal Group Committee members will assist the Chairperson as needed.

The Current Chairperson will also be responsible for organizing the Women’s Night Out or other social/networking event at the Biennial Conference in odd numbered years, and at an alternate conference in even numbered years, or of appointing a Focal Group member, the Incoming Chairperson or Outgoing Chairperson to do so.

The Current Chairperson will serve as the primary liaison between the Focal Group and the Executive Committee, and will receive all correspondence directed to the committee.

Members of the Focal Group will accept assignments from the chair and be responsible for recruiting nominees for the committee.

Tasks and Responsibilities

1. Provides input to the Executive Committee on issues of concern to women members and gives feedback on the implications of Executive Committee actions for women;
2. Initiates projects and develops creative ways to stimulate, foster, and increase the visibility of community research and action on women’s issues and feminist approaches;
3. Initiates projects and develops creative ways to promote the professional development of women community psychologists;
4. Keeps SCRA members interested in women’s issues informed about committee projects and activities;
5. Holds annual open meetings for all interested SCRA members to discuss committee activities and generate issues/projects of common concern;
6. Recommends liaisons to the APA Committee on Women and to Division 35 to the President who makes the formal appointment;
7. Organizes and submits programs for the Biennial Conference, APA convention, or other Community Psychology conferences, to highlight women’s issues and women community psychologists (usually a symposium or roundtable);
8. Encourages people interested in women’s issues to organize programs, presentations, and networking opportunities at other local, regional, and national gatherings;
9. Recommends representatives to serve on the Biennial Conference Committee, the Committee on Fellows, and the Publications Committee;
10. Suggests editor/s to TCP for a regular column on women’s issues; helps the column editors as needed;
11. Submits semiannual reports (December and July) of activities and accomplishments to the Executive Committee;
12. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
13. Turns over the computer file documents to the incoming person at the end of her/his term,  
14. Sends the Secretary a copy of the computer file documents;
15. Keeps an annually updated roster of active committee members and provides a copy to the SCRA Secretary and President; and
16. Maintains ongoing communication with the Secretary, who serves as the Executive Committee liaison to the committee.

Timeline

September-November
- Set priorities for the year and develop appropriate timelines
- In conjunction with TCP Women’s Column editors, ensure that a column on women’s issues is submitted to TCP (August 31 deadline)
- Submit proposals for programs &/or meeting time at the Biennial Conference (even year) and/or submit proposals for at least one national or international community-psychology related conference.

December
- Send reports and budget requests to Secretary for Mid-winter Meeting
- In conjunction with TCP Women’s Column editors, ensure that a column on women’s issues is submitted to TCP (November 30 deadline)

January-April
- Establish own projects and appropriate timelines
- In conjunction with TCP Women’s Column editors, ensure that a column on women’s issues is submitted to TCP (February 28 deadline)

May
- In conjunction with TCP Women’s Column editors, ensure that a column on women’s issues is submitted to TCP and submit call for Focal Group members request (May 31 deadline)
June/July/August

- Hold open meetings at Biennial Conference (in odd years) and at another national or international community-psychology related conference (in even years).
- Organize program at the selected conference to highlight feminist topics and/or women psychologists (if proposal is accepted)
- Host the Women’s Night Out social/networking event at one of the conferences.
- Send report of activities to Secretary for APA Executive Committee Meeting at APA
- In conjunction with TCP Women’s Column editors, ensure that a column on women’s issues is submitted to TCP (August 31 deadline)
- Issue Focal Group Member nominee requests to listservs
Public Policy Committee

Mission

To encourage two-way communication between community psychologists and policy makers; to encourage collaborative relations with other groups to work on policy activities; to assure that the experiential and empirical knowledge base of community psychology is used to make substantive contributions to contemporary policy debates at the state and federal levels; to create opportunities for training; and to encourage academicians and others who lack policy experiences to familiarize themselves with the policy process through both traditional (classroom) and field-based (internship/externship) training experiences.

Committee Membership

There are three chairs (Past, Present, Elect) of the committee who are appointed by the SCRA President in consultation with current committee members and the Executive Committee. The Committee reports directly to the Executive Committee. Each Committee Chair serves a three (3) year term. The person in the second year is the most active Chair; the person in the first year is designated Chair-Elect; and the third-year person is considered mentor and Past-Chair. The Chair will also act as (or appoint) a designated liaison to his/her respective APA committee.

Tasks and Responsibilities

1. Identifies set of issues in which community psychology has expertise and have relevant policy implications;
2. Organizes activities around these issues (e.g., study groups, white papers, position statements);
3. Contacts other APA Divisions and other policy groups to assess interest in collaboration on policy activities;
4. Establishes and maintains a contact network of individuals in legislative, legal, and executive positions in Washington D.C. (e.g., professional organizations, think tanks, Library of Congress, Congressional Research Services, Office of Technology Assessment, etc.);
5. Develops and maintains a comprehensive listing of policy training opportunities;
6. Suggests editor/s to TCP for a regular Public Policy Column;
7. Organizes policy-related sessions for local, regional, and national conferences;
8. Submits semiannual reports (December and June) of activities and accomplishments to the Executive Committee;
9. Maintains computer file documents that includes a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
   a) Turns over the computer file documents to the incoming person at the end of her/his term,
   b) Sends the Secretary a copy of the computer file documents;
10. Keeps an annually updated roster of active committee members and provides a copy to the SCRA Secretary and President; and
11. Maintains ongoing communication with the Secretary, who serves as the Executive Committee liaison to the committee.

Timeline
September-November
- Set priorities for the year and develop appropriate timelines
- Ensure that a column on social policy issues is submitted to TCP (August 31 deadline)
- Submit proposals for programs &/or meeting time at the Biennial Conference (even year) (due November 15)
- Submit proposals for program time at APA Convention (due Dec. 1)

December
- Send reports and budget requests to Secretary for Midwinter Meeting
- Ensure that a column on social policy issues is submitted to TCP (November 30 deadline)

January-April
- Establish own projects and appropriate timelines
- Ensure that a column on social policy issues is submitted to TCP (February 28 deadline)

May/June
- Ensure that a column on social policy issues is submitted to TCP (May 30 deadline)
- Hold open meetings at Biennial Conference (in odd years)

July
- Send report of activities to Secretary for APA Executive Committee Meeting
- Ensure that a column on social policy issues is submitted to TCP (August 31 deadline)

August
- Hold open meetings at APA Convention
- Conduct program at the APA convention to highlight social policy issues (if proposal was accepted)
International Committee

Mission

To support and promote communication and interaction among community psychologists and practitioners from all nations, facilitate the dissemination of research and programs developed outside the United States, and foster involvement of community psychologists from around the world in SCRA.

Committee Membership

There will be three chairs (Elect, Present and Past) of the committee who are selected by members of the committee attending their annual business meeting during the SCRA Biennial conference and appointed by the President. The term of office for each Chair will be two years, so the Chairs’ tenure on the committee will be six years. Regular membership of this committee is open to any SCRA member or student member interested in international community psychology. Members’ names will be included in the international directory. An attempt will be made to have the Chairs represent different countries. The Chair will also act as, or appoint, a designated liaison to his/her respective APA committee.

Distribution of Responsibilities

The Chair will have the responsibility of preparing the two reports that are submitted to the Executive Committee each year. The Chair will be responsible for ensuring that international community columns are submitted to TCP, and for encouraging international members of SCRA to attend and participate in the Biennial and APA conferences. The Chair-Elect will have the responsibility of organizing the International Poster Session at the Biennial Conference. All three Chairs will be responsible for reviewing submissions for presentations, symposia, and panel discussions from international members. The Past-Chair will assist the Chair in the preparation of other international activities during the Biennial conference and be responsible for updating the international directory with assistance from the Chair-Elect. During the years when there is no Biennial Conference, the Chair will work to encourage the submission of manuscripts by international members to TCP.

Tasks and Responsibilities

1. Provides input to the Executive Committee about the activities, interests, and needs of international members of the SCRA;
2. Organizes, submits, and promotes international presentations for the Biennial and APA conferences;
3. Solicits manuscripts from international members, and coordinates the publication of the international column with the editor of TCP;
4. Keeps SCRA members informed about current developments in community psychology around the world;
5. Recommends liaisons to other groups that deal with international issues, including APA CIRP;
6. Submits semiannual reports (December and June) of activities and accomplishments to the Executive Committee;
7. Maintains computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers.
a) Turns over the computer file documents to the incoming person at the end of her/his term,
b) Sends the Secretary a copy of the computer file documents;

8. Maintains an annually-updated directory of people interested in international community psychology, provides a copy to the SCRA President and Secretary, and makes the directory available to other interested parties; and

9. Maintains ongoing communication with all International RCs and the Regional Network Coordinator, who serves as the Executive Committee to the committee.

10. Identify candidates for Student Travel Awards.

11. Send reports, budget request and nominations for free 3 year SCRA memberships to Secretary for Midwinter Meeting.
Interdisciplinary Linkages Committee

Mission

To enhance the interdisciplinary nature and connections of community psychology, through the development of interdisciplinary theory, research, action and education. This entails promotion of collaboration with colleagues from allied disciplines on research and action projects and facilitating interdisciplinary training and professional development in community psychology.

Committee Membership

There are three chairs (Present, Elect, Past) of the committee who are appointed by the SCRA President in consultation with current committee members and the Executive Committee. The committee reports directly to the Executive Committee. Each Committee Chair serves a three-year term. The person in the second year is the most active Chair; the person in the first year is designated Chair-Elect; and the third year person is considered mentor and Past Chair.

The committee is open to all SCRA members. Representation on the committee of people from multiple disciplines is encouraged. Every effort will be made to include SCRA members trained in other disciplines and/or those who have linkages to allied disciplinary organizations (e.g., public health, anthropology, sociology, social work, education, community arts, and multi- and interdisciplinary academic units).

Ad hoc membership of people from organizations/societies representing other disciplines but not members of SCRA is also encouraged.

Subcommittees may be formed as necessary to address specific issues (e.g., interdisciplinary theory, graduate training).

Distribution of Duties

The Chair will have the responsibility of preparing the two reports that are submitted annually to the Executive Committee. The Chair will also have the responsibility of organizing and submitting a program (symposium or roundtable) for the APA Convention and/or Biennial Conference. The Chair will also receive all correspondence directed to the committee. The Chair will also act as (or appoint) a designated liaison to his/her respective APA committee.

The Chair-Elect will accept assignments from the Chair and be responsible for recruiting participants to the committee.

Tasks and Responsibilities

The following list of activities is descriptive of the types of activities that the committee will undertake, with a commitment to organizing at least one collaborative activity with an allied discipline each year.
1. Develop and maintain a listing on our web page of potential partner disciplines or fields, their missions, and a link to their web pages. This listing could include disciplines or fields with whom, to date, we have had little cross-fertilization. It could also include the names and contact information of SCRA members who have existing linkages to the partner disciplines or fields.

2. Conduct periodic surveys to assess the nature and level of SCRA members’ interdisciplinary involvement, the perceived obstacles to interdisciplinary work, and ways to facilitate future interdisciplinary work and linkages.

3. Facilitate the development of special issues of AJCP and/or TCP which highlight: the key paradigms, concepts and methods which (a) other disciplines have to offer us, and (b) which have been embodied in exemplary interdisciplinary work.

4. Develop and maintain a listing on our web page of exemplary conceptual and research efforts that clearly portray the value of interdisciplinary work.

5. Find ways to reach out and support (community) psychologists who are not working in psychology departments. This might include: (a) finding how they might fit into the “mix” that is SCRA, and also bring along their colleagues who are not psychologists; (b) developing a pool of community psychologists who could serve as consultants, with theory and substantive focus, on grants being developed in interdisciplinary sites; and (c) developing a formal organized consortium for post-doctoral fellowships, and perhaps pre-doctoral internships, in interdisciplinary settings where SCRA members work.

6. Work with AJCP and TCP to find ways to solicit work form different disciplines, so that SCRA becomes a place where interdisciplinary work can find a home.

7. Work with the Council of Education Programs to further the interdisciplinary focus of graduate training and education.

8. Work with the EC to create occasions to celebrate interdisciplinary work. The Biennial Conference and the APA Convention are two potential settings for such activities.

