

New Board Member Orientation

January 22, 2025

I. Welcome to New Board Members (term of office: January 2025 to December 31, 2027)

- President Elect: Judith Gibbons
- IPB Editor: Gabriel Medianero Araúz
- IPB Associate Editor: Juan Antonio Valdivia Vázquez

II. Division Organization Structure: <https://div52.net/about/structure-of-division-52/>

III. Duties:

- 1) Retain membership in APA and in the Division;
- 2) Abide by the Bylaws of Division;
- 3) Carry out all my responsibilities as part of my elected office in a timely and professional manner;
- 4) Communicate regularly with all relevant officers specified in the Division organizational chart.
- 5) Attend regularly scheduled Division Board meetings, either in person or via tele-conference:
 - a) Respond in a timely fashion to scheduling requests for Board meetings
 - b) Submit requested activity reports and other information to the Board Secretary in a timely fashion.
- 6) For Extended Board Members: Maintain active communication with the President or appropriate Vice President.
- 7) Avoid any conflict of interest or appearance of a conflict of interest;
- 8) Maintain the confidentiality of special information regarding the organization;
- 9) Preserve the privacy of all organization's members' information that is learned and obtained;
- 10) At no time knowingly falsify information or share false information pertaining to the organization with any outside parties; and
- 11) Participate in short and long range planning activities.

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

V. Bylaws:

<https://div52.net/wp-content/uploads/2024/06/SGP-D52Bylaws-2024-JUNE2.pdf>

VI. Handbook: <https://div52.net/>

VII. Dropbox

VIII. Listservs: <https://div52.net/about/division-52-listservs/>

- a. Elected Board Listserv
- b. Extended Board Listserv
- c. Announcement-only Listserv
- d. Discussion Listserv
- e. Student Listserv
- f. International Committee for Women Listserv

IX. Board Meetings & Reports:

- a. Midwinter Meeting: January-February
- b. Spring Quarterly Meeting: May
- c. APA Board & Business Meetings: August
- d. Fall Quarterly Meeting: November

X. Questions/Comments