



DIVISION 52 HANDBOOK

DRAFT – WORK IN PROGRESS

The goal of the Division 52 Handbook is to describe the structure, goals, roles and tasks of Division entities and Division leadership, elected and appointed

Current draft: February 2020

Prepared by the HandBook Revision Committee Merry Bullock, Chair Nancy Sidun, Co-Chair with lot of help from reviewers!!!

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Handbook Overview

Preface

The formal rules and regulations of the Division of International Psychology, Division 52 of the American Psychological Association (APA), are set down in the Bylaws. The purpose of this Handbook is to augment the formal rules with detail about the policies, practices, and operations of the Division. The handbook appendix contains other relevant information:

- Detailed Procedures and Instructions for specific tasks
- List of motions, policies and resolutions from the minutes of Executive meetings.
- Current Bylaws (Division 52 Bylaws, Revised 2018)

The information described in the Handbook is designed to complement the mandates of the Bylaws and are guides to action rather than formal rules of the Division. The Handbook is intended to be a “living document” that can be updated and revised.

Every effort has been made to provide comprehensive information; if there are omissions, we ask that you inform the Secretary (via this contact form) be informed so that future editions can be improved.










Division Contact Information

Website: <https://www.div52.net>

Secretary: Michele Ribeiro

Dropbox for Division Board Members:

Listserv Forums

 DIV52	Division 52 list (<i>1859 Subscribers</i>)
 DIV52BOARD	Discussions related to board members for Division 52 (<i>17 Subscribers</i>)
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 DIV52STU	Division 52 Students Forum (<i>143 Subscribers</i>)

Board of Directors Listserv – Div52Board@lists.apa.org

The Board of Directors Listserv is used to communicate and discuss among the Elected Board members. It is an unmoderated list. The list is maintained by the Secretary and includes only elected Board Members (Presidential Trio, ECP Trio, Student Trio, VPs, Council Rep and occasionally a Past President or Parliamentarian). It is updated annually

Extended Board of Directors Listserv - Div52BOARDEXT@lists.apa.org

The Extended Board of Directors Listserv is used to communicate and discuss among the Extended Board members. It is an unmoderated list.

The list is maintained by the Secretary and includes all members of the Extended Board of Directors. Board member “designates” are added after election. Past Board members are removed at the end of their terms except for past presidents, who may remain on the list for as long as they wish.

Division 52 Announce Listserv – Div52@lists.apa.org

The announce listserv is a moderated list, maintained by the Secretary, for all Division members, selected APA offices, and other organizations.

Division members are automatically added to the list, although the Secretary should check monthly to be sure that new members are added. The Secretary keeps a running list of others (such as the APA Office of International Affairs staff, staff in other relevant offices, executive directors of allied Divisions or organizations) who should be on the listserv and provides this to Division services when there is a “cleanup” of the listserv.

Posts to the Announce only listserv should be announcements of general interest about:

- Division activities and announcements
- Job postings sent by Division members
- Announcements sent by Division members for generally accessible activities or opportunities
- The secretary moderates the list and releases postings. The Presidential trio are also list editors and may post without moderation.
-

Division 52 Discussion Listserv – Div52Discuss@lists.apa.org

This is an unmoderated listserv to which Division members can subscribe.

Division 52 ECP Listserv – Div52ECP@lists.apa.org

Posts to the ECP listserv are unmoderated. This Listserv is maintained by the Secretary and includes ALL ECP members of the Division (this list must be obtained from Division services).

Division 52 International Committee for Women Listserv – Div52ICFW@lists.apa.org

This list is open to all those who are members of the ICFW committee. This list should be reviewed and updated by the Secretary in collaboration with the chair of the ICFW.

Division 52 Liaisons Listserv – Div52Liaisons@lists.apa.org

This list has not been activated. It was used during the Strategic plan development phase for “work group 5”. As of 1/1/2020 members were removed.

Division 52 Presidents Listserv – Div52PRESIDENTS@lists.apa.org

This listserv contains all the present and past presidents of the Division.

Division 52 Students Listserv – Div52STU@lists.apa.org

This list should contain the emails of all the present student members of the Division. It should be maintained annually by the Secretary in collaboration with the Student Committee Chair Trio.

Grounding Division Statements

Purpose of the Division of International Psychology

The Division bylaws capture the Mission, Vision and Values of the Division. These provide a useful review:

Mission

(Bylaws, 2018, Section 2.1 Division 52 Mission Statement)

Both at home and abroad, the Division of International Psychology (1) engages current and future psychologists who wish to think and act globally in their lives and work, (2) promotes ethically responsive and internationally informed education, training, research, practice, leadership, exchange, study, and service, and (3) fosters application of the essential knowledge, skills, and values of psychology to the most pressing issues of our day.

Vision

(Bylaws Section 2.2 Division 52 Vision Statement)

Division 52 seeks to:

- become the primary or secondary professional “home” for current and future psychologists to engage in all things international;
- encourage psychologists and students to direct their education, training, research, practice, leadership, exchange, study, and service activities and aspirations toward international emphases, populations, and needs;
- openly explore and engage a globally inclusive and epistemologically diverse understanding of psychology as a discipline and profession, while a) respectfully and credibly appraising established and emerging models, methods, and worldviews from the Global North, South, East, and West and b) eschewing the reflexive and superficial embrace or rejection of any particular paradigm or approach, regardless of origin, culture, or context;
- promote a globally inclusive and epistemologically diverse understanding of psychology within our affiliated organizations and systems as well as the programs, policies, and practices that we develop, implement, and review;
- provide timely and relevant resources for personal and professional development that are aligned with our mission, vision, values, and strategic priorities;
- create vibrant opportunities for collaboration and networking within psychology and with interdisciplinary colleagues and students around the world;

- apply internationally informed psychological science and expertise to the global challenges we collectively face, exemplified by the Sustainable Development Goals of the United Nations;
- foster a culture of informed citizenry, ethical engagement, and social responsibility by the field and profession of psychology to address the global issues that affect us all.

Values

(Bylaws, 2018, Section 2.3 Division 52 Values Statement)

Division 52 envisions a field and profession of psychology where a broad representation of applied, cultural, empirical, epistemological, theoretical, and disciplinary synergies may engage and enliven current and future psychologists in our ongoing pursuit of the greater good. Both locally and globally, we value internationally-minded education, training, research, practice, leadership, exchange, study, and service activities that support intellectual rigor, personal and professional integrity, self-awareness, ecological validity, conceptual depth, interdisciplinary collaboration, mutual understanding, cultural responsiveness, and kindness, compassion, and care for all, including marginalized and dispossessed individuals and groups as well as the natural world which sustains us. To facilitate inculcation of and responsiveness to such values, Division 52 promotes processes of self-reflection regarding the many formative variables that shape who we are and may become as students, professionals, citizens, and human beings (e.g., cultural, national, linguistic, economic, educational, environmental, ethnic, gender, political, religious). We likewise value activities that disseminate, translate, evaluate, and infuse globally responsive findings, pedagogies, and applications into credible and impactful actions, policies, and practices. In so doing, we recognize always the needs, contributions, perspectives, and hopes of the many publics we serve, at home and abroad.

Brief History of the Division of International Psychology

Introduction

On February 21, 1997, the APA Council of Representatives approved a petition to create a new division: APA Division 52, the Division of International Psychology. This petition was signed by 788 individuals, each of whom was identified as “charter members” of the division.)

Fifteen of those active in forming the division assumed various offices on a “pro tem” basis and regular elections were scheduled for May, 1998. The first formal meeting of the division took place during the 105th annual APA Convention, held in Chicago, from August 15-19, 1997. Although there had been no opportunity to develop a program in time to meet the customary convention deadlines, the division was able to share some convention time with the APA Committee of International Relations in Psychology (CIRP).

Initial dues were set at \$12 per year, beginning in 1998. Donations from charter members supported the operation of the division during the remainder of 1997. The first issue of the newsletter, the *International Psychology Reporter*, consisting of 10 pages, appeared in June, 1997. Draft Bylaws appeared in the next issue. The Division official web site became available in January, 1998. The first Division Fellows, Charter Fellows were approved in August, 1998. By early 1998, Division 52 was represented on the APA Council of Representatives by a single seat.

The first convention program, with presenters representing 39 countries was presented at the APA Annual Convention in San Francisco, August 14-18, 1998.

Division 52 was granted permanent status at the APA Council of Representatives (COR) meeting, held from February 19-21, 1999, in Washington, DC.

During its first 10 years (1997-2007) the membership of the Division reached 1000 (in 2007), and the number of Fellows grew. A variety of programs were begun (see Appendix xx). The newsletter changed to an online newsletter *International Psychology Bulletin*. In 2005 the Division inaugurated a book series on global and cross-cultural psychology with Erlbaum Press (later Information Age Publishers). To date, two volumes have appeared.

In 2010 the Division inaugurated a journal: *International Perspectives in Psychology: Research, Practice and Consultation*

As the 10th anniversary of the division approached (2007), the division reached its goal of more than 1,000 members.

ADD MORE RECENT HISTORY

2017 Adoption of first Strategic Plan

2018 New Bylaws

Division Membership

Membership Categories

There are three categories of Division membership:

Member

These are APA members who are also members of Division 52. Fellows are Members who have been elected to Division 52 Fellow status; Life-Status members are APA dues-exempt members who are also division 52 members.

Professional Affiliate

Professional Affiliate members are recognized psychologists in their country who are not APA regular members who join Division 52. This includes APA International Affiliate members, non-APA members, and professionals in other allied professions.

Student Affiliate

Student Affiliate members are students who are enrolled in a program or school of recognized standing in psychology.

Procedures for Membership

To join the Division, individuals need to sign up via the Membership web pages of the APA. ADD HOW TO's HERE

Special Membership Initiative for Chairs of International Sections/Committees in Divisions other than 52

In 2018 APA initiated a special initiative for the Chairs or heads of international committees or sections in Divisions other than 52. These individuals are provided with gratis membership in Division 52. They receive all 52 materials (journal, newsletter) and are signed on to the Announce-only listserv. The goal is that these individuals will serve as a conduit for promoting Division 52 activities and initiatives to their own Divisions, both enhancing an international perspective AND promoting 52 activities to a broader audience. At the end of each year this list needs to be updated by the Membership Committee Chairs in collaboration with the Secretary. People who are no longer eligible for this offer because of their role as international committee or section chair in another Division should be approached to join Division 52 but otherwise removed from the membership list.