9. Find out how other disciplinary organizations interface with other fields, especially those that do interdisciplinary cross-fertilization well.
Council of Education Programs

Mission

There will be an expanding network of well-trained community psychologists and allied researchers and practitioners around the world. The mission of the SCRA Council of Education Programs is to support and advocate excellence in education in community research and action. The major areas of focus for the Council include 1) Information Exchange, 2) Support and Advocacy of Education Programs, and 3) Recognition of Education Programs.

Committee Membership

There are three chairs (Present, Elect, Past) of the committee. The Chair-elect is elected annually by the CEP. The committee reports directly to the Executive Committee. Each Committee Chair serves a three-year term. The person in the second year is the most active Chair; the person in the first year is designated Chair-Elect; and the third year person is considered mentor and Past Chair.

The Council should reflect the diversity and composition of member programs in the field of community action and research. The Council will contain 7 to 9 faculty members and 2 students and strive for a diverse membership from a variety of different types of programs, including Community Psychology Programs, Clinical-Community Psychology Programs, Community Research and Action programs, MA level programs as well as PhD programs, emerging as well as established programs, and international programs. Diversity of all kinds among Faculty / Students will also be considered.

Members can be a Director or a Coordinator of a program, or a faculty or student from within an education program in community research and action. Faculty members will serve 3 year terms, and student members may serve 1 to 3 year terms. Although a single university may have both student and faculty representation, this is discouraged, and representation across as many universities as possible is encouraged. Rotation of faculty and student representatives will be staggered terms so that a core of experienced members would always be present.

Representatives will be recruited and selected as follows: 1) A call for nominations will be circulated by the Executive Council; 2) Student call for nominations will also be distributed through the SCRA Student list serve and student representatives of the EC; 3) All those nominated will be assessed to determine their willingness to serve and to ensure representation and diversity; 4) The Council will construct a proposed slate of new members from the submitted nominations. The slate will be devised to address issues of diversity mentioned above; 5) A slate of new members is sent to all Program Directors / Coordinators, who will vote to approve or disapprove the slate; 6) The Council will examine the selection process every even numbered year at the annual meeting to determine if the diversity, terms of membership and the distribution across programs is adequate.

Distribution of Duties

The Chair will be responsible for convening meetings, facilitating the work of the Council, and representing the Council with the Executive Committee. The Chair will also prepare the annual and mid-year reports for the EC. The Scribe/Recorder will take minutes of each meeting and distribute to the
group. The Awards Chair will organize the gathering and distribution of awards materials, notify applicants of awards, and submit information to the TCP on award winners. In addition, several working groups will be configured to accomplish the work of the CEP.

The Council will meet face-to-face on a yearly basis. In years of the SCRA Biennial Conference, the CEP will meet prior to the Biennial Conference in order to reduce travel expenses. In years when there is not a Biennial, the Council will host a meeting around a similar time of the biennial for continuity. Monthly conference call meetings will occur to continue the work of the CEP throughout the year.

**Tasks and Responsibilities**

The following list of activities is descriptive of the types of activities that the committee will undertake.

1. Develop and maintain a listing of graduate programs on the SCRA webpage.
2. Conduct periodic surveys (every 3-4 years) to assess the status of graduate training, curriculum, practice, and funding. Analyze and present results at conferences and on the SCRA webpage.
3. Create and maintain educational resources for students and faculty on the SCRA webpage. This could include community-oriented internships and post-doctoral fellowships and teaching resources.
4. Promote undergraduate awareness through avenues such as textbooks, Psi Chi, and the website.
5. Run the process to award a program (biannually) and an educator (annually) the Excellence in Education Programs Award and the Outstanding Educator Award (respectively).
6. Create, submit and run conference sessions that promote education and training.
7. Assist the EC with enhancing SCRA membership.
Community Psychology Practice Council

Mission

Committee Membership

Distribution of Duties

Tasks and Responsibilities

Nomination and Election Procedure for Executive Committee Representative

Beginning in 2010, the Community Psychology Practice Council shall nominate one representative for membership on the SCRA Executive Committee (EC). The representative shall be a voting member of the EC and serve one three year term.

Candidates for this position shall be determined no less than 60 days prior to the expiration of the incumbent’s term by a simple majority vote of the active members of the SCRA Community Psychology Practice Council. Active members are those who have participated in the Practice Council within the previous year. Nominees will be solicited at regular Practice Council meetings and through an e-mail call for nominations. After consenting to be on the ballot, election of the EC representative will be through e-mail ballot returned to both co-chairs of the Practice Council.

Candidates may self-nominate or be nominated by any other Practice Council member. Considerations relevant to determination of most qualified candidates include regular participation in Practice Council meetings and an ability to accurately represent the views and interests of the Practice Council, SCRA and Community Psychology.

While all nominations will be seriously considered, preference will be given to master and doctoral level candidates not holding an academic position. In the case of a resignation, or other inability to perform Executive Committee duties, the Practice Group will follow the same procedure described above, on an expedited basis, to determine a qualified replacement to serve the remainder of the term. In such event, partial term service shall not preclude re-nomination for any subsequent single three year term.
Publications
SCRA Newsletter: The Community Psychologist (TCP)

Overview

The Community Psychologist (TCP) is published on a regular basis each year. Each issue may include 8 to 12 columns on a variety of topics including, but not limited to training, ethnic and minority issues, women’s issues, health policy, practice, and community action; the President’s column; announcements, such as information about upcoming Society events. On occasion the TCP may include a Special Section or Feature, which may include 5 to 7 related articles. Each issue is about 30 pages.

Editor, The Community Psychologist

The term of office for the TCP Editor shall be three years. The Editor shall be appointed by the Executive Committee upon recommendation by the Publications and Electronic Communications Committee. The Editor serves as an ex-officio member of the Executive Committee. The new Editor begins her/his term in August and is responsible for issues beginning with the next calendar year. To allow sufficient time for the transition, Editors should be appointed by January of the year in which their term begins. This section gives a general overview of the responsibilities of the Editor. Specifics of those responsibilities may be found in the Letter of Agreement between the Editor and the Executive Committee of SCRA. The current version of that letter is included in Appendix G of this document.

Responsibilities of the Editor

1. Recruits column editors;
2. Selects themes for Features and identifies Feature editors;
3. Obtains materials such as information on candidates for SCRA offices and APA and Biennial programs;
4. Edits submissions;
5. Works with the production editor to make decisions about layout and format;
6. Serves as a member of the Publications Committee;
7. Prepares semiannual reports for the Executive Committee to be submitted to the Secretary before each Executive Committee meeting; and
8. Coordinates with SCRA office staff and Membership Chair to be sure the current mailing list is sent to the printer.

Associate Editor

The Editor appoints an Associate Editor. The Editor should obtain support for this appointment from her/his institution whenever possible. If that is not feasible, the SCRA will fund this position. The Associate Editor’s term will end when the Editor’s term concludes.

Column Editors

The typical term for column editors is three years. Column Editors are responsible for submitting at least two columns each year. Columns are typically 4 to 6 double spaced pages. Editors are encouraged to invite others to write columns rather than writing all the columns themselves.
Production Editor

The production editor is responsible for the desktop publishing of the newsletter.

Treasurer

The treasurer pays the Production Editor’s and Associate Editor’s salaries as well as the printing costs.

Timeline

The TCP is published on a regular schedule as outlined in a Letter of Agreement between the TCP Editor and the Executive Committee of SCRA. The current version of this letter is included as Appendix G of this document.

Timeline for the Editor/Editorial Assistant:

6 weeks before deadline:

- Contact regular contributors to remind of deadline:
- Column Editors, Chairs of Committees, Interest Groups Chairs, Regional Coordinators, National Regional Coordinator
- Contact relevant people for time-specific contributions per table below and for Special Features

During the month after submission deadline:

- Edit submissions
- Make reminder calls for articles not received
- Send hard copy and disks to production editor (as relevant)
- Work with production editor on layout and copy-editing
- Send camera-ready copy to print
- Ensure SCRA office staff generate current mailing list to be sent to printer.
American Journal of Community Psychology (AJCP)

Mission

The American Journal of Community Psychology (AJCP) is a publication of the Society for Community Research and Action: The Division of Community Psychology of the American Psychological Association. AJCP seeks to publish the best work in the field of community psychology and in community research and action (Tebes, 2010). The journal publishes original quantitative, qualitative, and mixed methods research; theoretical papers; empirical reviews; reports of innovative community programs or policies; and first person accounts of stakeholders involved in research, programs, or policy. AJCP encourages submissions of innovative multi-level research and interventions, and encourages international submissions. The journal also encourages the submission of manuscripts concerned with underrepresented populations and issues of human diversity.

AJCP’s scope is broad so as to reflect the wide range of scholarship in community psychology and community research and action. AJCP publishes research, theory, and descriptions of innovative interventions on a wide range of topics, including, but not limited to: individual, family, peer, and community mental health, physical health, and substance use; risk and protective factors for health and well being; educational, legal, and work environment processes, policies, and opportunities; social ecological approaches, including the interplay of individual family, peer, institutional, neighborhood, and community processes; social welfare, social justice, and human rights; social problems and social change; program, system, and policy evaluations; and, understanding people within their social, cultural, economic, geographic, and historical contexts.

Contributions are also welcome in such areas as: the prevention of problems in living and the prevention of behavioral health disorders; the promotion of competence, resilience, well-being, and health; the design, implementation, and evaluation of community-based interventions; self- and mutual help; the empowerment of individuals, groups, and communities as well as historically disenfranchised groups; collective social action; oppression and human liberation; social network analysis and mobilization; advocacy and coalition-building; community organizing; organizational development, community development, and institutional development; consultation and technical assistance; community education; professional training; social change and systems reform; and community-based participatory research, collaborative research, and interdisciplinary research.

Editor, American Journal of Community Psychology

The term of office for the Editor of the American Journal of Community Psychology shall be five years. The Editor shall be appointed by the Executive Committee upon recommendation from the Publications Committee. The appointment will be made at the August Executive Committee meeting proceeding the January in which the term shall begin.

Tasks and Responsibilities

As the official journal of the SCRA, AJCP has a special responsibility and accountability to the Society through the Executive Committee and, more particularly, through the Publications and Electronic
Communications Committee. The Editor is a member of the Publications and Electronic Communications Committee and an ex-officio member of the Executive Committee.

The Executive Committee is responsible for general policy matters concerning the journal, including the decision about which SCRA-sponsored addresses and awards are published without peer review, and negotiations with publishing companies about contractual arrangements. At present the journal publishes the Distinguished Contribution Awards for research and practice and the Presidential address without peer review, but not the Dohrenwend Invited Lecture or the Sarason Award address. The latter two are currently at the discretion of the journal editor. In general, the policy of the Society toward the journal has been to allow the journal maximum autonomy to pursue its course, including making decisions about special issues, advertising, and budgetary allocations.

Because the current policy surrounding the journal is left so much to the Editor, it is extremely important that ongoing communication occur between the Editor and the Executive Committee. The Editor is responsible for bringing to the attention of the Executive Committee any issues or concerns which may be related to journal policy or issues of interest to SCRA. The Editor is responsible for providing reports on the progress and current status of the journal for both the APA and mid-winter Executive Committee meetings. The Editor attends all meetings of the Executive Committee. The journal is particularly responsive to requests from SCRA Committees and Interest Groups, as well as the general membership, for special sections or issues of the journal relevant to furthering the goals of SCRA.
Electronic Communications

The leaders of SCRA groups (e.g., Interest Groups, Committees, Task Forces,) who wish to communicate electronically with SCRA membership or sub-group membership shall distribute these communications through the membership office. The President (or National Coordinator in the case of Regional Coordinator communications) must approve these communications. Requests from other SCRA members to electronically communicate with SCRA must submit their requests to the President. For SCRA business issues, the President may approve or veto. For SCRA non-business issues, the President will either veto or pass the proposal to the full EC. Approved communications will be distributed through the membership office.

SCRA will not make available member information in electronic form to members or non-members.

Once an Electronics Chair is established, he or she will act as an ex-officio member of the Executive committee.

