

SOCIETY OF
CLINICAL PSYCHOLOGY



DIVISION 12
American Psychological Association

2022 Section Representative Guide

Thank you for serving as a Section Representative for the Society of Clinical Psychology (SCP). Your support is greatly appreciated and the Central Office looks forward to working with you throughout the year. This guide is meant to help get the current year finalized and prepare you for the upcoming year. If you have any feedback, please email Tara Craighead at the Central Office, division12apa@gmail.com.

The following information is provided to assist Section Representatives with duties to the SCP Board of Directors. Sections must comply with SCP by-laws and policies. Section Representatives attend meetings, submit activity reports, communicate with their Section Boards, and act as liaison. They are the conduit between the Board, the Central Office, and the Section. We will be adding a web page on our website for Section Leadership with the information included in this guide and more. Details for this will be coming soon.

Guide for Incoming Section Representatives

1. **Timeline for Tax Information** – Treasurers are lead contacts, sent separately
 - a. Failure to complete these forms ON TIME and ACCURATELY results in loss of Section Contingency.
 - b. Treasurer packet due January 17, 2022.
 - c. Section Annual Report due back to Central Office by Agenda deadline for January meeting (January 10, 2022).
2. **Timeline for TCP submissions**– See Calendar included in Guide
 - a. Submissions for TCP issues are due approximately January 15, March 15, July 15 and October 15 of each year to the Newsletter Editor.
 - b. You can email your submissions to Shannon Sauza Zavala at shannonezavala@gmail.com will be the editor at the beginning of 2022
3. **Timeline for APA Conference participation**
 - a. Please email the Central Office with your 2022 Program Chair as soon as possible. Program Chairs are working on Programming now.
 - b. Section Program Chairs must complete their given hours by early January 2022 and submit them to the SCP Program Chair.
4. **Timeline for Awards**– Please go to div12.org/awards for a full listing of SCP Awards
 - a. All Award Nominations are due to the Central Office by middle of December 2022. (For 2022 Awards, Nominations are due by December 15, 2021)

5. **Call for Nominations/SCP Ballot**– See Ballot included in Guide.
 - a. The open positions are emailed in the fall and all nominations are due back to Central Office by early January. The Slate is then decided at the February SCP Board Meeting with the election following in the Spring.

6. **Timeline for Agenda and procedure for reservations at midwinter meeting**
 - a. A memo from the Central Office defining the date of the meeting is sent at least six weeks before the scheduled meeting. ~~From 2022 we are currently working on finalizing the contract.~~ The memo also explains the reservation process.
 - b. Section Annual Report for SCP due by January 10, 2021.

7. **Policies on reimbursement to meeting and days Section Representatives are to attend**
 - a. See Travel Reimbursement Form included in Guide.
 - b. Section Representatives attend the main body of the meeting. They can attend the Section Representative Caucus before the Winter Board Meeting.
 - c. Section Representatives pay for their own rooms and then are reimbursed. This procedure is the same for per diem reimbursements for meals.
 - d. The reimbursement form, along with receipts, is sent to the Central Office for reimbursement.

8. **Section contingency money**
 - a. Requests for Section contingency money must be made in writing (Email OK). Prior year's taxes must be submitted on time and ~~balance~~ Section Annual Reports must have been submitted on time. Section Contingency Funds (overall amount) are voted on each year at the Board Meeting.

9. **Section Caucus (TBD for 2022)**
 - a. The Section Caucus is held at 7:30AM the first day of the standard SCP Winter Board Meeting. The Section Caucus is chaired on a rotating schedule. The chair should email all representatives to form an agenda prior to any given meeting. The chair will prioritize the agenda.
 - b. For 2022, the Association of Psychologists in Academic Health Centers Section Representative will be the Chair

10. **Reports**
 - a. Two written reports will be submitted to SCP per year from each Section for each Board meeting (generally February and August).

Society Calendar 2022

Section Related events highlighted

Dates subject to change

JANUARY

- 1-30 Council Apportionment results mailed from APA
Nominations/Elections Committee completes Ballot statements to TCP
- 17 Section 1099 information to SCP Treasurer/Central Office
- 17 Section financial reports to SCP Treasurer/Central Office
- 15 Deadline for submission of materials for issue #1, TCP
- TBD Division Program Complete. Chair info to APA Convention Office, including sessions, business meetings, and social hours (sections included)

FEBRUARY

- TBD Mid-Winter Virtual Board Meeting
- 1 CE Annual Report due at APA Continuing Education Office (required years)
- 1 Nomination Ballot for APA President mailed
- 11 Division initial Fellow nominees' materials due at APA
- Middle *The Clinical Psychology* (#1)
- 28 Year-end Division financial reports (includes sections) due to APA

MARCH

- 1 Section Award Information due to Central Office for Convention Program
- Beginning APA Council of Representatives Meeting
- Middle APA State Leadership Conference
- Middle *Clinical Psychology: Science and Practice* (#2) published online
- 15 Content due for TCP Issue #2

APRIL

- Middle *The Clinical Psychology* (#2) Published
- Middle Convention Schedule Confirmations mailed/emailed from APA

MAY

- Middle Next year assessments notice to Membership Services (dues increase)
- Middle Section Hospitality Suite Requests due

JUNE

- 1 Name of Division Program Chair for 2023 due at Convention Office
- 1 Citations due for summer awards ceremony
- Middle *Clinical Psychology: Science and Practice* published online
- 15+/- Election Results for Division election from APA

JULY

- 1 "Current" Fellows list due to APA Fellowship Committee
- Beginning Agenda Items due for Convention Board Meeting in August
- 11 President sends invitations to listserv, etc. for all SCP programming and events
- 15 Content due for TCP #3
- 16 Hospitality Suite Finalized