Procedures

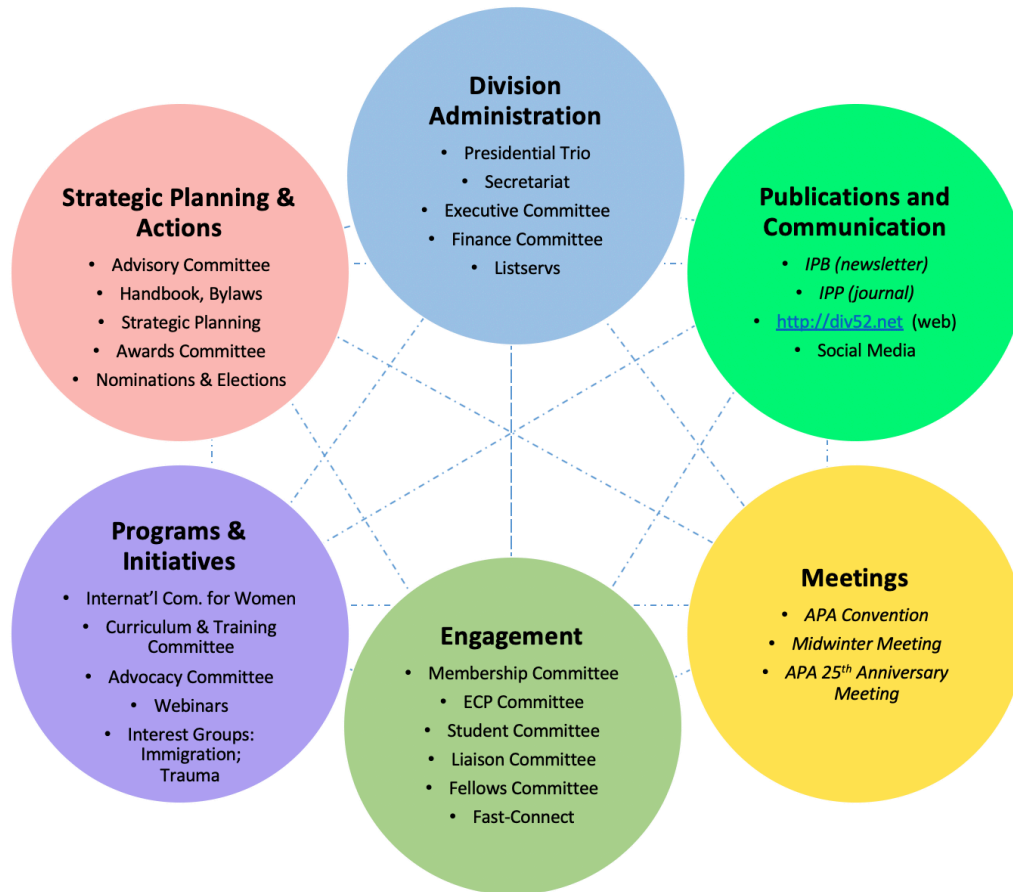
The Membership Chair keeps the list of Division International Chairs and informs Division Services each year about these memberships. The Membership Chair provides the list of Division International Chairs with emails to the Secretary, who ensures that they are included in the Division listservs.

Special Initiative for APA International Affiliate Members

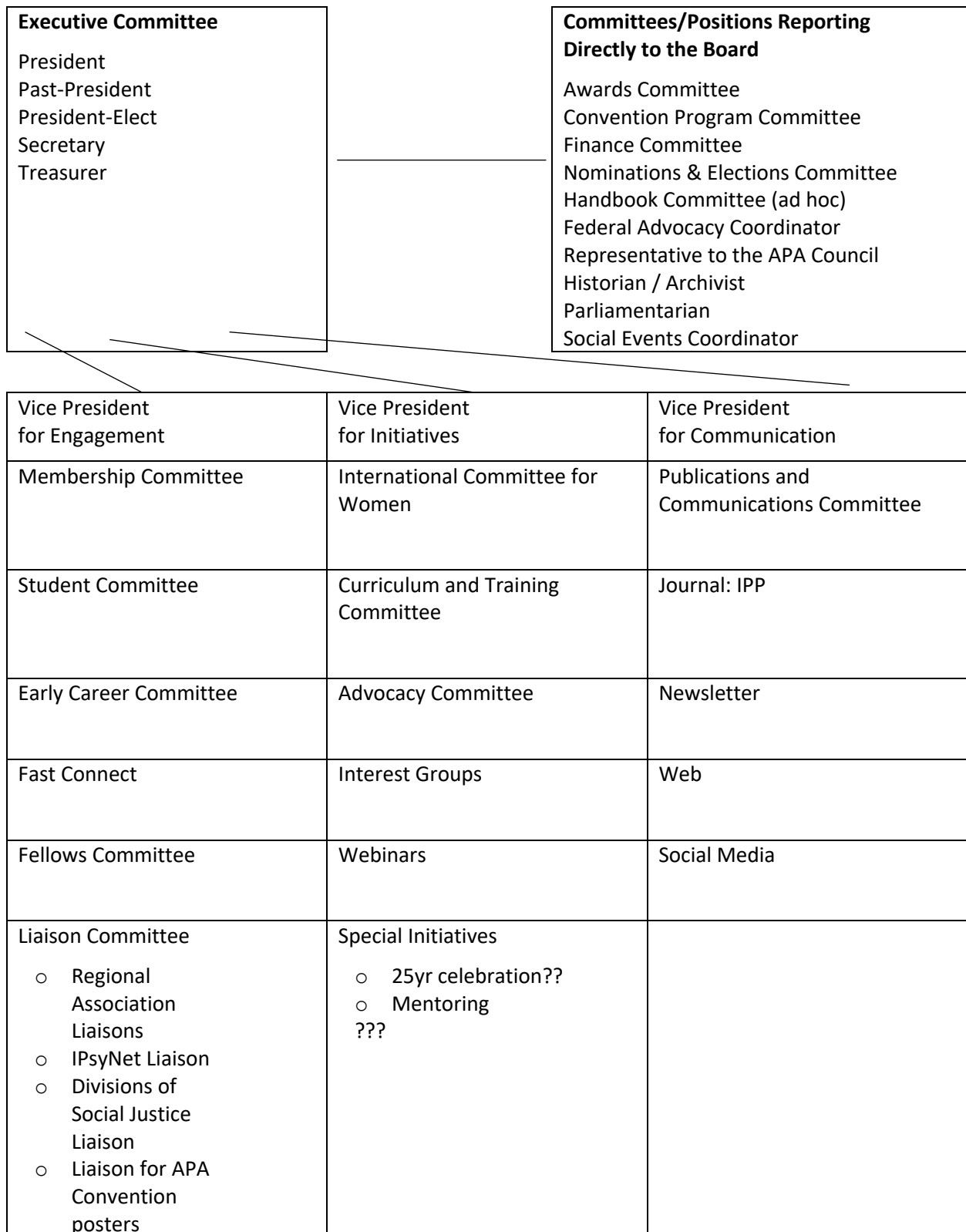
Division 52 institutes a special initiative to run January 2020 to provide discounted membership to APA International Affiliates to join Division 52. (see flyer in Appendix X, letters in Appendix XX)

Structure of the Division

Division 52 Organizational Chart – Communication structure



Division 52 Org Chart – “Reporting” Structure



Structure Summary: Presidents, Vice Presidents, Executive Committee, Board

Board of Directors

The Board of Directors includes all the elected positions of the Division as voting members, and the Chairs of Standing, Regular and Ad Hoc Committees, Editors of Division publications, Chairs of Special Interest Groups and Task Forces, appointed functionaries and other appointed positions as ex-officio (nonvoting) members.

The Board of Directors exercises general supervision over the affairs of the Division, the transaction of the business of the Division. The Board is mandated to act according to the recorded vote of the membership and reports on its actions to the members at the annual meeting.

Executive Committee

The Executive Committee consists of the President, Past-President, President-Elect, Secretary, and Treasurer. The purview of the Executive Committee is to conduct affairs of the Division between meetings of the Board of Directors.

The Executive Committee reviews items on the agenda of the Board of Directors and makes recommendations about these matters to the Board; It negotiates the terms of any contract entered into by the Division.

Board of Directors Structure and Operating Procedures

Meetings

The Board of Directors meets in four venues:

- two times a year in face-to-face meetings (midwinter meeting held in the first quarter of the year; APA convention meeting held just before or during the APA convention)
- Electronic meetings held in between the face-to-face meetings via ZOOM.
- Discussion via email
- Annual business meeting at the APA convention.

Meetings are called by the president.

Meeting Attendance

All voting Board members are expected to attend the Division Board of Director meetings in person and, when that is not possible, via ZOOM. They are expected to attend the entire meeting (not just those pieces with “their” items).

Extended Board members are encouraged to attend the Division Board meetings in person and are expected to attend them via ZOOM whenever possible.

All Board members who miss a meeting are expected to watch the meeting via the recorded ZOOM recording and to read the minutes.

All members of the Executive Committee are expected to attend all board meetings and the Division Business meeting.

Board of Directors meetings are open to all Board members of the Division except when the President or a majority of voting members of the Board of Directors call an executive session. Any member of the Division may attend a board meeting with the invitation and approval of the President and any member of the Division may request that an item be placed on the agenda prior to the meeting and before the President approves the agenda in advance of the meeting.

Announcing Meetings

Notices of regularly scheduled Board meetings are generally sent out 30 days in advance by the Secretary, on behalf of the President to the extended Board with the date and time of the meeting, location, and information for joining the meeting remotely (at present via ZOOM). The Board is sent a proposed agenda and asked to add any items from their perspective.

Announcements of the business meeting are sent by the Secretary to the Division Listserv and are provided to the Convention Program Chairs for inclusion in the Division Convention Program.

Setting Meeting Agendas

Biannual Face to Face Meetings

The President drafts the agenda in collaboration with others in the Executive Committee and with the Secretary. The Secretary assembles the agenda and disseminates it (details under Secretary section).

Teleconference Meetings

During each month when there is no face-to-face (biannual) meeting scheduled, members of the Executive Committee will participate in a teleconference to conduct discussions and to vote on motions in compliance with Title 29 Chapter 4 (Nonprofit Corporations) of the District of Columbia Official Code². The President will set the agenda for each teleconference and may cancel a teleconference if there is no business to conduct. 2 <https://beta.code.dccouncil.us/dc/council/code/titles/29/chapters/4/>

Div52 Business Meeting

The Business Meeting is held annually as an open forum for D52 members, but any interested party is invited to attend the meeting. The President sets the agenda for this meeting. This meeting includes annual and/or interim reports from the President, Nominations Committee, Treasurer. The VPs provide an update on initiatives in their respective areas. Minutes of the Business Meeting are provided to all members.

Meeting Minutes/Reports

Meeting Minutes are written by the Secretary and reviewed by the Presidential trio before being sent to the Board of Directors for approval.. Minutes are approved by the elected Board Members.