Mailings to Members

- A MINIMUM of two members of the EC must review drafts/final versions of documents to be mailed to the membership (we all make/miss mistakes, and so it's very important to have things that are being widely distributed reviewed by multiple pairs of eyes).
- Janet and her staff will ALSO proofread documents that they are being asked to mail out.
- Janet (not just staff) will review the final content of all material to be included in mailings to the membership before it is copied.
- Janet will review a final, assembled, packet of materials before mailing (e.g., for errors, visual appeal, correct collating, missing materials, etc.).
- NO mailing will go out to the membership before the FINAL product is reviewed by the relevant/appropriate member(s) of the Executive Committee (e.g., President. Treasurer).


The P&P manual will be available on the SCRA website. Executive Committee (EC) briefing books will be distributed by e-mail prior to meetings. Hard copies of either can be requested of the Secretary by an EC member.
Awards
General Awards Procedures

The President-Elect should actively oversee the awards process and will be responsible for the nominations and reviews of nominees for the Distinguished Contributions Awards. The chairperson of other award committees should be briefed by the President-Elect on the specific criteria and committee structure associated with the award for which it is responsible as well as the Society's overall values and goals for the awards and the awards process as a whole.

Individual award committees should engage in an active and proactive process of seeking to identify nominees or applicants, including international candidates, for their award. Although the specific strategies are likely to differ for the individual awards, this will, in general, require going beyond the usual practices of placing award announcements in SCRA publications and mailings.

During non-Biennial years the Distinguished Theory and Distinguished Practice Awards will be given at APA. In Biennial Years the recipients shall have the option of giving their address at APA, or at the Biennial during a combined plenary session. The Sarason Award address is given during odd-numbered years at the Biennial at the same plenary session. For example, all three addresses could last for 20 minutes during a session lasting for an hour and a half. No other awards involve giving an address.
Award for Distinguished Contribution to Theory and Research in Community Psychology

Purpose and Requirements

The Award for Distinguished Contribution to Theory and Research in Community Psychology is presented annually to an individual whose career of high quality and innovative research and scholarship has resulted in a significant contribution to the body of knowledge in Community Psychology. This award was initiated in 1974.

The criteria for the awards shall include:

1. Demonstrated positive impact on the quality of community theory and research.
2. Innovation in community theory and/or research. That is, scholarship of a path-breaking quality that introduces important new ideas and new findings. Such distinguished work often challenges prevailing conceptual frameworks, research approaches, and/or empirical results.
3. A major single contribution or series of significant contributions with an enduring influence on community theory, research and/or action over time.

Nominations Deadline: December 1

Award Committee

The award committee shall consist of nine (9) members. The President-Elect serves as Chair. The other members are selected by the President-Elect and shall include three (3) Past-Presidents, representatives of three (3) different groups, each with ten (10) years post-doctoral experience, such as Women, GLBT, International, Disabilities, Community Action, Cultural & Racial Affairs, etc., one new scholar with less than five (5) years post-doctoral experience, and a student.

Criteria for Submission of Nominations

Initial nominations should include:

1. The name and contact information of the nominee.
2. A 250-500 word summary of the rationale for nomination.

If a nominee is selected for final consideration and voting, the following must be provided. Materials that exceed the limitations will not be distributed to the Committee:

1. A vita or summary of accomplishments that is no longer than 6 single-spaced pages
2. A letter of recommendation that is no longer than 4 typed double-spaced pages
3. One work sample may be submitted in pdf format so that it can be shared with all committee members. This work sample may be submitted in the language of the nominee’s choice.
4. Those nominees whose work is primarily in a non-English language or context may submit a
second letter of recommendation that can clarify the work sample or further inform the committee about the nature of the nominee's contribution.

Note: Committee members are free to seek out additional information about nominees, and second letter may be helpful if a candidate's body of work may not be accessible to many committee members because of language differences or the nature of the work not being represented in typical publication or internet outlets. Submitting a second letter is at the discretion of the nominator/nominee.

**Procedure and Decision Making Process**

The procedures for selection are as follows:

1. Selection procedures are handled by the President-Elect that is in office in August. Therefore, the current president cannot be nominated. The President-Elect will have until the following May to identify/select winners of awards.

2. A call for nominations, including the awards purpose and requirements, is sent to the membership no later than October 15 via the listserv, electronic newsletter, and web site posting, as well as all other timely outlets published electronically or in print by SCRA. All committee, task force, interest group, and network chairpersons must remind their members about this call and the procedures and deadlines.

3. As nominations come in, the President-Elect may request additional information from the nominator and/or may seek out consultation from the Committee or from other members of SCRA, including international members, to clarify the nominee’s contributions.

4. A list of the nominees received from the membership is sent to all Committee members asking them to rank order their choices. Committee members will also receive the information that accompanied the initial nomination and the additional nomination materials noted above, vita/summary of accomplishments, letter of recommendation, work sample, additional letter (if applicable).

5. From the lists returned, nominations are collated and a ballot prepared with the three names receiving the highest number of nominations. In the case of a tie, additional names may be added to the ballot. A ballot is sent to the past award recipients with those names in alphabetical order asking them to rank order the nominees (mid December).

6. The award winner is the individual receiving the most first place votes or the smallest number of points after the ranks are tallied. In most cases the choice will be clear and one individual will receive the majority of first place votes. If that is not the case then a reasonable procedure would be to total the ranks for each individual and select the person with the fewest points. The Chair of the Committee may also call for a run-off vote among tied candidates if deemed necessary.

7. The President-Elect notifies the award winner by telephone and in writing. Awards are announced at APA and the Biennial but recipients are asked to make presentations at the Biennial or, in non-Biennial years, the APA Convention. The Division does not have resources to reimburse the expenses of the winner; this should be clarified with the recipient. The award recipient is asked by the President to choose an individual to introduce him or her for the address. The President-Elect is responsible for forwarding a title for the winner’s presentation, as well as the name and affiliation of the person chosen to introduce the awardee to the Program Chair for inclusion in the Biennial or APA program (January 30th).
8. The Editor of the AJCP should be notified of the winner so that he/she may request a publication version of the presentation (publication must be received by November 15th of the year in which the presentation is given).

9. The President-Elect notifies the Membership and Awards Member-at-Large who is responsible for ensuring that a plaque is made and delivered to the Chair of the award address session at the Biennial or APA Convention.

Award Presentation

A plaque is presented by the person chairing the award address at the Biennial or APA Convention. Sample plaque inscription is included in Appendix F.

Lobbying Efforts

Lobbying efforts for individuals nominated for these awards should be discouraged. In particular, organizational vehicles, such as e-mail networks, should not be used to lobby for candidates.
Award for Distinguished Contribution to Practice in Community Psychology

Purpose and Requirements

The Award for Distinguished Contributions to Practice in Community Psychology is presented annually to an individual whose career of high quality and innovative applications of psychological principles has demonstrated positive impact on, or significant illumination of the ecology of, communities or community settings, and has significantly benefited the practice of community psychology. The person receiving this award will have demonstrated innovation and leadership in one or more of the following roles:

a) community service provider or manager/administrator of service programs;
b) trainer or manager of training programs for service providers;
c) developer and/or implementer of public policy;
d) developer and/or implementer of interventions in the media (including cyberspace) to promote community psychology goals and priorities;
e) developer, implementer, and/or evaluator of ongoing preventive/service programs in community settings; or
f) other innovative roles.

The criteria for the award include the following. The first criterion applies in all cases; one or more of the remaining criterion must be present:

1. Engaged at least 75% time, for a minimum of 10 years, in settings such as government, business or industry, community or human service programs, in the practice of high quality and innovative applications of psychological principles that have significantly benefited the practice of community psychology; past winners cannot be nominated.
2. Demonstrated positive impact on the natural ecology of community life resulting from the application of psychological principles;
3. Challenge to the status quo or prevailing conceptual models and applied methods; or
4. Demonstrated personal success in exercising leadership based on applied practice.

The Distinguished Contributions to Practice in Community Psychology Award Committee may also recommend to the Executive Committee an individual who has developed and applied knowledge and methods to understand and improve the functioning of communities and community settings. This would be an individual whose work during the minimum 10 year period has been primarily in teaching or research, but who otherwise meets the criteria, for an Award for a Special Contribution to Community Psychology. This award would be in addition to, not instead of, the Practice Award.

Nominations Deadline: December 1

Award Committee

The award committee consists of all past award recipients. The current President-elect of SCRA coordinates their tasks but does not nominate or vote.
Criteria for Submission of Nominations

Initial nominations should include:

1. The name and contact information of the nominee.
2. A 250-500 word summary of the rationale for the nomination.
3. A statement, which can be from the nominee, that documents clearly specify his or her eligibility for this award by describing how he or she “engaged at least 75% of the time, for a minimum of 10 years, in settings such as government, business or industry, community or human service programs, in the practice of high quality and innovative applications of psychological principles that have significantly benefited the practice of community psychology.” This statement can consist of a brief list of the years, the settings, and the activities, but it should be sufficiently detailed so that there is no doubt about the eligibility.

If a nominee is selected for final consideration and voting, the following must be provided. Materials that exceed the limitations will not be distributed to the Committee:

1. A vita or summary of accomplishments that is no longer than 6 single-spaced pages.
2. A letter of recommendation that is no longer than 4 typed double-spaced pages.
3. One work sample may be submitted in pdf format so that it can be shared with all committee members. This work sample may be submitted in the language of the nominee’s choice.
4. Those nominees whose work is primarily in a non-English language or context may submit a second letter of recommendation that can clarify the work sample or further inform the committee about the nature of the nominee’s contribution.

Note: Committee members are free to seek out additional information about nominees, and a second letter may be helpful if a candidate’s body of work may not be accessible to many committee members because of language differences or the nature of the work not being represented in typical publication or internet outlets. Submitting a second letter is at the discretion of the nominator/nominee.

Procedure and Decision Making Process

The procedures for selection are as follows:

1. Selection procedures are handled by the President-Elect that is in office in August. Therefore, the current president cannot be nominated. The President-Elect will have until the following May to identify/select winners of awards.
2. A call for nominations, including the awards purpose and requirements, is sent to the membership no later than October 15 via the listserv, electronic newsletter, and web site posting, as well as all other timely outlets published electronically or in print by SCRA. All committee, task force, interest group, and network chairpersons must remind their members about this call and the procedures and deadlines.
3. As nominations come in, the President-Elect may request additional information from the nominator and/or may seek out consultation from the Committee or from other members of SCRA, including international members, to clarify the nominee’s contributions.
4. A list of the nominees received from the membership is sent to all Committee members asking them to rank order their choices. Committee members will also receive the information that accompanied the initial nomination and the additional nomination materials noted above, vita/summary of accomplishments, letter of recommendation, work sample, additional letter (if applicable).

5. From the lists returned, nominations are collated and a ballot prepared with the three names receiving the highest number of nominations. In the case of a tie, additional names may be added to the ballot. A ballot is sent to the past award recipients with those names in alphabetical order asking them to rank order the nominees (mid December).

6. The award winner is the individual receiving the most first place votes or the smallest number of points after the ranks are tallied. In most cases the choice will be clear and one individual will receive the majority of first place votes. If that is not the case then a reasonable procedure would be to total the ranks for each individual and select the person with the fewest points. The Chair of the Committee may also call for a run-off vote among tied candidates if deemed necessary.

7. The President-Elect notifies the award winner by telephone and in writing. Awards are announced at APA and the Biennial but recipients are asked to make presentations at the Biennial or, in non-Biennial years, the APA Convention. The Division does not have resources to reimburse the expenses of the winner; this should be clarified with the recipient. The award recipient is asked by the President to choose an individual to introduce him or her for the address. The President-Elect is responsible for forwarding a title for the winner’s presentation, as well as the name and affiliation of the person chosen to introduce the awardee to the Program Chair for inclusion in the Biennial or APA program (January 30th). Note that an award address is given in the year following receipt of the award, e.g., an award winner in May of 2009 would give an address in the summer of 2010.

8. The Editor of the AJCP should be notified of the winner so that he/she may request a publication version of the presentation (publication must be received by November 15th of the year in which the presentation is given).

9. The President-Elect notifies the Membership and Awards Member-at-Large who is responsible for ensuring that a plaque is made and delivered to the Chair of the award address session at the Biennial or APA Convention.

**Award Presentation**

A plaque is presented by the person chairing the award address at the Biennial or APA Convention.

