

SOCIETY OF  
CLINICAL PSYCHOLOGY



DIVISION 12  
American Psychological Association

# 2023 Section Representative Guide

Thank you for serving as a Section Representative for the Society of Clinical Psychology – Division 12. Your support is greatly appreciated and the Central Office looks forward to working with you throughout the upcoming 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](mailto:division12apa@gmail.com).

The following information is provided to assist Section Representatives with duties to the SCP Board of Directors. Sections must comply with Division 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. Please make sure to visit <https://div12.org/section-resources/> for more resources for your Section. There is also a Board Resource Folder Shared via Dropbox for you as well.

## 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 9, 2023
  - c. Section Annual Report due back to Central Office by Agenda deadline for Mid-Winter meeting (January 1, 2023).
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:
    - i. Dr. Lily Brown at [lilybr@penntestmed.upenn.edu](mailto:lilybr@penntestmed.upenn.edu)
3. **Timeline for APA Conference participation**
  - a. Please email the Central Office with your 2023 Program Chair as soon as possible. 2023 Society Program Chairs are working on Programming now.
  - b. Section Program Chairs must complete their given hours by early January 2023 and submit them to the SCP Program Chair.
4. **Timeline for Awards** – Please go to [div12.org/awards](https://div12.org/awards) for a full listing of SCP Awards
  - a. All Award Nominations are due to the Central Office December 15, 2022.
  - b. Awardees are announced after our Mid-Winter Meeting in February 2023.
  - c. Awardees are given their Awards at the Awards Ceremony at APA Convention in August 2023.
5. **Call for Nominations/SCP Ballot** – See Ballot included in Guide.

- a. The open positions are emailed early November and all nominations are due back to Central Office by January 1, 2023. The Slate is then voted on at the February SCP Board Meeting with the election following in the Spring.
- 6. Timeline for Agenda and procedure for reservations at Mid-Winter meeting**
- a. A memo from the Central Office defining the date of the meeting is sent at least six weeks before the scheduled meeting. The memo also explains the reservation process.
  - b. Section Annual Report for SCP due by January 1, 2023.
- 7. Policies on reimbursement to meeting and days Section Representatives are to attend**
- a. See Travel Reimbursement Form included in the Board Resource Folder Shared from Dropbox.
  - b. Section Representatives attend the main body of the board meetings. They can attend the Section Representative Caucus before the Mid-Winter Board Meeting. It is scheduled at 7:30 AM for one hour before the Board Meeting Starts. Breakfast is given.
  - c. Section Representatives pay for travel and meals and are reimbursed after the Meeting. Hotel Rooms are done via a Rooming List with the SCP Central Office and Hotel.
  - d. The reimbursement form, along with original receipts, need to be emailed as one PDF 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 must **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 (Graduate Students and Early Career Section Representative will be the lead for Mid-Winter Meeting 2023 )**
- a. The Section Caucus is held at 7:30AM the first day of the standard SCP Mid-Winter Board Meeting. The Section Caucus is chaired on a rotating schedule. Section 2 Representative followed by Section 3 Representative, etc. The chair should email all representatives to form an agenda prior to any given meeting. The chair prioritizes the topics of the agenda.
- 10. Reports**
- a. One written report will be submitted to SCP per year from each for the Mid-Winter Board Meeting.
  - b. A Verbal Report is expected at the Board Meeting at the APA Convention in August 2023

# SCP Calendar 2023

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
- 11 Section 1099 information to SCP Treasurer/Central Office
- 11 Section financial reports to SCP Treasurer/Central Office
- 15 Deadline for submission of materials for issue #1, TCP
- 10 Programming due to SCP Program Chairs

## **FEBRUARY**

- 2 SCP Strategic Planning Meeting
- 3-5 Mid-Winter Board Meeting – Memo Coming
- 1 CE Annual Report due at APA Continuing Education Office (in required years)
- 1 Nomination Ballot for APA President mailed
- 8 Division Fellow Applications due to APA
- 15 Division Slate due to APA for Spring Election
- Middle *The Clinical Psychologist* (#1)
- 28 Year-end Division financial reports (includes sections) due to APA
- 28 SCP Program 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* (v 30:1) published online
- 15 Content due for TCP Issue #2

## **APRIL**

- 25 Registration for 2023 APA Convention Opens
- Middle *The Clinical Psychologist* (#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 2024 due at Convention Office

1 Citations due for APA Convention Awards Ceremony  
Middle *Clinical Psychology: Science and Practice* (v 30:2) published online  
15+/- Election Results for Division election from APA

## **JULY**

1 "Current" Fellows list due to APA Fellowship Committee  
1 Final 2022 SCP Member List due to APA for Dues Year 2022 – Membership Applications Turn over here for 2023  
Beginning Agenda Items due for Convention Board Meeting in August  
11 President sends invitations to listserv, etc. for all D12 programming and events  
Middle Cut-off date for new Full membership 2021/list of Full Members sent to APA  
15 Content due for TCP #3  
16 Hospitality Suite Finalized

## **AUGUST**

Convention APA Board of Directors Meeting  
Convention APA Council of Representatives Meeting  
2 Preconvention workshops  
3-5 APA 2023 Annual Convention – Washington D.C.  
4 SCP Board Meeting at Convention \* Subject to change  
Middle List of newly elected Division 12 Fellows from other divisions to APA Membership Services  
20 Call for Nominations for 2024 Awards sent to listserv and TCP

## **SEPTEMBER**

Middle *Clinical Psychology: Science and Practice* (v28:3) published online

## **OCTOBER**

15 Content due for TCP Issue #4  
Middle SCP Call for Nomination ballots (for 2024 elections) on web

## **NOVEMBER**

Early Tax Information /Request for Membership figures/Diversity Reports sent to every Section Treasurer and President.  
Early Call for Year-end Committee and Task Force Reports, including diversity self-monitoring  
Middle Reminder for agenda items and reports – Mid-Winter Meeting  
Middle Deadline for Nominations for 2024 Awards

## **DECEMBER**

1 Deadline for Initial Fellow applications (2024) and supporting documents  
Middle *Clinical Psychology: Science and Practice* (v 28:4) published online

Middle      APA Board of Director's Meeting  
Late         SCP Awards Committee selects 2024 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 Tara Craighead at the Central Office,  
[division12apa@gmail.com](mailto:division12apa@gmail.com)