Minutes should be standardized to include:

- who was present;
- who talked;
- substantive discussion during the meeting' summaries of any substantive discussion via listserv or email prior to the meeting; and

- any votes or decisions taking place at the meeting. In order to standardize record keeping for Board decisions/votes, each vote should be written in the minutes to include:
 - Motion, who proposed and who seconded
 - Discussion – summary of the substantive discussion/ rationale
 - Vote outcome, including numbers for, against, abstain.
- Meeting minutes should include a summary “to-do” list for all concerned.

The Secretary should maintain a running list of all Board decisions, with each vote labelled with year, month, day, vote # in that meeting (e.g. 2019-11-30-vote 02). This list should be maintained as an appendix in the Handbook.

Annual Reports

Division annual reports from each official about their responsibilities are due prior to the first face-to-face meeting of the year, and interim action reports are due prior to the mid-year convention meeting. The president sets the due dates. The Division also prepares an annual report for the APA Division Services office. This is due in February.

Voting

The BOARD OF DIRECTORS may conduct votes on motions in three ways: (a) during regularly scheduled face-to-face (biannual) meetings or (b) during a teleconference or similar means of communication during which all participating members may simultaneously communicate with each other during the meeting and (c) Via electronic means (email, survey monkey) in which case all voting members need to cast a vote. For email votes, for a motion to be passed, all voting members need to cast a positive vote .

Establishing a Majority

The Board of Directors shall make decisions during face-to-face (biannual) meetings and teleconferences by a majority vote of all those eligible to vote. This requirement applies to regularly scheduled meetings and teleconferences, regardless of the number of Board members in attendance. For the current Board (11 voting members), this requires 6 yes votes for any motion to pass. Following Roberts Rules of Order, abstentions are counted as “no” votes for this determination.

The President may request the Secretary to initiate an electronic vote before a meeting or teleconference. In compliance with Title 29 Chapter 4 (Nonprofit Corporations) of the District of Columbia Official Code,⁶ the President will set a date and time for Executive Committee members to email their votes to the Secretary. An affirmative vote by email requires unanimous consent of all voting Executive Committee members (11 yes votes).

Maintaining Records for the Archives

In order to maintain archives of Division 52 records, the Archivist/Historian collects all committee materials per the Center for the History of Psychology (CHP) guidelines (see Appendix) for organization materials accepted and maintained by the CHP. The Archivist will designate personnel and award committee documents as restricted to the public for 50 years both internally and when deposited at the CHP. As indicated in the CHP deposit guide for organization, the following materials accepted and maintained by the CHP are:

- newsletters of the organization
- publications pertinent to the organization

- letters to the organization
- administrative correspondence
- organizational/administrative records
- special event materials
- committee materials

Each Voting Board Member should review their documents and deposit relevant materials in a Division Archive Dropbox maintained by the Secretary. Vice Presidents are responsible for collecting materials from each of the committees under their purview.

If there is a question about a specific document, the Archivist can be consulted.

The Secretary maintains shared Dropbox folders for each relevant categories (see Dropbox structure in the appendix), all of which are also shared with the Archivist/Historian. Each STP leader is encouraged to upload documents to the shared Dropbox folder so that the Archivist/Historian may transfer relevant documents to the archives.

Legal Counsel

The Executive Director refers issues requiring legal opinions to the APA Office of General Counsel.

Committees of the Division

Appointing Committee Chairs

Chairs of Standing Committees are appointed by the President and ratified by the Board of Directors. The term of service for Standing Committee chairs is three years. Committee members are appointed by the President on recommendations of the Committee Chair or Board of Directors. The Chair and members of Committees shall serve until their successors are appointed and qualify. Vacancies on committees are filled by the President, in consultation with the Committee Chair.

The President-elect is expected to review positions with upcoming vacancies and renew or appoint a Chair- designate. The Chair-designates shall serve as members of their respective Committees during their year as Chair-designates. Such persons shall become Chairs in the subsequent year.

Committees/Positions Reporting Directly to the Board

Awards Committee

Chair: The Chair of the Awards Committee is the Past President.

Members: Awards Committee members include the Presidential Trio and the two most recent Past-Presidents of the Division prior to the current Past President if they are willing and able to serve in this role.

Tasks: The Awards Committee selects the recipient of the Distinguished Contribution to International Psychology awards, and reviews the selection of award recipients for other Division awards.

Subcommittees

The Past-President appoint or re- confirms the chairs for each separate award offered by the Division.

The Division Awards include:

Anastasi Graduate Student Research Award

This award, named for Anne Anastasi, is for outstanding graduate student research, with priority given to research that focuses on psychometrics and differential psychology. The award is funded by a donation to Division 52 from the Anne Anastasi Foundation.

APA Division 52 Global Citizen Psychologist Citation

Denmark/Reuder Award for Outstanding International Contributions to the Psychology of Women and Gender

This award recognizes outstanding psychologists who have made international contributions to further the understanding of women and/or gender.

Division 52 Student Convention Travel Award

(to be approved by the board)

Travel grant of

Henry David International Mentoring Award

The Henry David International Mentoring Award is presented annually to a member or affiliate of Division 52 who plays an exceptional mentoring role in an international context.

Outstanding Early Career Psychologist Award

The ECP Awards are granted to early career psychologists of Division 52 who have made significant contributions to the field of International Psychology. One award is given to a psychologist from the United States, and one is given to a psychologist from outside of the United States.

Outstanding International Psychologist

The Outstanding International Psychologist Awards recognize outstanding contributions to international psychology through significant research, teaching, advocacy, and/or contributions to international organizations. An award is given to a psychologist from the United States and to a psychologist from outside the United States.

Student International Research Award

Division 52, International Psychology, offers the International Research Award to encourage and recognize promising undergraduate and graduate student research in international psychology

Ursula Gielen Global Psychology Book Award

This award is presented to the author(s)/editor(s) of a recent book that contributes to psychology as an international discipline and profession and that adds to our understanding of global phenomena and problems from a psychological point of view.

Lynn Stewart Weiss Award

GET THIS INFORMATION

Finance Committee

Chair: Division Treasurer.

Members: President, Past President, and President-Elect, and additional Division members as required.

Aims: Assist in the preparation of the annual budget; Review and update financial policies and procedures for the division. Make recommendations on investment policy implementation, reimbursement policies, and any other expenditures.

Convention Program Committee

Co-chairs: Appointed by the President Elect Designate to be program chairs in the year when the President-Elect-Designate will be President. Their term begins on appointment. During the first year(s) they will shadow the current program chairs. Note – Program chair activities are most active in an August-August year cycle. The Past program chairs serve as consultants to the current Convention Program chairs.

Aims: Plan and implement the Division programming for the APA convention including regular APA programs, Suite programs and social events, in coordination with the President.

Strategic Planning Committee

Cochairs: President-Elect and Past-President.

Aims: (a) ensure fidelity by the Division to the mission, vision, values, and strategic priorities of the Strategic Plan and (b) further, monitor, evaluate, update, and report upon the ongoing implementation of the Division 52 Strategic Plan at least twice each year to the Division Board of Directors.

Nominations and Elections Committee

Chair: Past President.

Members: President, President-Elect, and other members as designated by the President. No member of the Nominations and Elections Committee shall stand for Division election while on the committee.

Aims: develop slates of candidates for division elections and to coordinate with APA in the conduct of those elections; develop recommendations and nominations to the slates of other APA governance groups to infuse an international perspective throughout APA.

Handbook Committee – AD HOC

Chairs: Appointed by the President

Aims: Update the Division Handbook. The Committee is constituted as needed.

Historian/Archivist

Appointed by the President for a 1-year term, renewable up to 5 times

Aims: Collate Division historical and official documents and deposit them in the Division 52 archives according to guidelines from the Center for the History of psychology [GET LINK](#)

Parliamentarian

Appointed by the President for a 1-year renewable term.

Aims: Attend all Board Meetings and ensure that proceedings are in accordance with the bylaws and with Roberts Rules of Order; be available for consultation on procedural issues.

Representative to the APA Council

Elected by the membership for a 3-year term.

Aims: Attend all Council meetings to represent the perspective of international psychology to the APA Council of Representatives.

Social Events Coordinator

Appointed by the President

Aims: Assist in the logistics for Division social events, including the Midwinter Meeting dinner, Food and logistics for the APA Convention Reception, ????

Committees and Programs Reporting to the VICE PRESIDENT FOR ENGAGEMENT

Early Career Professional Committee (ECP)

Chair: Elected by the membership. The ECP Chair is a voting member of the Division Board of Directors.

Members: ECP Chair, ECP Chair-Elect, ECP Past Chair, and other ECP members appointed to the committee.

Aims: Provide resources relevant to ECPs to enhance their international perspectives and opportunities; Foster a home base for ECPs within the division; Provide opportunities to connect with other division members; Facilitate ECP leadership and engagement in the division and in APA; Enhance the visibility of ECPs in the division.

Student Committee

Chair: Elected by the Student Members of the Division. The Chair of the Student Committee is the Student Representative to the Board of Directors (with vote).

Members: Student Chair-Elect, Student Past-Chair, and other student members

Aims: Enhance contact and communication between students and division membership; Enhance student engagement and leadership in the division; Promote the international and professional development of psychologists-in-training;

Fellows Committee

Chair: Appointed by the President for a 3-year term (must be a Division Fellow). For planning purposes, the term for the Fellows Committee chair shall commence August 31 rather than January 1 of each calendar year. **CHECK WITH AYSE**

Members: three Fellows of the Division.

Aims: Manage the application process for new APA Fellows and for new Division 52 fellows.

Membership Committee

Chair: Appointed by the President for a 3-year term

Members: Recruited. Representatives from the Students, Early Career Professionals, Liaison, and Communication and Publications Committees are encouraged to serve on the Membership Committee.

Aims: promote membership recruitment, retainment and advancement in the Division.

Liaison Committee

Chair: Appointed by the President for 3 years

Members: Liaison Coordinators for the various kinds of liaison relations specified in the Division 52 Handbook.

Aims: Develop and coordinate liaison activities between Division 52 and APA Divisions, Offices or activities, other entities or initiatives within the US (e.g. Regional Psychology Associations), initiatives outside the USA, and members in countries and territories outside the USA.

To facilitate and further the activities of the Liaison Committee, the Chair is expected to communicate and collaborate regularly with the Vice President for Engagement.

Representatives/Liaisons

- Representative to IPsyNet
- Representative to CIRP
- Representative to the Divisions of Social Justice
- Representatives to Regional Associations
 - WPA
 - EPA
 - SEPA
 - MPA
 - NEPA
 - SWPA
 - RMPA
- Liaisons to organizations in the USA with aims similar to Division 52
-

Fast-Connect

Chair: Appointed by the President for a term of 3 years.