**Lobbying Efforts**

Lobbying efforts for individuals nominated for these awards should be discouraged. In particular, organizational vehicles, such as e-mail networks, should not be used to lobby for candidates.
Award for Special Contribution to Community Psychology

Purpose and Requirements

On occasion, by vote of the Executive Committee, the Society gives a special award to a person inside or outside of community psychology who has advanced the interests or goals of the field. The Special Contribution Award is granted for a contribution that is outside of the scope of other SCRA sponsored awards. Reasons for recognition could include, but are not limited to, advancing public policy, having an impact on legislation; bringing significant resources to the field, or contributing to the development of the field by, for example, mentoring others. A Special Contribution Award may be given to a previous winner of any other SCRA sponsored award, as long as the contributions being recognized are separate and meritorious contributions.

Award Committee

The award committee is composed of the three Members-At-Large of the SCRA Executive Committee. The committee is chaired by the Second year Member-At-Large.

Procedure Decision Making Process

Nominations should be submitted to the awards committee. The award committee screens nominees, helps nominators to develop appropriate nominations materials, and makes recommendations to the Executive Committee. The award committee is also charged with seeking and developing nominations, where appropriate. The Executive Committee will vote on the nomination at the Midwinter Meeting in the year in which the award is to be given.

A nomination can be made by any member of the Society, other than the nominee. The material should include the nominator’s statement of the individual’s primary contribution, the reasons the individual warrants a special award, and the proposed citation. Supporting material should include a vita or description of the nominee’s significant activities and contributions, and three supporting letters.

Award Presentation

The award is presented by the Society’s President at a place of the recipients choosing, typically at the SCRA Annual Business Meeting at APA or at the Biennial Conference. The awardee receives a plaque with a citation and a one year membership in SCRA. The first-year Member-at-Large is responsible for ensuring that a plaque is made.

Lobbying Efforts

Lobbying efforts for individuals nominated for these awards should be discouraged. In particular, organizational vehicles, such as e-mail networks, should not be used to lobby for candidates.
Barbara Dohrenwend Lecture in Social and Community Epidemiology

Purpose

In honor of Barbara Dohrenwend, an invited lecture is delivered as part of the SCRA program at the American Psychological Association Convention.

Procedure Decision Making Process

On a periodic basis, the Executive Committee may invite a scholar in social and community epidemiology to give a lecture at the APA Convention. The scholar is typically identified by Bruce Dohrenwend at the initiation of the Program Committee. The Chair of the APA Program Committee contacts Bruce Dohrenwend, who selects the invited speaker and typically also introduces the invited lecturer. The Program Chair formally invites the lecturer and schedules the talk as part of the APA Program.

Award Presentation

A plaque is presented by Bruce Dohrenwend at the time of the invited address. The Program Chair should inform the Membership and Awards Member-at-Large of the distinguished lecturer so that s/he can arrange for the plaque.
Community Psychology Dissertation of the Year Award

Purpose and Requirements

The Society for Community Research and Action grants an annual dissertation award to the best dissertation identified on a topic in the field of community psychology completed during the prior two years. The Dissertation Award was established in 1982.

Criteria for the award include:

1. Relevance to community psychology, with particular emphasis on important and emerging trends in the field;
2. Scholarly excellence;
3. Innovation and implications for theory, research and action; and

The completion date for the dissertation refers to the date of acceptance of the dissertation by the granting university’s designate officer (e.g., the registrar of the graduate office). Completion does not mean graduation date.

Submission Deadline: December 1st

Award Committee

The Dissertation Award Committee shall consist of at least four persons each serving a three-year term. Terms of committee members shall be staggered; as members rotate off this committee, the President of the Society shall appoint new members with the advice of the Executive Committee. Two members shall serve as co-chairs of the committee. At least one of the members should be a past-award recipient. Also, the committee should include at least one member who had earned their doctorate five or more years prior to joining the committee.

Procedure and Decision Making Process

A person may self-nominate or be nominated by a member of SCRA. A cover letter and three copies of a dissertation abstract should be submitted to the Chairperson of the committee, who forwards the materials and evaluation form to committee members.

The cover letter should include name, address, phone and Fax number, if available, and institutional affiliation. Identifying information should be omitted from the abstract. The dissertation abstract should present a statement of the problems, methods, findings, and conclusions. Abstracts typically range from 3-8 pages and should not exceed ten double-spaced pages, including tables and figures. Submissions will be accepted in English or Spanish.

The Dissertation Award Committee will review all abstracts submitted by the deadline. Finalists will be chosen and asked to submit three copies of their entire dissertation. Finalists whose dissertations
exceed 150 pages may be asked to send selected chapters instead. These will be reviewed by the committee, which will choose an awardee. Only one individual can receive the award each year. If a dissertation is submitted in a language that no one on the committee can read, the committee chair will create a special ad hoc committee of at least two people who can collaborate with this task.

The chair is in charge of soliciting submissions in TCP and other relevant publications; receiving the submissions; directing the evaluation process; notifying the winner, the Society President, Treasurer, and first-year Member-at-Large (who will arrange for the plaque); and presenting the award at the APA annual convention. Other members participate actively in the evaluation of submissions.

**Award Presentation**

Each year only one individual will receive the award. This individual will receive a cash award of $100 and up to $300 in travel. The winner will also receive a one-year membership in the Society. The award is announced at the Society’s Business Meeting at the Annual Convention of the American Psychological Association. The Committee can also grant honorable mentions in certificate form with no monetary award.

The winner is expected to attend the Society’s Business Meeting at the APA convention to receive her/his award and to present an abstract (5 minutes) of the dissertation. The abstract is published in the TCP’s Fall issue.

**Timeline**

**August/September**
- Place Dissertation Award announcement in TCP (August 31 deadline)
- Invite past award winners to join awards committee
- Send a copy of the call for submissions to the President to include in fall mailing

**October-November**
- Develop & implement plan to broadly encourage submissions for award

**December/January**
- December 1 – Deadline for Dissertation Award submissions
- Send submissions to committee members to review
- Send progress report to Secretary for Midwinter Meeting

**April**
- Select winner (April 1st deadline)
- Notify winner & Executive Committee of decision
- Invite winner to APA and inform them that formal presentation of the award will occur at the SCRA
- Business meeting at the convention

**May/June**
- Ask Membership and Awards Member-at-Large to arrange for plaque

**July**
- Send report to Secretary for APA Executive Committee Meeting

**August**
- Present plaque to winner at the SCRA Business meeting at APA
Emory L. Cowen Dissertation Award for the Promotion Of Wellness

Purpose and Requirements

The Society for Community Research and Action grants an annual dissertation award to the best dissertation identified on a topic relevant to positive well-being and the prevention of dysfunction completed during the prior two years. The Dissertation Award was established in 1997.

Criteria for the award include:

1. Relevance to the promotion of wellness, including but not restricted to: a) promoting positive attachments between infant and parent; b) development of age-appropriate cognitive and interpersonal competencies; c) developing settings such as families and schools that favor wellness outcomes; d) having the empowering sense of being in control of one’s fate; and e) coping effectively with stress, with particular emphasis on important and emerging trends in the field; and
2. Scholarly excellence

The completion date for the dissertation refers to the date of acceptance of the dissertation by the granting university’s designate officer (e.g., the registrar of the graduate office). Completion does not mean graduation date.

Submission Deadline: December 1

Award Committee

The Dissertation Award Committee shall consist of at least four persons each serving a three-year term.

Terms of committee members shall be staggered; as members rotate off this committee, the President of the Society shall appoint new members with the advice of the Executive Committee. Two members shall serve as co-chairs of the committee. At least one of the members should be a past-award recipient. Also, the committee should include at least one member who had earned their doctorate five or more years prior to joining the committee.

Procedure and Decision Making Process

A person may self-nominate or be nominated by a member of SCRA. A cover letter and three copies of a dissertation abstract should be submitted to the Chairperson of the committee, who forwards the materials and evaluation form to committee members.

The cover letter should include name, address, phone and Fax number, if available, and institutional affiliation. Identifying information should be omitted from the abstract. The dissertation abstract should present a statement of the problems, methods, findings, and conclusions. Abstracts typically range from 3-8 pages and should not exceed ten double-spaced pages, including tables and figures. Submissions will be accepted in English or Spanish.
The Dissertation Award Committee will review all abstracts submitted by the deadline. Finalists will be chosen and asked to submit three copies of their entire dissertation. Finalists whose dissertations exceed 150 pages may be asked to send selected chapters instead. These will be reviewed by the committee, which will choose an awardee. Only one individual can receive the award each year. If a dissertation is submitted in a language that no one on the committee can read, the committee chair will create a special ad hoc committee of at least two people who can collaborate with this task.

The chair is in charge of soliciting submissions in TCP and other relevant publications; receiving the submissions; directing the evaluation process; notifying the winner, the Society President, Treasurer, and first-year Member-at-Large (who will arrange for the plaque); and presenting the award at the APA annual convention. Other members participate actively in the evaluation of submissions.

**Award Presentation**

Each year only one individual will receive the award. This individual will receive a cash award of $250. The winner will also receive a one-year membership in the Society. The award is announced at the Society’s Business Meeting at the Annual Convention of the American Psychological Association. The Committee can also grant honorable mentions in certificate form with no monetary award.

The winner is expected to attend the Society’s Business Meeting at the APA convention to receive her/his award and to present an abstract (5 minutes) of the dissertation. The abstract is published in the TCP’s Fall issue.

**Timeline**

**August/September**
- Place Cowen Award announcement in TCP (August 31 deadline)
- Invite past award winners to join awards committee
- Send a copy of the call for submissions to the President to include in fall mailing

**October-November**
- Develop and implement plan to broadly encourage submissions for award

**December/January**
- December 1 – Deadline for Cowen Award submissions
- Send progress report to Secretary for Midwinter Meeting
- Send submissions to committee members to review

**April**
- Select winner (April 1st deadline)
- Notify winner & Executive Committee of decision
- Invite winner to APA and inform them that formal presentation of the award will occur at the SCRA Business meeting at the convention

**May/June**
- Ask Membership and Awards Member-at-Large to arrange for plaque

**July**
- Send report to Secretary for APA Executive Committee Meeting

**August**
- Present plaque to winner at the SCRA Business meeting at APA
Award for Outstanding Contributions to the Mentoring of Ethnic Minority Community Psychologists

Purpose and Requirements

The Ethnic and Minority Mentoring Award is awarded for outstanding contributions to the mentoring of ethnic minority community psychologists in academic settings. It was established in 1991 and is given to a SCRA member who has had a positive impact on an ethnic minority graduate student or beginning level graduate who has consistently fostered a climate in his/her setting conducive to the growth of ethnic minority graduate students and/or beginning level graduates. The goal of the award is to acknowledge the importance of encouraging ethnic diversity within community psychology and supporting the efforts of groups of individuals who have been historically more limited in their access to higher education within our field.

Nominations Deadline: December 1st

Award Committee

The Ethnic Minority Mentoring Award Committee is chaired by the Past-Chair of the Committee on Racial and Cultural Affairs. The committee should consist of at least three other people including at least one past award winner and a student representative. Committee members are appointed by the Committee Chair and serve staggered three-year terms.

Procedure and Decision Making Process

1. Nominations should consist of a letter (no more than three pages long) stating the contributions the mentor has made to the career of one or more ethnic minority graduate student or beginning level graduate and the curriculum vitae of those who were mentored by the nominee. Nominations from colleagues, those who have been mentored, or self-nominations from mentors are welcome. The award(s) will be given based on achievement in two or more of the following areas:
2. High quality mentorship (e.g., outstanding contribution to the development of one or several students/graduates),
3. Consistent contributions to the professional development of ethnic minority students/graduates (e.g., a record of working to increase the pool of ethnic minority community psychologists), or
4. Consistent contributions to the structure and process of training in psychology related to cultural diversity.

Award Presentation

The award consists of a plaque to be awarded at the SCRA business meeting at the American Psychological Association convention. The committee Chair should inform the first-year Member-at-Large of the award winner so that s/he can arrange for a plaque. A sample plaque inscription is included in Appendix.

Lobbying Efforts
Lobbying efforts for individuals nominated for these awards should be discouraged. In particular, organizational vehicles, such as e-mail networks, should not be used to lobby for candidates.