AUGUST

- Convention APA Board of Directors Meeting
- Convention APA Council of Representatives Meeting
- 1 Cut-off date for 2022 Membership
- 3 Preconvention workshops
- 4-6 APA 130th Annual Convention Minneapolis, MN
- 14 Division Board Meeting at Convention if Subject to change
- Middle Final new division members list for year to Membership Services
- Middle List of newly elected SCP Fellows from other divisions to APA Membership Services
- End Call for Nominations for 2023 Awards sent to listserv and TCP

SEPTEMBER

- 1 Cut-off date for Affiliate, Early Career and Student Memberships for 2020
- Middle *Clinical Psychology: Science and Practice* published online
- 30 Membership Renewal Notices Sent

OCTOBER

- 1 Section Representative and Section Treasurer Guide emailed
- 15 Content due for TCP Issue #4
- Middle Tax Information /Request for Membership figures/Diversity Reports sent to every Section Treasurer and President.
- Middle Division Call for Nomination ballots (for 2023 elections) on web

NOVEMBER

- 1 Call for Year-end Committee and Task Force Reports, including diversity reporting

- 12 Reminder for agenda items and reports – Mid-Winter Meeting
- 12 Reminder to Section Treasurers Regarding Year-end Report (2022)
- Middle Deadline for Nominations for 2023 Awards

DECEMBER

- 1 Deadline for Initial Fellow applications (2022) and supporting documents
- Middle Deadline for agenda items for Winter meeting Annual Report, Section Leadership Lists, and Section Description
- Middle *Clinical Psychology: Science and Practice* published online
- Middle APA Board of Director’s Meeting
- 31 2022 MidWinter Board Meeting Agenda Mailed/Emailed to Attendees
- 31 SCP Nominations due
- Late Awards Committee selects 2022 recipients

If a section is interested in joining any of the Executive Committee (EC) Calls, please email Central Office. The EC welcomes Sections to join.

Any questions, please contact Tariq Gao at the Central Office, Division12apa@gmail.com

Sample Ballot



AMERICAN
PSYCHOLOGICAL
ASSOCIATION
**2018 DIVISION AND STATE,
PROVINCIAL AND TERRITORIAL
ASSOCIATION BALLOT**

Member ID Number: 10177550
Ballot Control Number: 84665251

Henry Oppenheim
57 Mulberry Ln
Easthampton, MA 01027-8001

VOTING INSTRUCTIONS

This year you have the option of voting online or by mail.
USE ONLY ONE OF THESE METHODS
If multiple votes are received, only the online vote will count.

All online and paper ballots must be received at Intelliscan by
11:59 p.m., EDT, May 30, 2018.

If you require voting assistance, please call 202-336-6087 or
email elections@apa.org.

Voting Using Online Balloting:

- Visit <http://www.apa.org/divspta18>
- Follow the instructions for election balloting.
- Use your member and ballot control number listed above your name and address to access your online ballot.

Voting by Paper Ballot:

- Use a #2 pencil or black pen, completely filling in the oval () to the left of the candidate's name you are ranking.
- A return envelope for the ballot is enclosed.

▼ DETACH HERE ▼ ALL BALLOTS must be received no later than 11:59 p.m. EDT, May 30, 2018. ▼ DETACH HERE ▼

Vote for your first choice by marking the oval containing a 1 in front of the candidate's name, your second choice by marking the oval containing a 2 in front of the candidate's name, and so on, until all the names you wish to rank have a marked oval in front of their name. Ranking of all candidates is encouraged but not required. You can view candidates' statements by visiting www.apa.org and clicking on the link entitled "2018 Division and SPTA Candidates' Statements."

DIVISION 12 – SOCIETY OF CLINICAL PSYCHOLOGY

PRESIDENT-ELECT (1 to be elected)

1 2 3 RANK ORDER YOUR CHOICES

- Douglas S. Mennin, PhD
 Elizabeth A. Yeater, PhD

MEMBER-AT-LARGE (1 to be elected)

1 2 3 RANK ORDER YOUR CHOICES

- Mary B. Gregerson, PhD
 Lindsey B. Hopkins, PhD
 Randall T. Salekin, PhD

DIVISION 18 – PSYCHOLOGISTS IN PUBLIC SERVICE

PRESIDENT-ELECT (1 to be elected)

1 2 3 RANK ORDER YOUR CHOICES

- Marcia G. Hunt, PhD
 Jennifer Snyder, PhD
 Jack Tsai, PhD

SECRETARY-TREASURER (1 to be elected)

1 2 RANK ORDER YOUR CHOICES

- Layne A. Goble, PhD
 Write-In _____

DIVISION REPRESENTATIVE TO APA COUNCIL

(1 to be elected)

1 2 RANK ORDER YOUR CHOICES

- Gerald P. Koocher, PhD
 Jennifer K. Penberthy, PhD

COMMUNICATION CLUSTER (2 to be elected)

1 2 3 RANK ORDER YOUR CHOICES

- Maureen C. Below, PhD
 Shannon F. Griswold
 Stephanie A. Lynam, PsyD

MEMBERSHIP CLUSTER (1 to be elected)

1 2 RANK ORDER YOUR CHOICES

- Shayna N. Herrera, PhD
 Mary A. Jansen, PhD

DIVISION REPRESENTATIVE TO APA COUNCIL

(1 to be elected)

1 2 3 RANK ORDER YOUR CHOICES

- Anne S. Klee, PhD
 Bruce D. Nystrom, PhD
 Peter M. Smith, PsyD