SOCIETY OF
CLINICAL PSYCHOLOGY

DIVISION 12
American Psychological Association

2024 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.

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.

MISSION STATEMENT:

The mission of the Society of Clinical Psychology is to represent the field of Clinical Psychology through encouragement and support of the integration of clinical psychological science and practice in education, research, application, advocacy and public policy, attending to the importance of diversity.

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 Spring 2024
    c. Section Annual Report due back to Central Office by Agenda deadline for Mid-Winter meeting (January 10, 2024).

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@pennmedicine.upenn.edu

3. **Timeline for APA Conference participation**
    a. Please email the Central Office with your 2024 Program Chair as soon as possible. 2024 Society Program Chairs are working on Programming now.
    b. Section Program Chairs must complete their given hours by early January 2024 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 December 15, 2024.
    b. Awardees are announced after our Mid-Winter Meeting in February 2024.
    c. Awardees are given their Awards at the Awards Ceremony at APA Convention in August 2024.

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 10, 2024. 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 10, 2024.

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. The scheduling of this will be emailed to Section Reps soon.
    c. Section Representatives pay for travel, hotel rooms and meals and are reimbursed after the Meeting.
    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). 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 (Geropsychology Section will be the lead for Mid-Winter Meeting 2024)**
    a. The Section Caucus scheduled time will be announced soon. 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 2024

SCP Calendar 2024

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 APA

FEBRUARY

1-3	SCP Inaugural Conference
3-4	Mid-Winter Board Meeting – Memo Sent
1	CE Annual Report due at APA Continuing Education Office (in required years)
1	Nomination Ballot for APA President mailed
8-10	APA Practice and SPTA Leadership Conference in D.C.
15	Division Slate due to APA for Spring Election
Middle	*The Clinical Psychologist* (#1)
20	Division Fellow Applications due to APA
23-24	APA Council of Representatives Meeting
28	Year-end Division financial reports (includes sections) due to APA

MARCH

1	Section Award Information due to Central Office for Convention Program
Middle	*Clinical Psychology: Science and Practice* (v 31:1) published online
15	Content due for TCP Issue #2

APRIL

Middle	Registration for 2024 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 2025 due at Convention Office
15	Citations due for APA Convention Awards Ceremony

Middle	*Clinical Psychology: Science and Practice* (v 31:2) published online
15+/-	Election Results for Division election from APA

JULY

1	"Current" Fellows list due to APA Fellowship Committee
1	Final 2024 SCP Member List due to APA for Dues Year 2024 – Membership Applications Turn over here for 2025
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
7	Preconvention workshops
8-10	APA 2024 Annual Convention – Seattle, Washington
10	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 2025 Awards sent to listserv and TCP

SEPTEMBER

Middle	*Clinical Psychology: Science and Practice* (v31:3) published online

OCTOBER

15	Content due for TCP Issue #4
Middle	SCP Call for Nomination ballots (for 2025 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

DECEMBER

1	Deadline for Fellow applications (2025) and supporting documents
Middle	*Clinical Psychology: Science and Practice* (v 31:4) published online
Middle	APA Board of Director's Meeting
Middle	Deadline for Nominations for 2025 Awards

Late	SCP Awards Committee selects 2025 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