Timeline

August/September
- Place Ethnic Minority Mentoring Award announcement in TCP (August 31 deadline)
- Invite past award winners to join the committee
- Send a copy of the call for submissions to the President to include in fall mailing

October/November
- Develop & implement plan to broadly encourage submissions for award

December/January
- December 1 – Deadline for award nominations
- Work with committee to get nominations materials together
- Send nominations materials to committee members to review
- Send progress report to Secretary for Midwinter Meeting

March-April
- Select winner
- Notify winner & Executive Committee of decision
- Invite winner to APA and inform them that formal presentation of the award will occur at the SCRA Business meeting at the convention

May/June
- Ask Membership and Awards Member-at-Large to arrange for plaque

July
- Send report to Secretary for APA Executive Committee Meeting

August
- Present plaque to winner at the SCRA Business meeting at APA
Seymour B. Sarason Award for Community Research and Action

Purpose and Requirements

The Seymour B. Sarason Award for Community Research and Action was established in 1993 to recognize people working in the conceptually demanding, creative, and ground breaking tradition of Seymour B. Sarason.

This tradition includes:

1. novel and critical rethinking, reframing, and reworking of basic assumptions, approaches, and issues in the human services, education, psychology, mental retardation and other areas of community research and action;
2. major books and other scholarship that reflect these new approaches, within the context of historical wisdom;
3. action-research and other action efforts that reflect these new approaches.

Those working in both academia and applied settings, including government, are eligible for the award. The award is given biennially.

Nominations Deadline: December 1st

Award Committee

The Seymour B. Sarason Award Committee is composed of three to six members chosen by current Committee members with the advice of the President and the Executive Committee. Representation from the various areas of Seymour Sarason’s scholarship (e.g. community psychology, education, mental retardation) is sought, Additionally, past Sarason Award winners are asked to serve on the Selection Committee. Committee members serve staggered three-year terms. The Chair should be someone in at least their second year on the committee.

Procedure and Decision Making Process

The Award Committee is responsible for fundraising and financing the award. The Committee is responsible for soliciting nominations, advertising the award, and deciding upon the award winner.

Nominations for the award are solicited from SCRA members using multiple channels (such as the Fall Presidential mailing and The Community Psychologist), from members of other Divisions and associations (e.g., education, mental retardation), and from members of the Award Committee.

The Award Committee reviews submitted material, and rank orders candidates. Discussion of the top-ranked individuals occurs at a (telephone conference) meeting of committee members, who then vote to decide upon the award winner. The winner is decided by majority vote.
Award Presentation

The award winner is invited to present a major address at the annual convention of the American Psychological Association in the odd numbered years, and receives a $1,000 award from funds collected by the Award Committee.

Lobbying Efforts

Lobbying efforts for individuals nominated for these awards should be discouraged. In particular, organizational vehicles, such as e-mail networks, should not be used to lobby for candidates.

Maintaining an Award Fund

The Award Committee Treasurer has responsibility for maintaining the award fund, carries out Award Committee decisions concerning how the funds will be invested (e.g., certificates of deposit; zero-order coupons), and obtains money to pay award winners. All tax-related fund documents received are forwarded to the SCRA Treasurer. The SCRA Treasurer and the SCRA Secretary have access to the Sarason Award funds.

Timeline (Awards given in even years only)

August/September
- Invite past award winners to join the committee
- Place Sarason Award announcement in TCP (August 31 deadline)
- Send a copy of the call for submissions to the President to include in fall mailing

October-November
- Develop & implement plan to broadly encourage submissions for award

December/January
December 1st - Deadline for Nominations
- Work with committee to get nominations materials together
- Send nominations materials to committee members to review
- Send progress report to Secretary for Midwinter Meeting

February
- Select winner
- Notify winner; get title of APA address and name of session chair who will introduce winner
- Inform APA Program Chair & Executive Committee of decision

May/June
- Ask Membership and Awards Member-at-Large to arrange for plaque

July
- Send report to Secretary for APA Executive Committee Meeting

August
- Present plaque and $1,000 award to winner at their award address at APA.
Special Contributions to Public Policy

Purpose and Requirements

The Award for Special Contributions in Public Policy is given to those individuals or organizations that have made exemplary contributions in the public policy arena. The Award allows individuals in the political arena, as well as those within international non-government agencies, to receive the recognition they deserve for public policy contributions, broadly defined. Members of SCRA will be eligible for inclusion. The first Award recommendation was made in 2007 and subsequently in every odd-numbered year to coincide with the SCRA biennial conferences.

Submission Deadline: December 1 of odd-numbered years.

Award Committee

The Committee will consist of five members: the Social Policy Committee Chair-Elect, Chair, andPast Chair (or their designees); a SCRA Executive Committee Member; and, a Social Policy Committee Member. The Social Policy Committee Chair (or her/his designate) will act as the Chair of the Award Committee.

In September of even-numbered years, the Chair will request from the SCRA Executive Committee a candidate or candidates from the SCRA EC to serve on the Award Committee. The Chair will also solicit (via email to all current members of the Social Policy Committee) nominations or self-nominations to serve on the Award Committee. After determining that nominated individuals will be willing to serve if elected, the Chair will distribute an electronic ballot by October 1 to members of the Social Policy Committee to elect the two at-large members.

Members of the Social Policy Committee will vote electronically (by October 15) for the two at-large positions. The Chair will disseminate the results of the election (winners only; no numbers) to the Social Policy Committee and the SCRA EC by October 30 of even-numbered years.

Procedure and Decision Making Process

Nominations to the Chair should consist of the following materials. Electronic submission is preferred.

- For an individual:
  - CV or resume (full or abbreviated)
  - Statement (maximum of four pages) regarding major social policy contributions of the individual
  - Up to three letters of support

For an organization:

- CV or resume for organization head or key individual
- Organization description/mission statement
• Statement (maximum of four pages) regarding major social policy contributions of the organization
• Up to three letters of support

Materials will be circulated to the Award Committee by December 15. Award Committee Members will review all materials and independently rank order the top five applications. The Chair will compile rankings, share the results with the committee, and then convene a meeting of the committee – either by conference call or electronically – to come to a consensus set of rankings and recommendations. The first candidate will be recommended for the award; the second two will be considered runner-ups and will be automatically nominated for the subsequent year.

The Chair will submit the committee’s recommendations to the EC by January 15 of odd-numbered years. A decision on the recommendation will be made by the EC during its mid-winter meeting (typically late January-early February). The awardee will be informed by the EC of the award by March 1 of odd-numbered years.

Award Presentation

The awardee will make a presentation at the SCRA Biennial Conference (odd years, beginning in 2007).

Timeline

August/September
• In even-numbered years place award announcement in TCP (August 31 deadline)
• In September of even-numbered years the Chair of the Social Policy Committee will begin the process of selecting members for the committee.
• Send a copy of the call for submissions to the President to include in fall mailing and to be posted on the listserv.

October-November
• Complete constitution of the award committee membership.

December
• December 1 – Deadline for award submissions
• Send submissions to committee members to review

January
• Provide final recommendations to the EC by January 15th of odd-numbered years so that a decision can be made at the EC Midwinter Meeting.

March
• EC notifies the awardee by March 1 of odd-numbered years and informs them that formal presentation of the award will be made at the Biennial.
• Ask Membership and Awards Member-at-Large to arrange for plaque

June
• Presentation of the award at the Biennial
Award for Excellence in Education Programs

SCRA Council of Education Programs

Purpose and Requirements

The purpose of the Award for Excellence in Education Programs is to recognize an exemplary undergraduate and/or graduate program that has innovative structures, strategies, and curricula that promote development of the field of community psychology and community research and action. This award will be made biannually, in the years in which a Biennial Meeting of SCRA is held. A representative from the award winning program will make opening comments in a roundtable session on education at the biennial conference.

Specific criteria for the award includes two or more of the following: (1) Promotion of innovative strategies in education that integrate community psychology theory and action; (2) significant contributions to the structure and process of education in community psychology, research, and action; (3) consistent, high quality teaching and mentorship contributing to the professional development of students and/or recent graduates involved in community research and action; and (4) contribution to fostering a positive climate that supports undergraduate and graduate students in their setting. Collaborative work with students, activities, publications, and curricula relevant to the criteria indicated above, should be highlighted.

If there are not applications for this award or applicants are not selected for the award, no award will be given.

Nomination Deadline: December 1 (even years)

Award Committee

The CEP serves as the Awards Committee.

Procedure and Decision Making Process

Both self-nominations and nominations by individuals or organizations outside the program will be accepted. Those submitting nominations should send: 1) A nomination letter (no more than 4 pages long) should describe the basis of the recommendation and summarize the features of the program that would qualify it for the award (in relation to criteria specified above). The nomination letter should also include a listing of the program faculty and other resources (e.g., community-based organizations, community expertise), relevant publications, and the ways in which they contribute to the education of undergraduate and/or graduate students; and 2) One letter of reference (2 letters if the nomination is a self-nomination). Reference letters should come from individuals outside the program, and may include representatives of community agencies/organizations with whom the program is associated, graduates of the program (out for at least 3 years), or colleagues in other programs in the college/university or outside the college/university.
Materials should be submitted to the CEP (Council of Education Programs) Awards Chair. Materials will be reviewed by all members of the CEP. Application materials will be reviewed and discussed based upon meeting the criteria described above.

Electronic submission of all materials is required.

**Award Presentation**

The award will be presented at the Biennial conference. A plaque will be given to recognize the award winning program.

**Lobbying**

Lobbying on the SCRA Listserv is discouraged for this award.

**Timeline (Award given biannually)**

August (even-numbered years)
- submit call for nominations to TCP (deadline August 31)

October
- send email to SCRA Listserv announcing call for nominations, and
- coordinate with SCRA to ensure award information is listed with all other awards.

November
- send reminder email to SCRA Listserv announcing call for nominations

December
- Nominations due

January (odd-numbered year)
- Review award nominations

February
- Notify award winner and EC of award winner; notify other nominees they were not selected.
- Invite a representative from the award winning program to provide opening comments in roundtable session on education at Biennial

June
- Presentation of plaque at biennial conference
- Representative from award winning program provides opening comments in a roundtable session on education
Outstanding Educator Award

SCRA Council of Education Programs

Purpose and Requirements

The purpose of the Outstanding Educator Award is to recognize an SCRA member who has made exemplary and innovative contributions to the education of students about community psychology and community research and action. This award will be made biannually, in the years in which a Biennial Meeting of SCRA is held. Award honoree will make opening comments in a roundtable session on education at the biennial conference.

Specific criteria for the award includes two or more of the following: (1) Promotion of innovative strategies in education that integrate community psychology theory and action; (2) significant contributions to the structure and process of education in community psychology, research, and action (3) consistent, high quality teaching and mentorship contributing to the professional development of students and/or recent graduates involved in community research and action; and (4) contribution to fostering a positive climate that supports undergraduate and graduate students in their setting. Collaborative work with students, activities, publications, and curricula relevant to the criteria indicated above, should be highlighted.

If there are not applications for this award or applicants are not selected for the award, no award will be given.

Nomination Deadline: December 1 (of even years)

Award Committee

The CEP serves as the Awards Committee.

Procedure and Decision Making Process

Both self-nominations and nominations by students or colleagues will be accepted. Those submitting nominations should send: 1) A nomination letter (no more than 3 pages long) summarizing the innovative educational strategies promoted by the nominee, and how they contribute to the education of community psychologists and the development of the field of community research and action (and speak to the criteria listed above); 2) One letter of reference (2 letters if the nomination is a self-nomination); 3) Course evaluations or other types of evaluations from students/recent grads; and 4) A curriculum vitae of the nominee.

Materials should be submitted to the CEP (Council of Education Programs) Awards Chair. Materials will be reviewed by all members of the CEP. Application materials will be reviewed and discussed based upon meeting the criteria described above.

Electronic submission of all materials is required.
Award Presentation

The award will be presented at the Biennial conference. A plaque will be given to recognize the award winner.

Lobbying

Lobbying on the SCRA Listserv is discouraged for this award.