Members: Self-selected

Aims: Produce bi-monthly 3-way interview between a senior member, mid-or Early Career member, and a student. Publish these online. (templates are in the Appendix)

Committees and Programs Reporting to the VICE PRESIDENT FOR INITIATIVES

International Committee for Women

Chair: Appointed by the President for a term of 3 years

Members: Self-selection signup to the committee and listserv

Aims: Develop information, resources or initiatives to further the role of women as international psychologists or to further the role of women internationally; Identify substantive issues affecting the welfare of women globally and will recommend action to the Division; Meet regularly on the International Committee Listserv at Convention. Develop programs.

Advocacy Committee

Chair: appointed by the President for a term of 3 years

Members: Federal Advocacy Coordinator; Others recruited and approved by the president

Aims:

- Launch and maintain “Global Perspectives on Social Change” blog (instructions and announcements in Appendix)
- Advise the Board of Directors on Division Advocacy Goals
- Develop Rapid Response system for Divisions statements

Federal Advocacy Coordinator

Appointed by the President for a 1-year renewable term

Aims: Provide an international perspective to APA advocacy activities. Work with the D52 Advocacy Committee to merge Division and APA advocacy goals.

Curriculum and Training Committee

ON HOLD FOR CONSULTATION

Chair

Members

Aims:

Webinar Committee

Chairs: Appointed by the President for a term of 3 years

Members: TBD

Aims: Coordinate and produce Division Webinar Series

Special interest Groups

General Interest Group Procedures

Interest groups can be formed by any member on a specific topic or area of concern. Interest group topics are approved by the Board of Directors. Interest Group activities are reviewed regularly. Groups with no activities are sunset.

Chair: Self-selected in response to call to develop interest groups

Members: Self-selected in response to call

Aims: Develop a mechanisms for group interaction and activities; Develop goals for the interest group and a plan of action

SPECIAL INTEREST: Immigration and Refugees

Chair, Members, Aims

SPECIAL INTEREST: Trauma Disaster

Chairs, Members, Aims

Committees Reporting to the VICE PRESIDENT FOR COMMUNICATION

Publications and Communications Committee

Chair: Vice President for Publications and Communication.

Members: Editors, Division journal, Division newsletter, Division Web Editor, Social Media Coordinator and others as required.

Aims: Oversight and direction for all publication and communication outlets of the Division.

Newsletter/International Psychology Bulletin

The name of the newsletter is International Psychology Bulletin. The newsletter is published quarterly. It includes: Division News, Division Member news, Interviews, News and Notes of events, activities from around the world; research reports

Editor(s) appointed by the President for a 3-year term

Aims: Provide timely and engaging information on matters of interest to Division members. Serve as a voice for an international perspective within APA and beyond.

Journal/International Perspectives in Psychology: Research, Practice, Consultation

The name of the journal is International Psychology: Research, Practice, Consultation. It is published 4 times a year.

Editor(s): Appointed by the Board (in collaboration with the publisher) for a term of x years

Editorial Board: appointed by the editor

Aims: Publish scholarly work focused on international issues / perspectives.

Website / Technology

Editor: Appointed by the president for a period of 3 years

Aims: Provide a “face” for Division 52. Provide a landing point and repository for Division information, announcements, and programs. Provide resources for registering and paying for Division programs and activities.

SOCIAL MEDIA

Editor/Coordinator: Appointed by the president for a term of 3 years.

Aims: Provide a current, active “face” for Division 52 in social media outlets. The Social Media editor may want to recruit individual editors for the various social media outlets. These include:

- Facebook,
- Twitter,
- Linked In,

- YouTube (includes the Division 52 channel with Webinars; the Division 52 channel with board meeting records.

Financial Matters

Annual Budget

The Division operates according to an annual budget prepared during the summer and approved in the spring of the year of the budget.

Travel Support

The Division provides modest travel support:

1. Support is provided to elected Division officials to attend the APA Midwinter Meeting and to attend the APA Convention. The amount of support is determined by the Board of Directors. The (2019) support policy is to provide up to \$500 for travel support to Division elected Board Members, and to consider additional support for the Student and ECP Committee Chair-Elects. All travel support must be backed up with original receipts. Board members are encouraged to obtain outside funding the attendance at meetings.
2. The Division pays the economy, lowest level airfare for the Division President to attend the Spring CIRP meeting in Washington, DC.
3. The Division provides up to \$100 incidental funds to the President Elect when they confirm attendance at the Division.....

Grants

The Division regularly applies for APA-related grants for its projects and activities:

Interdivisional Grant Program—Sponsored by the APA Committee on Division Relations (CODAPAR). The grant program is focused on collaborative Division programs. the deadline is September 1. See <https://www.apa.org/about/awards/interdivisional-grants-project>

DIAG grant – Sponsored by the APA Office of International Affairs. The grants are focused on collaborative and innovative Division programs to foster international engagement. The deadline is usually in September. <https://www.apa.org/about/awards/international-diag>

Roles and Responsibilities

Responsibilities of all Officers, Committee Chairs

- Read and follow scope of position
- Engage with Division leadership and members around common interests:
- Respond to Board-related requests
- Attend midwinter and summer board meetings.
- Attend the APA Convention
- Attend the Division Business Meeting at the APA Convention
- Attend interim ZOOM meetings with executive and full board.
- For VPs: Encourage and support committee chairs in their completion of Activity Reports for board books for meetings, review them, and integrate into a summary report for the engagement endeavors of the division.
- Write annual reports and interim reports for activities under position responsibilities

Division Presidential Trio

General points:

The Division Trio (President, Past-President, President-Elect) or quartet (Trio plus President Elect Designate?) meet regularly to review and discuss current issues, plan issues for board discussion, and monitor activities. The President should arrange for regular scheduled calls (that may be cancelled if not needed).

The Division Trio are all members of the DivTrio listserv that is established to discuss matters common across Divisions. In general, the President should be the one to reply to queries and posts on the Listserv about Division practices, although the Past or Elect Presidents may also comment.

Each of the Division Trio is authorized to post announcements on the Division listserv without needing approval.

President-Elect Designate

The President-Elect designate is the immediately elected President-Elect. Soon after elections the PED should appoint Convention Co-Chairs for their presidential year. The PED begins to join Presidential Trio phone calls and Division Board meetings soon after election.

The President-Elect Designate will be invited to attend the Division Leadership Conference as President-Elect (it takes place in January).

The President-Elect Designate might begin to think about topics for Interdivisional Grants (due in September of their President-Elect year), or DIAG grants (due in September of their President-Elect year).

President Elect

The President's primary focus is to begin preparing for the office of President. Duties include

- Attend Division Leadership Conference in August or January (depending on when held)
- Review positions that will become open at the end of the year and begin process to recruit Committee chairs.
- Co-Chair of Strategic Planning Committee (with Past President)
- Plan convention for the Presidential year: work with Program Co-chairs to select suite and reception venue; work with Social events planner to determine venue and logistics for the Division Board
- Apply for DIAG and CODAPAR grants on behalf of Division (deadlines in September).
- Participate in collaborative program calls and development
- Plan for the midwinter meeting in the year of presidency

AT END OF YEAR

- Plan regular Board schedule for the presidential year: Midwinter meeting, Convention meetings, regularly scheduled Board meetings
- Plan regular Presidential Advisory Group meeting schedule (Presidential Trio and VPs)

President

The president is responsible for general oversight of the functioning of the Division. This involves pursuing critical issues, creating workgroups as needed in consultation with the Presidential Trio and the Vice presidents, and convening regular meetings of the Presidential Trio, the Executive Committee, and the Board of Directors. The president serves as the representative of Division 52 to APA (including CIRP and the Office of International Affairs), and, in coordination with liaisons if any, to outside organizations. Specific tasks include:

Chairing Meetings

- Chair all Board meetings in person and via ZOOM; develop the agenda
- Chair all Executive Committee meetings; develop the agenda
- Chair the Business Meeting at convention
- Host the Division Social Hour at Convention
- Host the Division Awards Ceremony in collaboration with the Awards Chair (Past President)

Attend meetings as Division President

- Attend the Midwinter Meeting associated Conference
- Attend the CIRP spring meeting as liaison from Division 52
- Attend regional psychology conferences as able to
- Attend the UN Psychology Day as able to
- Attend other national and international meetings as Division 52 President

Participate in the DivTrio Listserv

Serve as point person (along with Secretary) for APA Division Services

Write materials for Division publications

- Quarterly newsletter column
- Forward announcements and messages to the Division 52 Announce Listserv
- Write other opinion or welcome pieces as requested

Convention

- Prepare the deliver Presidential Address
- Attend Poster Contests to hand out awards
- Attend social events/ other events as Division 52 President

Reports

- Write the Division Annual Report (in collaboration with Secretary) for Presidential year
-

Midwinter Meeting

- Check to be sure that meeting rooms are secured
- Evaluate priority funding list with Treasurer
- Check to be sure that Division members are encouraged to attend the associated conference (if applicable)
- Develop the Agenda

After Division Elections

- Prepare Orientation ZOOM calls with newly elected positions (Orientation meeting should be between election results and the end of the year when newly elected people take over their positions).
- Invite newly elected people to final Board meeting of the year

Past-President

The Past President serves as consultant to the President and consultant with other Division officials as required.

Chair the Nominations and Elections Committee

- Send out request for nominations for Division open positions (note – this request should be sent in November of the year prior to elections; the request is sent by the prior year's Past President)
- Develop slates for each elected position
- Correspond with Student Chair to develop slate for Student Chair-Elect
- Send Division slate information to the APA Elections Office (usually in February)
- Request Division nominees to send information to the D52 webmaster: photo, 250-word statement, CV for posting on the Division web. Inform the nominees that they will receive an email from the APA elections office to provide statements for posting on the APA election site.
- Report the results of the elections and provide contact materials to the Secretary
 - Send letters of congratulations to the winners
 - Send letters of acknowledgement and encouragement to the losers
 - Send a notice to the Board of Directors and to the Division listserv announcing election results

Chair Awards Committee

- Ascertain chairs for each Division Award Committee (January)
- Send calls for nominations for each Division Award (January) to listserv, or to listservs depending on the award
- Monitor numbers of nominations and consult with each awards chair
- Manage the nominations and selection process for the Distinguished International Award
 - Collect nominations
 - Consult with the Awards Committee on the committee recommendations for this award
 - Collate the overall awards recommendations for presentation to the Division 52 board for ratification
- Inform the award recipients and their nominators of the awards. Invite them to the awards ceremony.

