

SOCIETY OF  
CLINICAL PSYCHOLOGY



DIVISION 12  
American Psychological Association

# 2025 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.

### **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. Treasurer packet due Spring 2025
  - b. Section Annual Report due back to Central Office by Agenda deadline for Mid-Winter meeting (December 16, 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@pennterms.edu](mailto:lilybr@pennterms.edu)
3. **Timeline for APA Conference participation**
  - a. Please email the Central Office with your 2025 Program Chair as soon as possible. 2025 Society Program Chairs are working on Programming now.
  - b. Section Program Chairs must complete their given hours by early January 2025 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 9, 2024.
- b. Awardees are announced after our Mid-Winter Meeting in February 2025.
- c. Awardees are given their Awards at the Awards Ceremony at APA Convention in August 2025.

**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 2025. 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 December 16, 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 2025)**

- 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 2025

# SCP Calendar 2025

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
- 15 Deadline for submission of materials for issue #1, TCP

## **FEBRUARY**

- Jan 31 - 2 Mid-Winter Board Meeting – Memo Sent  
Middle *The Clinical Psychologist* (#1)
- 20 Division Fellow Applications due to APA
- 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 2025 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 Informal Programming Room Requests due

## **JUNE**

- 1 Name of Division Program Chair for 2026 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 2025 SCP Member List due to APA for Dues Year 2025 – Membership Applications Turn over here for 2026
- Beginning Agenda Items due for Convention Board Meeting in August
- 15 Content due for TCP #3

16 Informal Programming Room Finalized

### **AUGUST**

Convention APA Board of Directors Meeting  
Convention APA Council of Representatives Meeting  
6 Preconvention workshops  
7-9 APA 2025 Annual Convention – Seattle, Washington  
8 SCP Board Meeting at Convention \* Subject to change  
20 Call for Nominations for 2026 Awards and Fellows sent to listserv and TCP

### **SEPTEMBER**

Early Tax Information /Request for Membership figures/Annual Reports sent to every Section Representative, Treasurer and President.  
Early Call for Year-end Committee and Task Force Reports, including diversity self-monitoring  
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 2026 elections) on web

### **NOVEMBER**

Middle Reminder for agenda items and annual reports – Mid-Winter Meeting

### **DECEMBER**

1 Deadline for Fellow applications (2026) 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 2026 Awards  
Late SCP Awards Committee selects 2026 recipients

**Please note that APA's Calendar is not up yet so many APA dates are not included as of now. We will update this as soon as the Events Calendar is updated.**

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)