Timeline (Award given biannually)

August (even-numbered year)
  • submit call for nominations to TCP (Deadline: August 31)
October
  • send email to SCRA Listserv announcing call for nominations & post on web, and coordinate with SCRA to ensure award information is listed with all other awards.
November
  • send reminder email to SCRA Listserv announcing call for nominations
December
  • Nominations due
January (odd-numbered year)
  • Review award nominations
February
  • Notify award winner and EC of award winner; notify other nominees they were not selected.
  • Invite award winner to provide opening comments in roundtable session on education at Biennial
June
  • Presentation of plaque at biennial conference; Award winner provides opening comments in a roundtable on education
The John Kalafat Awards in Applied Community Psychology

Purpose and Requirements

John Kalafat's life work integrated the principles and research of community psychology with their practical applications. John died suddenly in 2008, and he left a rich legacy in the published literature and in the many communities he helped strengthen. John was the Coordinator of the Community Psychology Concentration at the Graduate School of Applied and Professional Psychology of Rutgers University. His gifts at bringing diverse people together led to the creation of a consensual definition of the field, and it is his vision of community psychology that is the context for these awards:

“By integrating research with action, Community Psychology seeks to understand and enhance the quality of life of individuals, communities, and societies. Community Psychology approaches are characterized by collaboration with stakeholders, interventions that focus on problem prevention and/or wellness promotion, ecological and systems levels of analysis and action, an outreach versus waiting orientation, and a commitment to the empowerment of underserved communities.”

To continue his vision, two annual awards have been created in his honor, sponsored by the Society for Community Research and Action of the American Psychological Association.

The first award will honor programs or initiatives that demonstrate a positive impact on groups or communities as validated by program evaluation; build foundational bridges between theory, research, and improving the world, and/or demonstrate excellence in integrating training and program development in crisis intervention.

The second award will be a monetary stipend to an individual who exemplifies John's unique characteristics as mentor, teacher, and advocate, and especially his passion in making the benefits of community psychology accessible to all.

Nomination Deadline: December 1 (of even years)

Award Committee

The John Kalafat Awards are administered by a Committee that consists of two individuals who were collaborators with John; two former colleagues; one former student; three nationally known individuals with expertise in John's areas of focus (youth suicide prevention, training and evaluation of crisis hotlines, evaluation of community-based prevention and intervention programs); and a non-voting Chairperson. Members of the committee were originally determined by the group that established and manages the endowment that supports the John Kalafat award outside of SCRA, but which is maintained by SCRA. From year to year, committee members are determined by consensus of the prior committee membership.

Procedure and Decision Making Process
The Committee is formed in September and works toward receiving nominations by December 1. Results are compiled by early January to be available to be given to the APA Program Chair for inclusion in the APA program or the Biennial Program Chair for inclusion in the Biennial Program.

The *Call for Nominations* is broadly distributed through the appropriate organization newsletters, listservs, journals and websites. The quality, innovation, potential for application impact, and consistency with the approaches used by John Kalafat are evaluated as primary considerations for the awards. Students, faculty, applied settings professionals and others are welcome to nominate their own work, proposals, or to suggest recognition of others.

**Award Presentation**

Award winners are both given plaques prepared by SCRA; in addition, the individual practitioner award winner receives a monetary stipend of approximately $1500. If presented at the Biennial, the John Kalafat Awards would be presented as part of the Legacy Program.

**Lobbying**

Lobbying on the SCRA Listserv is discouraged for this award.
Interest Groups

General Mission Statement

The Society of Community Research and Action strongly encourages members and student members to form Interest Groups with colleagues who share a lively interest in a particular issue. The purpose of Interest Groups is to provide a visible yet informal organizational vehicle for members to pursue shared community interests.

Interest Groups have found diverse ways to pursue their concerns. Special issues of The Community Psychologist, awards for members, development of a mentoring program, surveys, conference presentations, open meetings, member interest inventories and directories, and informal networking all have resulted from interest group efforts. Interest Groups provide a community within the larger Society for those with common concerns.

Interest Groups form based on grassroots interest expressed by Society members. New members are invited to indicate interest in joining Interest Groups when they join the Society. Continuing Members are polled each year in the annual Fall mailing to ascertain their interest in joining interest groups. They come into existence, flourish, and decline primarily as a function of this grassroots interest and initiative. In this way, an Interest Group differs from a standing committee, which is mandated and maintained more formally by the Executive Committee.

Interests Groups are recognized through a listing in The Community Psychologist, a small budget allocation from the SCRA Executive Committee, and inclusion of meeting announcements in the Biennial and APA Convention Programs. Interest Groups are invited to contribute regularly to TCP. The SCRA Secretary is responsible for supporting the effective functioning of the Interest Groups by providing back up mailing lists, maintaining archival notebooks of Interest Groups activities and key documents, and coordinating other supports as needed. The Secretary also serves as the Executive Committee liaison to Interest Groups. Interest Groups are primarily self-supporting, but may request additional Society funds from the Executive Committee for particular projects. Interest Group Chairs will also act as (or appoint) designated liaisons to respective APA committees.
Missions of Current Interest Groups

Aging

The Aging interest group focuses on the productive role of aging in the community and the prevention of mental health problems in the elderly.

Children and Youth

The Children and Youth interest group facilitates the interests of child and adolescent development in high risk contexts, especially the effect of urban poverty and community structures on child and family development.

Community Action

To explore the roles and contributions of people working in applied community psychology settings.

Community Health

To enhance communication and collaboration among community psychologists with interests in health promotion, disease prevention, and health care service delivery.

Disabilities

To promote understanding of the depth and diversity of disabilities issues in the community that are ready for research and action; to influence community psychologists’ involvement in policy and practices that enhance self-determination, personal choice, and full inclusion in the community for people with disabilities; to enhance the synergy and complementarity between community psychology and the disabled community.

Lesbian, Gay, Bisexual and Transgender (LGBT) Concerns

To increase awareness of the need for community research and action related to issues that impact LGBT people; and serve as a mechanism for communication, collaboration, and support among community psychologists who are either interested in research/service/policy related to LGBT people and communities, and/or who identify as LGBT.

Organization Studies

Prevention and Promotion

To enhance the development of prevention and promotion research, foster active dialogue about critical conceptual and methodological action and implementation issues, and promote the rapid dissemination and discussion of new developments and findings in the field.
Rural

To promote awareness of rural issues by developing communications networks, and by publishing and providing timely and accurate material for graduate training programs.

School Intervention

To promote interchange about the theories, methods, knowledge base, and setting factors pertaining to prevention and health promotion programs in schools; to discuss the role of community psychology interventions in the context of current issues facing schools and education.

Self Help & Mutual Support

To promote research and action related to self-help/mutual support groups and related initiatives; to provide a forum for interested researchers, self-helpers, and service providers to communicate and network.

Indigenous Interest Group

To support SCRA members who are conducting Indigenous research by providing a forum for the exchange of ideas, literature and experience, and to utilize our combined resources more effectively to conduct strengths-based praxis towards raising public awareness of the plight of Indigenous people and addressing the social justice issues they face in oppressive dominant societies.

Environmental Justice

To promote research, teaching, and action related to global climate change and environmental degradation, with a focus on environmental justice, particularly how environmental change affects and often perpetuates social inequality.

Specific Tasks

1. Sponsor at least one open meeting at a local, regional and/or national gathering each year;
2. Sponsor other activities designed to promote the specific mission of the Interest Group;
3. Distribute at least one written communication (letter, fax, e-mail) to group members about interest group activities each year;
4. Contribute to TCP;
5. Submit reports twice a year (in July and December) to the Secretary for inclusion in the Briefing Book to be sent out prior to each Executive Committee meeting;
6. Attend Interest Groups Chairs meeting with Executive Committee at APA Convention and/ or Biennial Conference; and
7. Maintain computer file documents that include a job description, copies of important correspondence, detailed procedures for critical tasks, and other critical papers
8. Turns over the computer file documents to the incoming person at the end of her/his term,
9. Sends the Secretary a copy of the computer file documents.

Nominations and Appointment Procedures
Interest Groups operate as self-governing units with rotating leadership. A three-year term of office is recommended for the chair of an interest group with the first year as Chair-Elect. Leadership of the interest groups shall be determined by the members of the interest group by vote at the annual meeting at APA, or via some other democratic means (e.g., mail ballot of interest group members), and communicated to the Executive Committee.

**Initiating an Interest Group**

To initiate an interest group, the group must submit the following information to the Executive Committee:

1. A proposal indicating the purpose and rationale for the group;
2. A list of at least 25 Society members who want such a group to form and agree to be active participants; and
3. The names, addresses, phone numbers and fax numbers of at least two contact persons who are willing to be appointed as Chair and Chair-Elect.

The Executive Committee will typically consider these requests at its next business meeting (Midwinter or August). Individuals who wish to start an Interest Group are welcome to contact the President, other Executive Committee members, and/or current Interest Groups Chairs for further information and support.

**Dissolving an Interest Group**

If an Interest Group democratically decides to dissolve and so informs the Executive Committee, or if an Interest Group does not select a Chair and/or submit a report for a period of two years, the Executive Committee will assume that interest in the particular issue has been lost, and cease to include it as an active group in its organization roster. It will also be eliminated from the SCRA recruitment brochure and the TCP listing.

**Timeline**

**September/October**
- Set priorities for the year and develop appropriate timelines

**November**
- Submit proposals for programs &/or meeting time at the Biennial Conference (even year) (due November 15)
- Submit proposals for program time at APA Convention (due Dec. 1)

**December**
- Send reports and budget requests to Secretary for Midwinter Meeting
- Submit any desired information and/or column to TCP (November 30 deadline)

**January-May**
- Establish own projects and appropriate timelines
- Submit any desired information and/or column to TCP (February 28 and May 31 deadlines)

**June**
- Hold open meetings at Biennial Conference (in odd years)

**July**
• Send reports of activities to Secretary for APA Executive Committee Meeting
• Submit any desired information and/or column to TCP (August 31 deadline)

August
• Hold open meetings at APA Convention
Liaisons
Liaison to APA Committees and Other Professional Groups

Mission

To inform other like-minded professional organizations and APA committees/boards about the activities and interests of SCRA; to identify opportunities of mutual interest between SCRA and these groups; to facilitate the development of joint projects and initiatives.

Tasks and Responsibilities

Stay informed about activities and interests of other groups by obtaining relevant information on group/committee activities, such as bulletins and newsletters. Although SCRA is not able to cover costs, if costs can be covered in other ways, attendance at (annual) meetings of the committee/organization is strongly encouraged.

Educate the SCRA Executive Committee about common interests and opportunities to support one another’s initiatives and develop joint projects on an ongoing basis. Alert the president when time-sensitive opportunities emerge.

Inform other group about activities and interests of SCRA (e.g., send relevant SCRA information to committee members/Executive Committee of other group, submit articles to newsletter, identify website linkages) and, in conjunction with the SCRA Executive Committee, identify SCRA members who are interested in developing joint project.

Write annual report that summarizes activities of mutual interest and identifies future opportunities for shared initiatives; distribute report to Executive Committee of both groups.

Appointment and Length of Term

Each liaison serves a three (3) year term. Liaisons are appointed by the president in consultation with the Executive Committee and relevant constituencies within SCRA.

Groups Targeted

Such U.S.-based professional organizations as Council on Education Programs; National Prevention Coalition; and Consortium on Child, Family and Law will have liaisons. We will also seek to establish liaisons with international associations such as the Inter-American Congress of Psychology and the community divisions within the Canadian and Australian/New Zealand national psychological organizations. Liaisons will also be established with APA committees, boards, and divisions such as Committee on International Relations; Board for the Advancement of Psychology in the Public Interest; Committee on Children, Youth and Families; Committee on Women; Committee on Lesbian and Gay Issues; Committee on Disability Issues in Psychology; Committee on Ethnic Minority Affairs; Board of Scientific Affairs; Board of Educational affairs; Child, Youth and Family Services (37); Ethnic Minority Issues (45); Lesbian and Gay Issues (44); Health (38); Society for the Psychological Study of Social Issues (9); and Women (35). In addition, liaisons will be appointed to Special APA Task Forces/Committees, such as Task Force on Prevention and Violence Prevention Initiative.
Section III: Appendices
Appendix A Organizational Chart

Organizational Chart
Appendix B Sample Plaque Inscriptions

IRMA SERRANO-GARCIA
PRESIDENT
THE SOCIETY FOR COMMUNITY RESEARCH AND ACTION:
DIVISION 27 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION
1993

PRESENTED TO
WILLIAM RYAN
IN RECOGNITION OF DISTINGUISHED CONTRIBUTIONS
TO THEORY AND RESEARCH
IN COMMUNITY PSYCHOLOGY
THE SOCIETY FOR COMMUNITY RESEARCH AND ACTION:
DIVISION 27 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION
1993

PRESENTED TO
BEVERLY LONG
IN RECOGNITION OF
DISTINGUISHED CONTRIBUTIONS TO PRACTICE

IN COMMUNITY PSYCHOLOGY

THE SOCIETY FOR COMMUNITY RESEARCH AND ACTION:

DIVISION 27 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION

1991

1992 ETHNIC MINORITY MENTORSHIP AWARD

FORREST B. TYLER

THE SOCIETY FOR COMMUNITY RESEARCH AND ACTION:

DIVISION 27 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION
THE AMERICAN PSYCHOLOGICAL FOUNDATION

AND

THE SOCIETY FOR COMMUNITY RESEARCH AND ACTION

PRESENT

THE HARRY V. McNEILL AWARD

FOR INNOVATION IN

COMMUNITY MENTAL HEALTH

TO

ALTERNATIVES, INC.