- Inform the nominators of unsuccessful nominees of the outcome of the awards process
- Arrange for award recipients to provide information to the Division for posting on the website. Ask each awards chair to request or provide this information:
 - Photo, short bio (150 words), contact information, citation
 - With ECP committee: develop video presentation of awardees. Send materials to web editor for posting on the web
- Give awardee information to the Secretary for citations and pendants
- Be present at the Division 52 Business meeting to present awards

Co-Chair the Strategic Planning Committee

Treasurer

The responsibilities of the Treasurer are to oversee the financial resources and accounts of the Division. This includes:

Develop and monitor the Division budgetary process

Budget Monitoring

- Budget reconciliation: Track actuals for each budget line on a monthly basis, based on APA reports.
- Reconcile monthly expenditures from APA budget reports with the Dashboard (at a minimum before Board meetings). Check that expenses and revenue are properly categorized in APA accounting reports.
- NEED: ANNOTATED LIST OF ACCOUNT NUMBERS – FROM APA AND FROM D52
- Review any expense overrun by a task force or committee with the President and in consultation with the Finance Committee; do not automatically reimburse.
- Report Paypal activity each month to APA Division Services
 - Division Paypal Account (set up by APA; managed by the Treasurer and Webmaster)
 - Account login: APADiv52@gmail.com
 - Password: APAD1v151on52
- Forward Paypal payment emails to appropriate recipient (usually Webinar Co0Chairs)
-

Budget Preparation

- Prepare a budget that lists all income and expenses. The budget should include information on the prior year, current year, and projected year. The budget should be prepared in a way to facilitate presentation and updating.
- The preliminary budget for the upcoming year is prepared in consultation with the Finance Committee. It is reviewed by the Board of Directors at the annual meeting in August.
- Board Members should be requested to submit budget information. Boards/Positions that report directly to the Board should submit requests directly to the treasurer. Committees/positions reporting to each Vice President should submit requests to their respective Vice President.
- The year's budget is approved by the Board of Directors at its Midwinter meeting. Is it ok to continue to approve the new budget almost two months into the year because not much happens January and February? Is this what most divisions do? MZ. Perhaps a preliminary budget should be presented at a Board meeting in the Fall and then formal ratification at the midwinter meeting.

Chair the Finance Committee

- Work with the Finance Committee to formulate procedures and policy to allow the Division to manage its budget better.

Coordinate with the APA Finance Department

- Manage all Division-wide financial transactions, including reimbursement requests from members and officers; award checks.
- Pay and reimburse operating expenses. Receive via email invoices, receipts, and forms (or send payee forms), complete forms, obtain President's approval if needed, and email to APA for payment. Enter into the Dashboard.
- Sign and deposit checks by mailing them to APA accounting with the proper form (checks are rarely received); enter income into Dashboard.
- Pay annual APA fees for services provided to the Division.
- When notified via email by APA accounting office, log in to APA accounting website to retrieve monthly budget and membership dues reports.
- Obtain PayPal reports from the Paypal account? for webinar revenue and expenses and send to APA accounting. Do we want to give me access – how will this task be turned over to the next person responsible for it?

Initiate Processing of Checks Awarded at Convention

- In June or July, request checks for all award winners who receive them, coordinating with Awards Committee Chair and APA accounting office if any checks are to be presented at APA convention rather than mailed to recipients.

Coordinate Division Payments with Outside Vendors

- Web URL
- Web host Treasurer needs contact info in order to follow through on these tasks.
- ZOOM account
- Facebook (anything to pay?) No
- YouTube Channel (anything to pay?) No
- Twitter (anything to pay?) No
- Contracts

Secretary

The responsibilities of the Secretary position are:

- To maintain a comprehensive, accurate and accessible record of all official Division proceedings, rosters, records, timelines and materials and to ensure appropriate processes of documentation, review and approval;
- To maintain coordination between the Division and the Central Office of APA;
- To issue a call for items and coordinate production of Board and Member meeting agendas and agenda books.
- To maintain the Division Handbook in coordination with the Strategic Planning Committee to assure that Division decisions and rules of procedure are properly recorded and maintained in the Handbook;

Manage Division information

- Manage the Division Dropbox
 - Organize Dropbox folders to be transparent and clear for Division Activities
 - Communicate Dropbox "rules" to all Dropbox sharers
 - Maintain list of current individuals with access to Dropbox; update this list every January

- Maintain Division Rosters
 - Maintain current roster of Division Extended Board members, Committee Chairs, and Committee members
 - Ask each Board member to review and correct materials in Board Roster excel file (June for newly elected Board members; December for all Board members)
 - Maintain the current roster copy in the Dropbox.
 - Maintain a list of PAST officers and provide this list to the webmaster for updating on the web
 - Maintain the list of Division 52 liaisons from other Divisions (Chairs of International Committees or sections)
 - In June, provide the webmaster with the list of newly elected Division officials for inclusion on the website
 - In December provide the webmaster with the Division Official and Committee Chair lists for updating the website.
- Maintain a current list of all Division account logins and passwords
 - Zoom
 - Facebook
 - Twitter
 - Website
 - PayPal
- Maintain a Division Timeline with information requested from the Extended Board
- Maintain a running list of Division projects and activities, organized for each year. For example these include:
 - Convention Poster Contests
 - Awards Ceremony
 - Presidential Citations
 - Webinars
 - Fast Connect
 - Newsletter
 - Listservs

Manage communications to Division groups: Board members, members, and others

- Maintain Listservs
 - Maintain Board of Directors Listserv (unmoderated)
 - Maintain Division 52 Announce Listserv (moderated – review and release messages;
 - Div52@lists.apa.org
 - communicate with members whose posts are not published)
 - Maintain Division 52 Discuss Listserv (unmoderated)
 - Div52Discuss@lists.apa.org
 - Coordinate welcome information to newly elected Division officers and newly selected Committee Chairs.

Develop meeting logistics and agenda materials.

See instructions for Agenda books in the Appendix

Division Board Meetings

PRIOR TO THE MEETING

- Establish the date and time for the Board meeting and communicate this to the Extended Board of Directors (30 days in advance when possible)
- Set up a ZOOM meeting connection and communicate the information to all Board members (set up meeting so video and audio are on; meeting can begin without host; meeting is automatically recorded to the cloud)
- Send out call for all board and committee reports 6 weeks prior to the Board meeting (with reminders at 4 weeks, 2 weeks, deadline day)
- Compile reports into an agenda book so that it can be sent to the Board members 2 weeks prior to the Board meeting.
- Send agenda books to the Board
- Develop an annotated agenda and Order of Business in collaboration with the President.
- Print out copies of the annotated agenda and order of business
-

AT THE MEETING

- Set up ZOOM recording equipment (Division-owned camera, own computer, Division-owned loudspeaker, Division-owned tripod).
- Connect the Room-computer to ZOOM
- Distribute copies of the agenda /Order of business
- Be sure that the ZOOM connection is recording the meeting
- Take minutes during the meeting

AFTER THE BOARD MEETING

- Write up the meeting minutes within two weeks
- Send to the presidential trio for review
- Send corrected DRAFT minutes to the Board members and upload to dropbox
- Maintain a running “to do list” for Division activities from the minutes

Division Business Meeting BEFORE THE BUSINESS MEETING

- In consultation with the President develop a business meeting agenda
- Inform all speakers to prepare
- Assemble all materials for the Board meeting (handouts)
- Remind Board members to put the Business Meeting on their convention agendas
- Send a notice of the meeting to the Division Announce Listserv
- AT/AFTER THE BUSINESS MEETING
- Take minutes of the Board Meeting and distribute to Presidential Trio for review. When reviewed, store as draft business meeting minutes for presentation at the next Board meeting
-

Coordinate Division Administrative Actions during Convention

- Prepare award materials: Medals, Certificates
 - Order medals/awards/gavel/fellow certificates for the APA convention in May prior to convention. Order through-Martin Awards (service@martinawards.com; MartinAwards.com; PH# (478)289-7779; FX# (478)289-7455) (See Awards-2019/Awards for Convention in Drop Box folder:
<https://www.dropbox.com/home/APA%20Division%2052%20EC/Awards/2019-Awards>

- Prepare Presidential citation materials: Certificates

Maintain the Division Handbook

- in coordination with the Strategic Planning Committee update Handbook to assure that Division decisions and rules of procedure are properly recorded and maintained in the Handbook;
- Develop and maintain a list of all Board decisions and motions (in the Handbook, see below)
-

Handle coordination between the Division and the Central Office of APA;

- Write the Division Annual Report for Division Services (in coordination with the Past-President for their presidential year)
- Coordinate information on Division dues and membership
- Coordinate listserv maintenance with Division Services
- ????

Other

- Assist with writing division Annual Report in February with Past-President
- Apply for DIAG grant from the OIA in March in collaboration with President and Treasurer
- Welcome new board members and connect with relevant VPS in July – assist Presidential Trio in arranging orientation meeting.
- Approve postings to the Div52 announcement listserv
- Order the gavel for the past president to give to the current president at the MIDWINTER meeting.

Council Representative

The Council Representative is elected from nominees from Members, Fellows or Life Status Members of the Division and serve a three-year term.

Duties of the Council Representative include:

- Duties of APA Council Representatives as specified in the APA Bylaws and Procedures;
- Regular consultation with the President and Board of Directors regarding Council deliberations or pending votes of relevance to the mission, vision, values, and/or strategic priorities of the Division;

Regular consultation with the President and Board of Directors regarding matters of relevance to the mission, vision, values, and/or strategic priorities of the Division that could be brought before Council on behalf of the Division.

Council meetings are scheduled to meet twice per year: in February and at the time of the APA Convention. The Council Representative is provided an initial orientation at their first meeting and is expected to represent the division at each meeting during their term as Council Representative. The meeting schedule and agenda are provided ahead of time and it is wise to prepare by becoming informed of the issues so that the representative is in a position to listen to the views of others as well as to represent the division perspective during the debate. Meetings are scheduled for 2-3 days. If you

cannot attend, please consult with division leadership on an appropriate substitute. Prior to your first meeting, you have the opportunity to request a mentor to assist you in your transition. You may also consult with the previous representative of the division. You in no way diminish the division by needing a helping hand.

What does it mean to represent the division? First, you are trained to be mindful of the implications of any issue for the association as a whole. This perspective asks, what is in the interest of the APA and perhaps our profession? Second, and not necessarily in conflict with the association's needs, the representative communicates views consistent with the division's mission and concerns. This perspective asks, what do my colleagues in the division have to say on the issue? Do not expect that anyone else will represent an international perspective on business items before Council. As a Division 52 representative, you have a unique perspective to bring to the Council and Board of Directors. Of course, you will have your own individual views/issues of concern within international psychology and articulating your expertise and passions are an important component of your role as well. Remember that part of representing the division is not only articulating your views, but also to be respectful of others in the debate as your conduct is also a 'representative' of the integrity of the division.

