

OPERATION PROCEDURES FOR THE NEEDS ASSESSMENT, SLATING AND CAMPAIGNS COMMITTEE

I. GUIDING PRINCIPLES

The Needs Assessment, Slating and Campaigns Committee (NASCC) will be governed by the following guiding principles:

- Openness and transparency
- Focus on expertise
- Checks and balances
- Responsiveness to current APA priorities and emerging issues
- Minimization of political processes

II. NEEDS ASSESSMENT

NASCC is responsible for conducting an annual needs assessment to ascertain the current issues and priorities for the Association and the field of psychology.

1. The needs assessment will include:
 - a. Review of makeup and the needs of the Board of Directors to include one or more members of NASCC joining virtual or in-person meeting of the Board of Directors
 - b. Survey of board and committee members and other relevant APA stakeholders as deemed necessary
 - c. Review of APA strategic plan and past needs assessments
 - d. Review of trends in the field of psychology broadly defined
 - e. Review of relevant skill sets
2. The needs assessment will be used to determine:
 - a. Desired qualities and characteristics of Board nominees, including diversity
 - b. Needed expertise and experience
 - c. Specific definitions for each slate if deemed necessary
3. The needs assessment will be posted on NASCC's website

III. SLATING PROCESS

NASCC is responsible for approving a Call for Nominations for vacant member-at-large and public member positions on the Board of Directors.

1. The call for nominations will include:
 - a. Desired qualities and characteristics of Board nominees, including diversity
 - b. Needed expertise and experience
 - c. Specific definitions for each slate if deemed necessary
 - d. Details on Board member responsibilities, time commitment and honoraria

- e. Information on how to apply and materials required from nominees (300-word statement and current curriculum vitae)
2. The call for nominations will be broadly disseminated as follows:
 - a. Nominations sought for APA member-at-large positions will be publicized to all APA members through listservs, member updates, APA website and social media.
 - b. Nominations sought for public member positions will be publicized to APA members as noted above and through several forums outside of APA including professional societies and associations and public media outlets.

NASCC is responsible for vetting nominees and determining the final slates to be voted on by the APA Membership.

1. The vetting process will include:
 - a. Review of nomination materials for all nominees
 - b. Review needs assessment and slate definition for adequacy of fit and sufficient number of candidates to develop appropriate slates. If additional candidates are needed, develop a plan for soliciting additional nominations (may include extending the timeline, with notification to the Board of Directors)
 - c. Ranking of candidates
 - d. Interviews of top candidates using video conferencing
 - e. Decision on final slates of 2-3 candidate each to be submitted to the Board for review
2. The final slate will be determined as follows:
 - a. NASCC forwards slates of recommended candidates and alternates to the Board of Directors for review. Whenever possible the slates will include an equal number of 2-3 candidates.
 - b. The Board reviews the slates through a process defined in the Association Rules and provides NASCC with feedback including any recommended substitutions from the alternates provided by NASCC.
 - c. NASCC reviews feedback from the Board and determines the final slates of candidates.
3. The final candidates will be asked to provide the following:
 - a. Signed agreement to fulfill the duties of a Board of Directors member, if elected
 - b. Biographical statement (not to exceed 250 words)
 - c. Statement on the issues facing psychology/APA (not to exceed 500 words)
 - d. 2-minute video interview with assistance from APA staff
4. The final candidates will be informed of the campaign rules set by the Election Committee.

IV. ELECTION

NASCC is responsible for ensuring that the APA Membership has sufficient information on each candidate.

1. The election ballot will include a link to:
 - a. Biographical statement (not to exceed 250 words)
 - b. Statement on the issues facing psychology/APA (not to exceed 500 words)
 - c. 2-minute video interview with assistance from APA staff