VIVIAN V. BROWN, FOUNDER AND DIRECTOR

1992

THE 1992 DISSERTATION AWARD

TERRIE STERLING

THE SOCIETY FOR COMMUNITY RESEARCH AND ACTION:

DIVISION 27 OF THE AMERICAN PSYCHOLOGICAL ASSOCIATION
Appendix C Interest Group Proposal Form

INTEREST GROUP PROPOSAL FORM

TITLE OF PROPOSED INTEREST GROUP:

MISSION STATEMENT:

CHAIRPERSON:

CHAIR-ELECT:

MEMBERSHIP (at least 25 people including chair & chair-elect):
Appendix D Past Society Officers (1967 to Present)

Past Presidents by Years in Office

<table>
<thead>
<tr>
<th>Year</th>
<th>Name</th>
<th>Year</th>
<th>Name</th>
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<td>1967-68</td>
<td>Robert Reiff</td>
<td>1990-91</td>
<td>Marybeth Shinn</td>
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<td>1969-70</td>
<td>Donald C. Klein</td>
<td>1992-93</td>
<td>Irma Serrano-Garcia</td>
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<td>1970-71</td>
<td>Ira Iscoe</td>
<td>1993-94</td>
<td>Christopher Keys</td>
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<td>1971-72</td>
<td>Saul Cooper</td>
<td>1994-95</td>
<td>Roger Weissberg</td>
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<td>1972-73</td>
<td>Bernard Bloom</td>
<td>1995-96</td>
<td>Irwin Sandler</td>
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<td>1973-74</td>
<td>J. Wilbert Edgerton</td>
<td>1996-97</td>
<td>Manuel Barrera</td>
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<td>1974-75</td>
<td>Charles Spielberger</td>
<td>1997-98</td>
<td>Meg Bond</td>
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<td>Emory Cowen</td>
<td>1998-99</td>
<td>Ken Maton</td>
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<td>1976-77</td>
<td>Barbara Dohrenwend</td>
<td>1999-00</td>
<td>Andrea Solarz</td>
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<td>1977-78</td>
<td>Murray Levine</td>
<td>2000-01</td>
<td>Cary Cherniss</td>
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<td>1978-79</td>
<td>J. R. Newbrough</td>
<td>2001-02</td>
<td>Abe Wandersman</td>
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<td>1979-80</td>
<td>Julian Rappaport</td>
<td>2002-03</td>
<td>Melvin Wilson</td>
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<td>1980-81</td>
<td>David Stenmark</td>
<td>2003-04</td>
<td>Paul Toro</td>
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<td>1981-82</td>
<td>Steven Danish</td>
<td>2004-05</td>
<td>Clifford R. O'Donnell</td>
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<td>1983-84</td>
<td>Richard H. Price</td>
<td>2005-06</td>
<td>Ana Mari Caucci</td>
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<td>1984-85</td>
<td>Annette U. Rickel</td>
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<td>1985-86</td>
<td>N. Dickon Reppucci</td>
<td>2007-08</td>
<td>Anne Bogat</td>
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<td>1986-87</td>
<td>Edward Seidman</td>
<td>2008-09</td>
<td>Maurice Elias</td>
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<td>1987-88</td>
<td>Kenneth Heller</td>
<td>2009-10</td>
<td>Mark Aber</td>
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<td>1988-89</td>
<td>Jean Ann Linney</td>
<td>2010-11</td>
<td>Patricia O’Connor</td>
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<td>1989-90</td>
<td>Leonard A. Jason</td>
<td>2011-12</td>
<td>James Cook</td>
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National Student Representatives by Years in Office

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<td>1999-00</td>
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<td>1984-85</td>
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<td>2000-01</td>
<td>Rachel Becker-Klein</td>
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<td>1985-86</td>
<td>Stephen Brand</td>
<td>2001-02</td>
<td>Bianca Wilson</td>
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<td>2002-03</td>
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<td>2003-04</td>
<td>Omar Guessous</td>
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<td>2004-05</td>
<td>Sawssan Ahmed</td>
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<td>1989-90</td>
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<td>2005-06</td>
<td>Carrie Hanlin</td>
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<td>2006-07</td>
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<td>Bethany Brand</td>
<td>2007-08</td>
<td>Marco Hidalgo</td>
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<td>1992-93</td>
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<td>2008-09</td>
<td>Christopher Zambakari</td>
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<td>Todd Bottom</td>
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<td>1996-98</td>
<td>Heather Barton</td>
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# Appendix E Society Fellows

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Wilcox, Brian Leroy
Wilson, Melvin N.
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Winett, Richard A.
Withers, William Frank
Wolchik, Sharlene Ann
Wolfe, John C.
Wolfe, Susan
Wolff, Thomas J.
Wolkon, George H.
Wolpe, Zelda S.
Wong, Frank
Wyatt, Gail Elizabeth
Yacorzynski, George K.
Ying, Yu-Wen
Zautra, Alex J.
Zax, Melvin
Zimmerman, Marc
Zins, Joseph E.
Zolik, Edwin S.
Zimmerman, Marc
Zins, Joseph E.
Zolik, Edwin S.
Appendix F Past Award Winners

DISTINGUISHED CONTRIBUTION TO THEORY & RESEARCH AWARD WINNERS

2009  Marc Zimmerman, University of Michigan
2008  Chris Keys, DePaul University
2007  William Davidson, Michigan State University
2006  Kenneth Maton, University of Maryland, Baltimore County
2005  Abe Wandersman, University of South Carolina
2004  Roger Weissberg, University of Illinois, Chicago
2003  Lonnie Snowden, University of California, Berkeley
2002  Ana Mari Cauce, University of Washington
2001  Rhona Weinstein, University of California, Berkeley
2000  Stephanie Riger, University of Illinois, Chicago
1999  Irwin Sandler, Arizona State University
1998  Dick Reppucci, University of Virginia
1997  Leonard Jason, DePaul University
1996  Marybeth Shinn, New York University
1995  Edison Trickett, University of Maryland
1994  John R. Newbrough, Vanderbilt University
1993  William Ryan, Boston College
1992  Irwin Altman, University of Utah
1991  Kenneth Heller, Indiana University
1990  Edward Seidman, New York University
1989  Edward Zigler, Yale University
1988  Richard H. Price, University of Michigan
1987  Murray Levine, SUNY at Buffalo
1986  Julian Rappaport, University of Illinois at Champaign-Urbana
1985  George W. Fairweather, Michigan State University
1984  George Spivack and Myrna B. Shure, Hahnemann University
1983  Rudolf H. Moos, Stanford University
1982  Charles D. Spielberger, University of South Florida
1981  George Albee, University of Vermont
1980  Barbara S. and Bruce P. Dohrenwend, Columbia University
1979  Emory L. Cowen, University of Rochester
1978  James G. Kelly, University of Michigan
1977  Bernard Bloom, University of Colorado
1976  Ira Iscoe, University of Texas at Austin
1975  John C. Glidewell, University of Chicago
1974  Seymour B. Sarason, Yale University
1974  Robert Reiff Albert Einstein College of Medicine
DISTINGUISHED CONTRIBUTION TO PRACTICE AWARDS

2009  Andrea Solarz
2008  Rich Jenkins
2007  Jerry Shultz
2005  Peter Dowrick, University of Hawaii
2004  David Julian, Ohio State University
2003  Jose Toro-Alfonsois
2002  Debbi Starnes, Emstar, Atlanta, GA
2001  Ed Madera, Denville, NJ
2000  Will Edgerton, University of North Carolina, Chapel Hill
1999  Tom Gullotta, New London, CT
1998  Vivian Brown, Manhattan, CA
1997  Steve Fawcett, University of Kansas
1996  Joe Galano, College of William and Mary, VA
1995  Bill Berkowitz, AHEC/Community Partners, Amherst, Massachusetts
1994  Gloria Levin, National Institute of Mental Health
1993  Maurice Elias, Rutgers University
1992  David Chavis, Rutgers University
1991  Beverly Long, World Federation of Mental Health
1990  John Morgan, Chesterfield MH-MR Department, Chesterfield, VA
1989  Frank Reissman, City University of New York
1988  Betty Tableman, Department of Mental Health, Lansing, MI
1987  Donald C. Klein, Union Graduate School
1986  Anthony Broskowski, Northside Community Mental Health Center, Tampa, FL
1985  Thomas Wolff, C, Amherst, Massachusetts
1984  Carolyn F. Swift, Interactive Development and Training, Columbus, OH
1983  Saul Cooper, Washtenaw County Community Mental Health Center, Michigan
SPECIAL CONTRIBUTION AWARD WINNERS

2001  Meg Bond, University Of Massachusetts, Lowell
1989  Joyce Lazar, National Institute for Mental Health
1987  Morton Silverman, National Institute for Mental Health
1984  Stanley F. Schneider, National Institute for Mental Health
1983  Stephen Goldston, National Institute for Mental Health

AWARD FOR EXCELLENCE IN EDUCATION PROGRAMS

2007  Recipient: DePaul University, Community and Clinical-Community Psychology Ph.D. Programs, Chicago, IL

BARBARA DOHRENWEND DISTINGUISHED LECTURERS

1996  Alex Zautra, Arizona State University, Tempe, Arizona
“Stress and Illness Progression: Applications of Life Event Methodologies to the Study of Chronic Disease”
1991  Constance Hammen, University of California, Los Angeles
“Life Events and Depression: The Plot Thickens”
1988  John L. Martin, Columbia University
“The Psychosocial Impact of AIDS on a Gay Community: Changes in Sexual Behavior, Substance abuse, and Mental Health”
1983  C. David Dooley, University of California, Irvine
“The Epidemiology of Economic Stress”
1981  Bruce Dohrenwend, Columbia University

COWEN AWARD

2010  Natalie Wilkins, Natalie Wilkins, Georgia State University
Advisor: Gabriel Kuperminc
“Family Processes Promoting Achievement Motivation and Perceived School Competence among Latino Youth: A Cultural-ecological-transactional Perspective”
2009  Andrew Lohmann, Claremont Graduate University
Adviser: Dale Berger
“The Impact of a Freeway on Neighborhood: Sense of community, Size, and Methods of Measurement”
2008  Louis Brown, Wichita State University
Advisor: Greg Meissen
“Making it Sane: The Participation Benefits of Consumer-Run Organizations”
2007  Lisabeth Finn
2005  Elise Cappella, University of California at Berkeley
Advisor: Rhona Weinstein
“The Prevention of Social Aggression Among Girls”
2004 Caren Caty, California School of Professional Psychology
2003 Jessica Rose Goodkind, Michigan State University
“Promoting Refuge Well-Being: A Community Based Advocacy and Learning Intervention.”
2002 Shaun Haines, Saybrook Graduate School, San Francisco
2001 Iain Butterworth
2000 Emily Ozer, University of California at Berkeley
“Urban Adolescents’ Exposure to Violence: The Role of Support, School Safety, and Social Constraints in a School-Based Sample of Boys and Girls.”
1999 Sybil Madison
1998 Itiro Yoshikawa, New York University
1997 Lisa Blum, Rutgers University

COMMUNITY PSYCHOLOGY DISSERTATION OF THE YEAR AWARD WINNERS

2010 Jennifer Watling Neal, University of Illinois at Chicago
Advisor: Karina Olga Reyes
“Examining Relations in Relational Aggression: The Role of Peer Social Networks”
2009 Darcy Freedman, Vanderbilt University
Advisor: Paul Speer
“Politics of Food Access in Food Insecure Communities”
2008 Sarah Chilenski, Pennsylvania State University
Advisor: Mark Greenberg
“Community Risks and Resources in Rural America: What matters?”
2007 Branda Nowell, Michigan State University
Advisor: Pennie Foster-Fishman
“The Role of Social Capital in Interorganizational Alliances”
2006 Adam Long, Vanderbilt University
Advisor: William P. Smith, Douglas Perkins, Peggy Thoits
“Residential Community Identification and Psychological Well-Being”
2005 Marci R. Cully, University of Missouri-Kansas City
Advisor: Joseph Hughey
“Power and ‘Official’ Vehicles for Public Participation in a Local Hazardous Waste Setting: A Community Case Study”
2004
2003 Margaret Davis, DePaul University
Advisor: Leonard Jason
2002 Nicole Allen, Michigan State University
Advisor: Pennie Foster-Fishman
“Coordinating Councils as a Vehicle for Achieving a Coordinated Community Response to Domestic Violence: An Examination of Context-Specific Correlates of Effectiveness.”
2001 Camille Preston, University of Virginia
Advisor: Dick Reppucci
“Policing domestic violence: The Influence of Community Resources on Provider Attitudes About Pro-arrest Policies.”