You will learn that there are a series of caucuses within Council in which members organize themselves to forward agenda items and to persuade others to vote in concert with the caucuses' views. You are welcomed to join any caucus. There are minor dues associated with some of them. Further, if you are interested, you may hold office in a caucus or in Council on the Council Leadership Team (CLT). These are optional opportunities which may depend on your own ambitions within the Council and the association. Your visibility promotes the visibility and perhaps influence of your division.

Vice President for Engagement

Responsibilities of all VPs

Responsibilities: The responsibilities of all VPs are to serve as the touch point for their area of interest; work with committee chairs under their purview to develop, implement and maintain activities, and promote communication and synergy within their area of work and across other areas in the Division.

This includes:

- Attend all scheduled Board Meetings: midwinter and summer in-person board meetings; Interim ZOOM meetings with executive committee and with full board.
- Maintain regular contact with the chairs of the committees under the purview of the VP for Engagement (at least quarterly meetings).
- Encourage and support committee chairs in the implementation of their purviews. Encourage and support them in their completion of Activity Reports for board books for meetings, review them, and integrate into a summary report for the engagement endeavors of the division.
- Work with committee chairs to brainstorm and develop mechanisms for achieving the goals of engagement.
- Respond to Board requests for information and action.
- Complete activity report for engagement projects/initiatives that all outside coverage by the committees.

Tasks unique to the Engagement VP

Committees assigned to the Engagement VP include Students, ECPs, Fellows, Liaisons, Membership. Involvement with those committees change, but generally include:

- When Division Elections are completed, contact the NEW Student Chair-Elect, ECP Chair elect to review their groupings and welcome them to their role. Ensure they are connected with their respective leadership “trios”.
- Quarterly check-ins to see about status on any ongoing activities or initiatives and brainstorm solutions to obstacles or provide support.
- Attend videoconference meetings as needed/invited.

Committee Chairs under the purview of the Vice President for Engagement

Chair, Membership Committee

The Responsibilities of the Membership Chair are to coordinate membership recruitment and retention activities of the Division.

Weekly Tasks

- Checking of membership Gmail account
 - Username: d52membership@gmail.com
 - Password: APA20182019
- Responding to inquiries
- Compiling resources for listserv distribution or other projects

Monthly Tasks

- Upload “Paid Roster” Excel sheet to Dropbox
- Send out welcome letters to new members
- Personalize correspondence
- Connect persons who reach out about interests with DIV52 contacts

Biannual Tasks

- Write the Membership Committee report for the Midwinter and August Board Meetings
- Create and “present” at Midwinter (February) and APA Convention (August)

Annual Tasks

- Member recruitment email to graduate programs (January)
- Budget report
- Create and “present” at Midwinter Meeting (February)
- Dues proposal (June)
- APA Convention
- Order ribbons (June)
- Coordinate with hospitality suite events/recruitment (June)
- Update website Membership Committee biographies (November)

Ongoing Projects

- Webpage of resources: Committee created content to enhance our virtual presence with input from various DIV52 members

- Example: <https://in2mentalhealth.com/2013/04/16/more-then-20-mental-health-and-mhpss-manuals-for-non-specialized-settings/>
- Special membership offer: Division 52 gives free membership to the first 100 APA International Affiliates who apply for Division 52 membership. The initiative starts in 2020. See Appendix for the initiative materials.
-

Student Committee Leadership Trio

The Chair of the Student Committee is ex officio voting member of the Board of Directors.

The purview of the Student Committee is to

- Provide resources relevant to students to enhance their international perspectives and opportunities;
- Foster a home base for students within the division;
- Provide opportunities to connect with other division members;
- Facilitate student leadership and engagement in the division and in APA;
- Enhance the visibility of students in the division.
- Develop the annual Student slate for election to Chair-Elect
- Provide leadership and management to student activities

Annual Activities – Cross Division

Mentoring Program – International Students at Convention

Description: This program, begun by Div 36, pairs Division students/ECPs with international students attending the APA convention for the first time. There is a call for volunteers sent in the Spring. The program involves an orientation meeting and pairing of APA and international colleagues.

Coordination for this is handled by the Division 52 Student Committee.

Early Career Committee Leadership Trio

The Chair of the ECP Committee is ex officio voting member of the Board of Directors.

The purview of the ECP Committee is to

- Provide resources relevant to ECPs to enhance their international perspectives and opportunities;
- Foster a home base for ECPs within the division;
- Provide opportunities to connect with other division members;
- Facilitate ECP leadership and engagement in the division and in APA;
- Enhance the visibility of ECPs in the division.

Responsibilities of the CHAIR

- To **develop and implement activities** for the Division's diverse group of ECPs (practitioners, educators, researchers, etc.)
- To **oversee and support** the activities of ECP subcommittees
- To **serve as a resource** for subcommittee chairs, as needed
- To **hold regular meetings** with the members of those subcommittees to plan and discuss their various events and initiatives

- To **coordinate and consult** with the Division 52 Student Committee, as needed
- To **communicate ECP activities** to the Division 52 Executive Board
- To **serve as a co-moderator** of the D52 ECP Facebook page (with ECP Marketing Committee Chair)
- To **moderate** the ECP Listserv (instructions on listserv moderation are in the Appendix)
- To **oversee** the Division-wide mentoring program (special 2019 initiative) see program p.
- To **facilitate the transition** of the ECP chair-elect to ECP chair at the end of the term
- To **fill** open sub-committee positions and **educate** new sub-committee members about their responsibilities

Tasks to accomplish Goals:

- Hold **2-3 committee meetings per calendar year** (January, May, and October/November) via Zoom
 - Set meetings via Division 52 ZOOM account (contact Secretary to set up meetings)
- Communicate updates via email between meetings
- **Draft meeting agenda** and **distribute it to the committee prior to the meeting**. Committee members are given the opportunity to add to the agenda prior to the meeting.
- **Designate a notetaker** during the Zoom meetings

Tips:

- Use **Doodle polls** to schedule meetings. Send out the Doodle WELL in advance and offer many weekend and evening options.
- **Be clear with expectations**. This is a particularly busy group of folks. Let them know what you need and when you need it and they will do their very best.
- If the **Mentoring Program** continues, ensure that the Mentoring subcommittee remains. Also, be clear about how you are going to involve the Student Committee with this work.
- Be proactive about involving the **Student Committee**. We do not collaborate enough.
- Use Convention to your advantage. Host a social hour (with the Student Committee) and also invest in having ECP committee members reach out and personally invite

Responsibilities of the Chair-Elect

Responsibilities of the Past-Chair

Mentoring Program – Connecting ECPs and Older D52 Members

Description: The D52 Mentoring program

Coordination for this program is handled by the Division Early Career Committee.

Liaisons Committee

The goals of the liaison committee are to coordinate several groups of Division 52 liaisons:

- Liaisons to APA Divisions (note the special membership category for chairs of international committees/sections in other Divisions)
- Liaisons to APA groupings: IPsyNet, Social Justice Divisions, and others as they arise.
- Liaisons to US – Regional Conferences (EPA, MPA, SWPA, RMPA, WPA, NEPA, etc)

- Coordinating Student/ECP Poster Contests at APA, WPA, and SCCR. Procedures for these are documented in the attachments (the full Toolkit and then the extracted (but detailed) poster contest instructions).

Liaisons to other organizations within the US (e.g. SCCR)

Responsibilities of the Chair

Fast Connect

Fast Connect is a program to connect three Division members with each other through mini-interviews that are written and posted online and through the listservs.

Vice president for initiatives

Responsibilities of all VPs

The responsibilities of all VPs are to serve as the touch point for their area of interest; work with committee chairs under their purview to develop, implement and maintain activities, and promote communication and synergy within their area of work and across other areas in the Division.

This includes:

- Attend all scheduled Board Meetings: midwinter and summer in-person board meetings; Interim ZOOM meetings with executive committee and with full board.
- Maintain regular contact with the chairs of the committees under the purview of the VP for Engagement (at least quarterly meetings).
- Encourage and support committee chairs in the implementation of their purviews. Encourage and support them in their completion of Activity Reports for board books for meetings, review them, and integrate into a summary report for the engagement endeavors of the division.
- Work with committee chairs to brainstorm and develop mechanisms for achieving the remit of engagement.
- Respond to Board requests for information and action.
- Complete regular Board reports summarizing the broad activities of the committees under the VP's purview.

Committee Chairs under the purview of the Vice President for Initiatives

Women's Committee

Curriculum & training Committee

Special Interest Groups

Webinar Committee

Webinar Chair/Co-Chair Responsibilities

The Division Webinars are broadcast via the Division ZOOM account, and recorded on the cloud. They are advertised via the website and listserv and other means to members and non-members. When possible, webinars are offered for CE credit. The CE management is conducted through Seattle Pacific University under the guidance of Lynette Bikos.

The Webinar chairs are responsible for developing and implementing the webinars. After broadcasting, the webinar recordings are downloaded and transferred to the Division 52 Youtube channel, and are posted on the web.

Specific Tasks include:

- Identify and recruit potential Webinar Committee members

- **Identify Webinar Participants**
- Determine interest in various webinar topics/presenters
- Ensure webinars are inclusive, diversified, and support the mission of Division 52
- Identify potential presenters for webinars
 - Solicit recommendations from Board members and Division members
- Webinars may be conducted as often as determined by Chair/Co-Chair or as often as requested by Division 52 Leadership NOTE
 THE GOAL IS FOR WEBINARS TO OCCUR ON A REGULAR SCHEDULE SUCH AS ONE EVERY MONTH OR EVERY OTHER MONTH – ON A CONSISTENT DAY/TIME
- **Get Webinar Information**
- Schedule webinar dates and times in conjunction with identified speaker and the Division Webinar schedule
- Get presentation title, 150-200-word bio, and picture for the flyer
- Send APA div 52 consent form to speaker and then save it to the dropbox
- Set up Webinar on ZOOM (instructions in Appendix)
- **Develop Webinar Materials**
- Create webinar flyers (use existing template – template is stored in the Division Dropbox under Committees – Webinar Committee - WebinarFlyerTemplate)
- Flyers can be created and marketed well in advance of actual webinar date
- Ensure webinar flyer is uploaded to the Div. 52 dropbox
- Send flyer and ZOOM webinar link to Web Master for posting on the website; Inform Web Editor of payments for development of PayPal Links
- **Market webinar flyers**
- As soon as flyers are created (preferably no less than thirty (30) days out from webinar date)
 - Division 52 listservs (Div52@lists.apa.org; Div52Disuss; ECP; Stud;
 - APA listservs (send to Jmayhew@apa.org for the OIA listserv; Eddie Ameen for the APAGS listserv; Division services for Division listservs)
 - ECP listservs
 - Academic affiliations
 - Professional affiliations
 - Other sources
 - **Prepare webinars for CE credit**
- Identify webinars that offer CE credit
- If CE credit is identified, send presenter CV's, bio, objectives, and 3 APA style references to lbikos@spu.edu. At least one of the references must not be the presenters own work
- **Host/Moderate Webinars**
- **Hold a practice webinar meeting with the presenters**
- Facilitate and record webinars
- Send presenter information to Martha.Zlokovich@psichi.org for appreciation gifts for presenters
 - Full name
 - Postal address

Vice president for communications

Responsibilities of all VPs

The responsibilities of all VPs are to serve as the touch point for their area of interest; work with committee chairs under their purview to develop, implement and maintain activities, and promote communication and synergy within their area of work and across other areas in the Division.