2000  **Bret Kloos**, University of Illinois, Urbana Champagne
Advisor: Julian Rappaport
“Cultivating Identity and Meaning Making in the Context of Residential Treatment Settings for Persons with Histories of Psychological Disorders.”

1999  **Hirokazu Yoshikawa**, New York University
Advisor: Ed Seidman
“Welfare Dynamics, Support Services, Mothers’ Earnings, and Child Development: Implications for Contemporary Welfare Reform.”

1998  **Michael J. Solomon**, University College London
Advisor: Nancy Pistrang
“What do Parents of Children with Disabilities and Special Needs Find Helpful about Mutual Support Groups?”

1997  **Rebecca Campbell**, Michigan State University
Advisor: William Davidson
“The Community Response to Rape: An Ecological Conception of Victims’ Experiences”

1996  **Danielle Papineau**, Universite de Montreal, Canada
Advisor: Margaret Kiely
“Citizen Empowerment Through Economic Development in a Multiethnic Neighborhood”

1995  **Gabriel P. Kuperminc**, University of Virginia
Advisor: Joseph Allen
“Social Orientation, Social Competence and the Prevention of Adolescent Problem Behavior”

1994  **Susan Yeich**, Michigan State University
Advisor: Ralph Levine
“Empowerment and Structural Change: The Creation of a Homeless Persons Union”

1993  **Caroline Kroeker**, Claremont Graduate School
Advisor: Alan Wicker
“Empowerment Programs for the Severely Disadvantaged: Lessons From a Process Evaluation of a Nicaraguan Agricultural Cooperative”

1992  **Jerome Short**, Arizona State University
Advisor: Irwin Sandler
“An Evaluation of a Preventative Intervention for Children of Problem Drinkers”

1991  **Douglas Perkins**, New York University
Advisor: Marybeth Shinn
“Modeling Community Mobilization for Social Change: Preventing Youth Alcohol and Other Drug Abuse.”
“The Social and Physical Environment of Residential Blocks, Crime, and Citizens’ Participation in Block Associations.”

**Dennis Culhane**, Boston College  
Advisor: Ramsey Liem

“On Becoming Homeless: The Structural and Experiential Dynamics of Residential Instability.”

**William K. Hallman**, University of South Carolina  
Advisor: Abe Wandersman

“Coping with an Environmental Stressor: Perception of Risk, Attribution of Responsibility and Psychological Distress in a Community Living Near a Hazardous Waste Facility”

**John E. Prestby**, University of South Carolina  
Advisor: Abe Wandersman

“Leaders and Leadership in Grassroots Voluntary Organizations: An Examination of Personal Resources, Participation Benefits/costs, and Incentive/cost management”

1988 No award given

1987 **Joseph P. Allen**, Yale University  
Advisor: Seymour B. Sarason

“Adolescent Behavior Problems and Differing Patterns of Social Adaptation: The Role of Social Contingency Beliefs”

1986 **Richard Gist**, University of Missouri, Kansas City  
Advisor: Joseph Hughey

“An Analysis and Social Learning Examination of Recent Trends in Adolescent Suicide Rates”

1985 **Richard C. Birkel**, University of Virginia  
Advisor: Robert Emery

“Sources of Caregiver Strain on Long-term Home-care”

1984 **Kenneth Bachrach**, Arizona State University  
Advisor: Alex Zautra

“Coping with a Community Stressor: A Proposed Hazardous Waste Disposal Facility”

1983 **Donald Davis**, Michigan State University  
Advisor: William Davidson

“Innovation, Adaptation, and Organizational Change-Program Evaluation in Gerontology- G. Johnson”

1982 **Charles H. Kieffer**, University of Michigan  
Advisor: Richard Price

“The Emergence of Empowerment: The Development of Participatory Competence Among Individuals in Citizen Organizations”

**ETHNIC MINORITY MENTORING AWARD WINNERS**

2008 Stephen Fawcett, Kansas University  
2007 Craig Brookins,  
Hirokazu Yoshikawa, New York University  
2006 Robert Sellers  
2005 Yolanda Suarez-Balcazar, University of Illinois, Chicago  
2004 Mark Roosa, Arizona State University  
2003 William S. Davidson, Michigan State University  
2002 Shelly Harrell, Pepperdine University
2001  Ed Seidman, New York University
2000  Gary Harper, DePaul University
1999  Isaiah Crawford of Loyola University, Chicago
1998  Ricardo Munoz, University of California, San Francisco
      Maurice Elias, Rutgers University
1997  Marybeth Shinn, New York University
1996  Melvin Wilson, University of Virginia
1995  Irma Serrano-Garcia, University of Puerto Rico
1994  Oscar Barbarin, University of California, L.A.
1993  Hector Meyers, University of California, L.A.
1992  Forest Tyler, University of Maryland
1991  Leonard Jason, DePaul University,
      Stanley Sue, University of California, L.A.

HARRY V. MCNEILL MEMORIAL FUND AWARD WINNERS

2005  DePaul Community Mental Health Center.
      Recipient: Sheila Ribordy
2003  Paul Malloy, Oxford House
1999  Geoffrey Neilson and Waterloo branch of the Canadian Health Association
1997  Grow, Inc.
1996  Michigan Department of Mental Health, Lansing, MI
      Recipient: Betty Tableman
1995  Healthy Transitions-Healthy Futures
      Recipient: Sharon Rosen
1994  SC-SHARE (South Carolina Self Help Association Regarding Emotions)
1993  AHEC Community Partners, Amherst, MA
      Recipient: Thomas Wolff
1992  Prototypes
      Recipient: Vivian Brown
1991  Prevention Services of the Chesterfield Mental Health/Mental Retardation Department
      Recipient: John Morgan
1990  The Consultation Center, Department of Psychiatry, Yale University
      Recipient: David Snow, Director
1989  Consultation, Education, and Prevention Services at Washtenaw County Human Services
      Department
      Recipient: Ruth F. Shelkun, Director

SEYMOUR B. SARASON AWARD WINNERS

2009  Edward Seidman, William T. Grant Foundation and New York University
2007  Raymond Lorion,
2005  Rhona Weinstein, University of California at Berkeley
2003  Rudolf H. Moos, Stanford University
2001  James Kelly, University of Illinois at Chicago
1999  Julian Rappaport, University of Illinois, Urbana-Champagne
1997  Murray Levine, State University of New York at Buffalo
1995  Emory L. Cowen, University of Rochester
1993  Edward Zigler, Yale University

SPECIAL CONTRIBUTIONS TO PUBLIC POLICY

2009  Steven Howser
2007  Leonard Jason

KALAFAT AWARD WINNERS

2009  Bill Berkowitz
Appendix G TCP Letter of Agreement

To: Maria Chun, Ph.D.

From: Maurice J. Elias, Ph.D.
on behalf of the SCRA Executive Committee

Date: 6/28/09

Re: Letter of Understanding regarding TCP Editor Position

This Letter of Understanding specifies the obligations and commitments made by Maria Chun, PhD in assuming the role of Editor of the Community Psychologist (TCP), and by the Executive Committee (EC) of the Society of Community Research and Action in supporting the publication of the TCP.

I. Start and End date of Appointment

The term of Editor of The Community Psychologist would start on July 1, 2009 and end on June 30, 2012.

This Appointment can be renewed for additional three year terms, with the mutual consent of the EC and the TCP Editor. A decision regarding renewal of a current three year appointment would be made no later than 9 months before the end date of the current term. A revised / updated Letter of Understanding would be necessary to formalize the renewal of the appointment.

II. Expectations for work to be performed

The TCP Editor will:

a.) Produce at least four issues of the TCP per year in a manner consistent with descriptions of the TCP provided in the SCRA Policies and Procedures Manual.

b.) Coordinate with Springer in planning the mailing of the TCP.
c.) Serve as a member of the Publications Committee and ex-officio member of the EC and participate in relevant meetings and conference calls; propose and evaluate future directions for the TCP (e.g., alternative electronic formats).

d.) Assist in the assembling of the SCRA eNewsletter; assist in planning the frequency and scope of the eNewsletter.

e.) Assist in the recruitment and orientation of a new TCP Editor before the completion of the TCP editorial term.

III. Expectations regarding resources provided

SCRA will:

a.) Support all mailing and printing costs for the TCP.

b.) Pay a total of $20,000 per year to support the completion of the duties specified in section II above, with disbursements of funds to be determined by the TCP Editor and the SCRA Treasurer.

c.) Make quarterly payments to the TCP Editor.

d.) Instruct the SCRA Treasurer to develop with the TCP Editor a set of written, mutually agreed upon procedures for payment.

e.) Allow changes to the procedures for payment if there is mutual, written agreement of the TCP Editor and the SCRA Treasurer, and notification to the EC and Publications Committee.

f.) Pay travel expenses for the TCP Editor to the EC Mid-Winter meeting. These costs will be covered by SCRA beyond the $20,000 specified earlier. Travel expenses to APA and the SCRA Biennial will NOT be covered.

IV. Fiscal and Programmatic Accountability:

a.) The TCP editor will provide a Programmatic Report to the Publications Committee and to the EC on a schedule similar to that followed by other SCRA Committees. This report will summarize activities of the TCP editor during the year (e.g., TCP issues produced, notable initiatives launched), plans for the coming year, and challenges of which the EC should be aware. This report is typically submitted one month before the SCRA mid-winter meetings, but no later than one week prior to the meeting.

b.) The TCP editor will provide a Fiscal Report to the SCRA Treasurer (with a copy to the Publications Committee) that summarizes expenditures for production of TCP. This report is typically submitted one month before the SCRA mid-winter meetings, but no later than one week prior to the meeting.

V. Changing the terms of this Letter of Understanding:
It is quite possible that changing conditions or circumstances would warrant changes in the terms of this Letter of Understanding.

a.) The TCP Editor will submit in writing to the EC any suggestions for changes in the terms of this Letter of Understanding. A response from the EC would be expected within one month. The terms will be considered changed when written agreement is received from the EC.

b.) The EC will submit in writing to the TCP Editor any suggestions for changes in the terms of this Letter of Understanding. A response from the TCP Editor would be expected within one month. The terms will be considered changed when written agreement is received from the TCP Editor.

VI. Communication regarding Performance of Responsibilities in the Letter of Understanding:

If either the TCP Editor or the EC feel that obligations in this Letter of Understanding are not being met, each will take the following steps:

The TCP Editor will:

a.) Contact the EC in writing to outline the concern and suggest steps for remediation.

The EC will:

a.) Contact the TCP Editor in writing to outline the concern, suggest steps for remediation, and offer any additional assistance they deem appropriate.

Failure of either party to uphold the commitments in this Letter of Understanding would be grounds for termination of this agreement

____________________________________________
Maria Chun, Ph.D.
TCP Editor

____________________________________________
Maurice J. Elias, Ph.D.
SCRA President (on behalf of SCRA Executive Committee)