This includes:

- Attend all scheduled Board Meetings: midwinter and summer in-person board meetings; Interim ZOOM meetings with executive committee and with full board.
- Maintain regular contact with the chairs of the committees under the purview of the VP for Engagement (at least quarterly meetings).
- Encourage and support committee chairs in the implementation of their purviews. Encourage and support them in their completion of Activity Reports for board books for meetings, review them, and integrate into a summary report for the engagement endeavors of the division.
- Work with committee chairs to brainstorm and develop mechanisms for achieving the remit of engagement.
- Respond to Board requests for information and action.
- Complete regular Board reports summarizing the broad activities of the committees under the VP's purview.
-

Responsibilities of the VP for Communications

To be a point person or a conduit for the Presidential Trio and the board for concerns and issues relevant to each of the committees under the purview of the VP-CP, which are:

- Journal Editors,
- Web Master,
- Newsletter Editor,
- Social Media Editor,
- Book Series Editor (This is not active)

This includes, fielding questions regarding procedures and relating them to the board and presidential trio, soliciting reports about functions, accomplishments and future plans, challenges, etc. The main goal has been to increase synergy between the different entities and committees they are responsible for Division 52 publications and communication to members.

To check in regularly with those in charge of the different committees via either email or online meetings. It was suggested originally to have monthly meetings. I suggest meetings every other month or more frequently on a needs-bases. At minimum, it is important that the VP-CP is kept abreast of the functions, challenges and needs of each of the committees under this VP and is able to communicate this to the board.

My comments/thoughts:

Being a new function, it has been difficult for each committee under VP-CP to adjust to the new line of communication and keeping the VP abreast of what is going on. It appears to me, at this point, that due to this new structure, the presidential trio is informed about issues directly, making one question the necessity of this VP position. Yet, as this is a new structure, some adjustment is normal, and this position can be made stronger and more functional (tips #1 & #2).

There have been several difficulties that I have encountered. For one, some functions were just forming under the leadership of presidents, for instance webinar committee, and I as the VP was not abreast of some of the history of this committee or the goals, making the VP feel unnecessary (tips #1 & #3). Additionally, the difficulty in contacting previous newsletter editor made scheduling meetings difficult. Another difficulty that I had, with this being a new position, was actually knowing my function and how this position was supposed to increase communication among different entities.

I understand that some of the committees and function grouped under communication and publications have traditionally operated independently and in isolation, which prompted the restructuring and development of the VP positions. The challenge has been knowing to what degree the VP can and should influence each charge. This may need to be clarified (tip #4).

Some tips I can think of are

- To provide the VP-CP with an overview of the function of each committee that is under this charge for instance in a manual describing the main function of each committee.
- To inform each committee under the purview of VP-CP of the responsibilities and function of the VP-CP to make sure the VP has a meaning for each committee and is not considered an extra complication to have to answer to this additional structure. This should be put in a manual as well.
- Ensure each committee views the VP as a support and communicates directly to the VP, so the VP can then offer suggestions/support and/or field their question to the presidential trio/board/person in charge.
- Clarify the power of the VP-CP and committees under this charge. Is the purpose of the VP-CP just to act as a conduit between the different committees and the presidential trio and the board, or does the VP-CP and committees under that purview have power to make decisions about issues relevant for communication and publications? This needs clarified.
- If not already available, make sure each committee under this VP has access to a document listing the responsibilities, mission, and goals of each committee. For instance, the newsletter editor should know the mission of IPP, etc.
- If the VP-CP and committees have power to make changes, such changes in functions or purpose of each committee/charge under this VP should be documented and put in a folder accessible to all committee chairs under this VP and to the Div. 52 board.

Committee/Activity Chairs/Editors under the purview of the Vice President for Communication

Journal

Editor, Co-Editors

(a) Responsibilities. The division journal editor is an ex officio member of the Board of Directors without vote. Their responsibilities are those usually associated with the preparation and publication of an APA journal. These roles include maintaining an effective and diverse, as well as internationally and nationally located, Editorial Board, and network of expert peer reviewers. The editor and associate editor (again diversely located) work in tandem to ensure a steady supply of high-quality, mission-relevant, publications (currently, journal articles, policy briefs, integrative reviews, and special issues). The journal also reflects the Division's commitment to the United Nations Sustainable Development Goals ("SDGs"). As part of this commitment, the editor and associate editor regularly promote

awareness of the journal, and its mission and purpose and ambit, at international meetings, workshops, conferences and in the wider social and press media.

(b) Procedures (including any approximate dates). Currently there are four journal issues per annum/volume. These are published in January, April, July and October. The editor and associate editor arrange peer reviews, make editorial decisions, and prevent potential conflicts of interest, under the auspices and guidance of the APA Code of Ethics alongside a range of other codes that apply. We are responsible for annually updating the Editorial Board, and for reporting our operations to the Board of Directors at each of the meetings of the Board of Directors. We are also responsible for liaising with the editors of other publications in the Division (newsletter, website, book series, journal), with the Editor of the journal being members of the Publications and Communications Committee. Editors of the journal are also responsible for issuing reports to the Board of Directors in the same fashion as are the committees of the Division, as described in Article VI, section 6 of the bylaws.

(c) Tips. With respect to *membership*, maintain a balance between national and international membership(s) of the Editorial Board, registered reviewers, writers in and readers of the journal. With respect to *readership*, reach out to readers outside as well as inside of psychology, e.g., via Policy briefs, and links to the SDGs, as well as to special issues that integrate and thematize the diverse facets of international psychology. With respect to *authorship*, continue the policy advice, given in the instructions to authors and calls for papers, to blend authoring teams with writers from both the USA and other countries, especially in the country/ies in which the studies are located. With respect to distinctiveness of identity in a crowded marketplace, encourage the submission and publication of integrative reviews, innovative and responsive theory and findings, and social responsiveness. Find new ways to make research as accessible and inclusive as possible, starting perhaps with reiterating and reinforcing the commitment of the Division to the recognition that from an Indigenous perspective, the 'mainstream' is often international, and that all of us are Indigenous -somewhere.

Newsletter

Editor, Co-Editor

Web Editor

Manage and maintain the Division website.

Present: div52.net maintained at cloudacces.net. Login APADiv52@gmail.com, PW D1vi5ion52

Social Media Editor

Facebook:

Twitter:

Instagram? Other venues?

Positions appointed by the President; Functional positions

Parliamentarian

The role of the Parliamentarian is to serve as consultant for procedures during Division Board meetings, elections, and other official activities. The Division uses Roberts Rules of Order as a reference guide. The Parliamentarian attends all Board meetings in person or via zoom.

Procedures:

Attend all Board meetings. Have available a copy of Roberts Rules of Order and of the Division 52 Bylaws.

Archivist

The role of the Archivist is to ...

APPENDICES

Appendix B: Officers

List of Officers

Appendix C: Committee Chairs

List of Committee Chairs

Appendix D: Financial Policies

Sample Budget Dashboard

	A	B	C	D	E	F	G	H	I
1	D52 Financial Dashboard	1	2	3	4	5	6	7	8
2	White cells in columns B-H do not reference a tab; they are entered directly on this sheet rather than from formulas referencing tabs.	2020 PROPOSED			2019			2018	2017
3		Proposed Budget	Actuals	% of Budget YTD	Approved Budget	Actuals	Actual Year End	20th Annu. Actual Year End	Actual Year End
4	REVENUE								
5	Dues								
6	Dues from APA memberships, other sources	11,560.00	0.00	0.00	14,200.00	11,273.30	11,422.50	11,068.50	15,107.00
7	Total Dues	11,560.00	0.00	0.00	14,200.00	11,273.30	11,422.50	11,068.50	15,107.00
8	Contributions								
9	Other Contributions	0.00	0.00	#DIV/0!	0.00	0.00	0.00	46.00	737.50
10	Restricted Donations - Disbursements	0.00	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
11	Total Contributions	0.00	0.00	#DIV/0!	0.00	0.00	0.00	46.00	737.50
12	Interest & Dividends								
13	Interest - Operating Funds (Investments)	800.00	0.00	0.00	800.00	813.63	367.50	325.20	70.51
14	Total Interest & Dividends	800.00	0.00	0.00	800.00	813.63	367.50	325.20	70.51
15	Other Income								
16	Spending from Investments (5-7% max)	4,731.75	0.00	0.00	0.00	0.00	0.00	0.00	0.00
17	Spending from Investments - special projects - 2% max	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
18	Webinars & Workshops	500.00	0.00	0.00	1,800.00	1,418.00	1,530.00	0.00	2,372.00
19	Grants (including Psi Chi as of 2020)	5,550.00	0.00	0.00	6,013.33	6,263.33	10,890.00	0.00	0.00
20	Journal	0.00	0.00	#DIV/0!	0.00	0.00	0.00	0.00	0.00
21	Miscellaneous Other Income - SCCR	0.00	0.00	#DIV/0!	1,088.00	0.00	(46.00)	8.36	0.00
22	Total Other Income	10,781.75	0.00	0.00	8,907.33	7,687.33	12,474.00	8.36	2,372.00
23	Total Revenue	23,141.75	0.00	0.00	23,907.33	19,775.52	24,864.00	11,448.66	18,947.01
24	EXPENSES								
25	Office Expenses								
26	Office Expenses for Board	250.00	0.00	0.00	600.00	38.65	595.34	441.45	500.00
27	Miscellaneous Office	150.00	0.00	0.00	300.00	33.34	317.77	500.00	0.00
28	Total Office Expenses	400.00	0.00	0.00	900.00	138.59	913.11	941.45	500.00
29	Conventions/Meetings								
30	APA Convention	5,000.00	0.00	0.00	4,900.00	0.00	10,086.75	13,353.07	3,550.23
31	Board Meeting at APA Convention - food	0.00	0.00	#DIV/0!	1,200.00	0.00	0.00	0.00	374.61
32	Board Mid-Winter (travel & snacks)	6,600.00	0.00	0.00	3,500.00	0.00	2,137.66	1,400.00	2,797.31
33	Meetings - Other	1,275.00	0.00	0.00	1,275.00	0.00	0.00	0.00	653.85
34	Total Conventions/Meetings	12,875.00	0.00	0.00	16,875.00	0.00	12,224.41	14,753.07	7,376.00
35	Committee Activities Fund								
36	2018 Committee Activities	3,350.00	0.00	0.00	2,360.00	784.07	0.00	233.11	1,600.00
37	Total Committees	3,350.00	0.00	0.00	2,360.00	784.07	0.00	233.11	1,600.00
38	Other Expenses								
39	Awards (including D52/Psi Chi travel grant)	1,450.00	0.00	0.00	1,450.00	2,068.82	1,120.83	1,619.20	1,874.34
40	Grants	4,500.00	0.00	0.00	6,769.33	1,428.44	4,620.07	0.00	0.00
41	Webinars & Workshops	500.00	0.00	0.00	600.00	0.00	585.00	0.00	0.00
42	Contingency Fund/Bank Charges	250.00	0.00	0.00	250.00	0.00	204.22	0.00	0.00
43	Contributions (incl. \$150 UN Psychology Day)	150.00	0.00	0.00	600.00	2,283.00	150.00	400.00	150.00
44	Division Services (listserve management; vote)	1,620.00	0.00	0.00	1,615.71	1,615.71	1,400.00	1,400.00	1,466.11
45	Journal	7,000.00	0.00	0.00	0.00	0.00	0.00	0.00	2,814.00
46	Website & Zoom (see VP, in Committees)	0.00	0.00	0.00	0.00	0.00	0.00	220.41	0.00
47	Miscellaneous Other Expenses (SCCR sponsorship)	2,050.00	0.00	0.00	2,050.00	0.00	0.00	1,853.80	544.15
48	Total Other Expenses	17,520.00	0.00	0.00	13,335.64	7,395.97	8,080.18	5,493.41	6,849.20
49	Total Expense	34,145.00	0.00	0.00	34,070.64	8,318.63	21,217.70	21,487.04	16,325.20
50	Net of Income/Loss	(11,003.25)	0.00	0.00	(10,162.71)	11,456.89	3,646.30	(10,038.38)	2,621.81
51	Use of Reserves - from Checking	0.00	0.00	0.00	10,162.71	0.00	0.00	10,000.00	0.00
52	Final Balance	(11,003.25)	0.00	0.00	0.00	11,456.89	3,646.30	(38.38)	2,621.81
53	BALANCE SHEET								
54	ASSETS	1/31/2020			12/31/2019		12/31/2018	12/31/2017	12/31/2016
55	Checking	\$0.00	need to update this table		\$54,518.35		\$60,345.65	\$58,354.45	\$67,794.84
56	Certificates of Deposit	\$0.00	need to update this table		\$0.00		\$0.00	\$0.00	\$0.00
57	PayPal Accounts - other	\$0.00	need to update this table		(\$42.78)		\$0.00	\$0.00	\$0.00
58	Prepaid Expenses	\$0.00	need to update this table		\$0.00		\$300.00	\$0.00	\$762.13
59	Short-term Investments Merrill Lynch	\$0.00	need to update this table		\$61,133.46		\$60,319.77	\$53,352.27	\$53,027.07
60	Designated funds		need to update this table						
61	Gielen designated funds	\$0.00	need to update this table		\$0.00		\$0.00	\$0.00	\$0.00
62	Rubin designated funds for student research awards	\$0.00	need to update this table		\$0.00		\$0.00	\$0.00	\$0.00
63	Anastasi designated funds	\$0.00	need to update this table		\$0.00		\$0.00	\$0.00	\$0.00
64	Total Assets	\$0.00	need to update this table		\$115,603.03		\$121,565.42	\$117,706.72	\$127,584.10
65	LIABILITIES & NET ASSETS								
66	Beginning Net Assets	\$0.00	need to update this table		\$114,477.73		\$110,647.22	\$120,685.60	\$118,063.73
67	Deferred Dues Revenue	\$0.00	need to update this table		\$638.00		\$7,271.90	\$7,059.50	\$6,898.50
68	Net income/(loss)	\$0.00	need to update this table		\$493.30		\$3,646.30	(\$10,038.38)	\$2,621.81
69	Awards? (restricted)	\$0.00	need to update this table		\$0.00		\$0.00	\$0.00	\$0.00
70	Total Liabilities & Net Assets	\$0.00	need to update this table		\$115,603.03		\$121,565.42	\$117,706.72	\$127,584.10
71	D52 Dashboard	\$ from Investments	Dues	Contributions	Webinars &	Grants	Journal	Mis	

Budget Policies
 Budget Requests and Reimbursement
 Travel Reimbursement Policy

Should these topics and the new financial policies appear here in appendices, or in the body of the document under Financial Matters section?

Appendix E: Sample APA Forms

Sample APA Reimbursement-Disbursement Form
Sample APA Travel Expense Reimbursement Form
W-8BEN Form
W-9 Form

Appendix F: Division Awardees

Division Awards 1999 - present

Appendix: Motions, Policies, and Resolutions from the Minutes

Actions

Appendix

Poster contest toolkit: (insert pdf)

Appendix

- [Investment Policy Statement](#) (for annual review and revision) ○ Bylaws of the Society

Appendix L: Information Form

Handbook Update Form

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-
-

APPENDIX

Board Meeting Materials

Agenda book Front Matter:

- List of the Board of Directors
- Division Bylaws
- Minutes from the meetings since the last face-to-face meeting

- List of Board of Directors votes from the previous year and current year
- List of current Division Activities and Projects
- Link to Handbook

Appendix

Membership Special Initiative

WHEN

Starts January 2020

WHAT

For all psychologists with American Psychological Association (APA) ***International Affiliate Status***

Do not have to be APA members

First 100 who join via the DIV52 website will receive complimentary membership and print and online access to *International Perspectives in Psychology*, the Division journal (a \$46 value) for the rest of 2019 and 2020

Those who join after the first 100 will receive complimentary membership and print and online access to the journal for just \$20 per year – a discount of over 50% (rest of 2019 and 2020)

HOW

Forms must be filled out from the Division 52 website (should be uploaded to website December 2019)

Create Excel to document special offer memberships and related demographics (i.e., form information)

Membership chair will need to send new forms to Olivia Scott once every two weeks

From Olivia Scott at APA:

1. **Division 52 provides APA with a list of professional affiliates (from forms received) that would be eligible for this offer, and then entered into our database by APA's Service Center upon receipt from the division.** We recommend the division send these names to APA every two weeks at minimum, with monthly being more ideal. The offer would be available from January – December of 2020.
2. **No refunds will be provided.** There may be cases where individuals may have already joined online when completing the form provided by the division, an individual may join under the offer but does not meet the criteria, etc. In any case, there will be no refunds and any questions/concerns will be directed back to the division.

All Professional Affiliates will be charged \$46. The 100 receiving the special offer will be considered exceptions processed manually upon receipt from the division.

If you are ready to share the new member information, please ensure we receive it via an Excel spreadsheet with the following columns (information gathered from special offer form):

- First Name
- Last Name

- Designations (if applicable)
- APA member number (if known)
- Email address
- Address 1 (main mailing address)
- Address 2 (any apartments, suites, floors)
- City
- State
- Zip code
- Country
- Work Phone
- Home Phone (if shared)

❖ Future Statistical Analysis

- Olivia Scott with APA Division Services: oscott@apa.org
 - Track how many International Chairs of other APA division who received free membership for one year opted to pay for another year of membership
 - Create stats in January 2020
 - Track how many 100 APA International Affiliates who received free membership for one year opted to pay for another year of membership
 - Create stats in January 2021

Appendix

Webinar Script (can be modified and tailored)

Hello and welcome to all to this webinar which is hosted by APA's Division 52 (International). This webinar is part of an ongoing series to celebrate activities of psychologists around the world, to provide useful information for international engagement, and to encourage us all to take a broad and global perspective.

My name is _____ (Host) and I, along with _____ (Moderator), are your co-hosts for today's webinar.

Before we begin, our online audience have the ability to ask questions by typing them in the chat box located at the bottom right of your screen. Please feel free to type your questions during the presentation. I will be making note of them, organizing them, and during the last 10-12 minutes or so, I will present them to _____ (Speaker) for discussion.

At this time, I will turn the webinar over to Dr. Rami as she introduces and welcomes our guest speaker,
_____ (Speaker).

In closing

- We would like to thank our guest speaker for spending this hour with us.
- We also would like to thank our audience for participating.
- We would love to hear from you about this webinar. Please provide feedback on your experience about both the content and format of today's discussion.
- If you registered for APA approved CE credit, you will receive and must complete the Qualtrics-hosted-online-survey. Please check your spam box if you do not see the Qualtrics survey in your inbox. Remember your CE certificate will be automatically and instantaneously generated and e-mailed to you.
- On behalf of the D52 Webinar committee, enjoy the rest of your day and the upcoming weekend.

APPENDIX

Set Up Webinar on Zoom

1. Go to Zoom.us
2. Sign in: apadiv52@gmail.com
3. Put in password: **D1vi5ion52**
4. Go to: My Webinars
5. Go to: Schedule a Webinar
6. Populate:
 - a. Topic
 - b. Description
 - c. Date
 - d. Time (be sure to annotate the correct time zone)
7. Registration: Click Required
8. Video: Host and Panelists should be ON
9. Audio: Click BOTH
10. Webinar Options: Require Webinar Password (Only if CE Credit is offered)

11. Q&A: Yes
12. Enable Practice Session: Only when you are practicing
13. Record Webinar Automatically: Click “In the cloud”
14. Go to “Invitations” (ensure panelists receive automatic invitation)
15. Invite Attendees (copy the invitation and send to list serve/other attendees as necessary)
16. Approval: Registration must be manually approved daily or as often as necessary
17. Email Contact: Emails will go to Division 52, APAdiv52@gmail.com unless you edit the contact information to one that you will monitor
18. Set Email Reminders to send appropriate reminders to Approved Registrants and Panelists
19. Set Follow-Up Emails to Attendees thanking them for their attendance and giving additional instructions about CE Credit, Evaluations, Comments, etc.
20. Send flyer and Zoom schedule to Merry Bullock at merrybullock@mac.com
21. Flyers and webinar registrations should be completed and posted at least one month in advance of proposed webinar

APPENDIX V

Paypal Information

SPECIAL INITIATIVES – NEED TO FIND A PLACE IN THE HANDBOOK

- Sponsoring our first micro-conference (a global, blended asynchronous/synchronous, videoconference).
- Planning to launch a research project around pursuing career opportunities in international psychology. INTEREST GROUP