

PART I  
**Current Division 38 Bylaws**  
(Revision: March, 2008)

**Article I - Name and Purpose**

- a. The name of this organization shall be the Division of Health Psychology of the American Psychological Association.
- b. The purpose of this organization shall be: a) to advance contributions of psychology as a discipline to the understanding of health and illness through basic and clinical research and by encouraging the integration of biomedical information about health and illness with current psychological knowledge; b) to promote education and services in the psychology of health and illness; and c) to inform the psychological and biomedical community, and the general public, on the results of current research and service activities in this area.

The original by-laws are found in Appendix A.

**Article II - Membership**

- a. Membership of the Division shall include four classes, viz., Fellows, Members, Associates and Affiliates. The requirements for the first three of these classes shall be those provided by the Bylaws of the American Psychological Association ("APA" or "the Association" hereafter) except as noted below. All applicants for membership must present evidence of interest in furthering the goals of the Division.
- b. Associates or Members of the American Psychological Association wishing to join the Division do so at the same rank they hold in the Association. Fellows in other divisions of the Association join the Division of Health Psychology as Members. The designation of Fellow in the Division of Health Psychology is only conferred following a positive recommendation by the Division's Fellows Committee and ratification by the Association's Membership Committee. Individuals who are neither Members nor Associates of the American Psychological Association may join the Division as Affiliates (either Professional or Student).
- c. Only Fellows and Members shall have the right to vote.
- d. The Treasurer/Secretary will make a recommendation for any changes in dues. This recommendation will be voted on by the Executive Committee and members attending the Business Meeting at the Annual Meeting of APA. Any changes approved by the Executive Committee must be ratified by a simple majority of those members attending the Business Meeting.

**Article III -Officers**

- a. The officers of the Division shall consist of a Divisional President, President-Elect, Past-President, Treasurer/Secretary, and three Members-at-Large. Each shall perform the usual duties of the respective office and specific duties provided elsewhere in these Bylaws or as assigned by the Executive Committee.

b. There shall be Divisional Representatives to the Council of Representatives of the American Psychological Association in numbers permitted by the Bylaws of the American Psychological Association, who shall be elected for terms of three years, the terms being staggered in such a manner as to provide continuity in representation on the Council. These individuals are referred to as APA Council Representatives in this document.

c. Candidates for office in the Division shall be Fellows or Members of the Division. Officers and Divisional Representatives shall be elected by preferential mail ballot to members.

d. There shall be three Members-at-Large, who shall be elected for terms of three years, the terms being staggered in such a manner as to provide continuity in representation of the members' needs and opinions.

#### **Article IV – Councils and Committees**

a. The Councils and Committees of the Division shall consist of such standing Councils and Committees as may be provided by these Bylaws and such special groupings as may be established by the Executive Committee. In accordance with Article V, Section 7 of the Bylaws of the American Psychological Association, all Councils and Committees shall be subject to review by the Association's Board of Directors.

b. The President, the Past-President, the President-Elect, the Treasurer/Secretary, the three Members-at-Large, and the APA Council Representatives shall constitute the Executive Committee. The Executive Committee shall have general supervision of the affairs of the Division, performing the duties and abiding by the limitations specified in these Bylaws. Actions of the Executive Committee affecting Division policy are subject to general approval by majority vote of the members voting. The voting for such matters shall be conducted at an annual meeting or by special mail ballots as decided by the Executive Committee.

c. In addition to the Executive Committee, the Division shall have Committees, some of which are overseen by Chairs and may be organized into Councils based on their activities. The purpose of the Councils and Committees is to provide communication, oversight, and coordination of major Division interests, activities, and goals; and to accommodate future growth and activity within the Division. Each Council is comprised of its constituent Committees, appropriate liaisons and monitors, and other Council and Committee members relevant to the activities of the Council. Each Council is overseen by a Council Chair, to whom Committee Chairs and other Council members report. Council and Committee Chairs typically will be asked to serve a three-year commitment. The exceptions are Student Council Chairs and Program Chairs, who each serve a one-year term.

#### **Article V - Activities**

a. The annual meeting of the Division shall take place during the annual convention of the Association, at the same locality, for the transaction of business, the presentation of scientific papers, and the discussion of professional matters in the field of the Division's interest. The Division shall seek to coordinate its programs with, and participate in, the program of the Association.

b. The Division may issue a newsletter for purposes of coordinating and disseminating news or for other purposes.

- c. The Division may maintain a website to facilitate access to information and other resources for its membership and for interested individuals.
- d. The Division may publish a scientific journal to disseminate peer-reviewed science.
- e. The Division may plan and sponsor continuing education programming to keep health psychologists up to date on science and practice.
- f. The Division may sponsor awards or recognition programs to promote excellence in research, practice, education, and public interest.

#### **Article VI - Amendments**

- a. These Bylaws may be amended by a two-thirds vote of the members present at any annual meeting of the Division, or by a similar proportion of those replying to a mail ballot of the total membership.

PART II  
**Division Structure, Policies, and Procedures**

**TRADITIONS OF THE DIVISION**

The purpose of this section of the handbook is to list those policies and procedures which, while not described in the Bylaws, have become traditional means of conducting certain aspects of Division 38 business. These traditions may change from time to time depending on the needs of the Division.

1. **Voting.** The Executive Committee meets twice yearly, at the annual APA convention and at a Mid-winter meeting. Council Chairs and Committee Chairs play an important role in these meetings. Therefore, it has been traditional to have both the official members of the Divisional Executive Committee and the Council and Committee Chairs vote on motions before the Executive Committee. It has also been traditional that, whenever possible, motions before the Executive Committee are discussed in sufficient depth so as to facilitate consensus in decision-making.
  
2. **Editor Selection.** Candidates for the Editor-in-Chief of *Health Psychology*, Editor(s) of *The Health Psychologist*, and the Web Editor(s) are solicited through a call for editors and are reviewed by an ad hoc Editor Search Committee, convened by the Publications & Communications Council. The recommendation of the Search Committee is presented to the Executive Committee for affirmation.
  
3. **Quorum.** A quorum has been considered present if a simple majority of the elected officers of the Division, i.e., those persons specified in the Bylaws of the Division as members of the Executive Committee, is present.
  
4. **Leadership.** Although elected officers of the Division have various responsibilities and duties as defined in the Bylaws and elsewhere, these responsibilities and duties are secondary to the primary responsibility of all members of the Executive Committee to provide leadership for the Division.
  
5. **Council and Committee Chairs.** With few exceptions, including the President and Past-President, it has been the tradition of the Division that a member should not hold more than one Council or Committee Chair or co-Chair concurrently.
  
6. **Dues Increases.** To inform the membership, the Treasurer/Secretary will announce any anticipated increases in dues in the issue of *The Health Psychologist* that precedes the Annual Meeting.
  
7. **Administrative Officer.** The Division shall have an Administrative Officer whose role will be to provide assistance to the Executive Committee toward the management of the Division. The Administrative Officer is not an officer of the Division and will neither be a member of, nor have a vote on, any Council or Committee of the Division.

**FISCAL POLICIES OF THE DIVISION**

1. The Treasurer/Secretary will submit an updated report on the state of the Treasury at each meeting of the Division Executive Committee. At the August meeting, the Treasurer/Secretary will also submit a proposed budget for the coming year. Once passed

by the Executive Committee (before the close of the fiscal year), this budget will form the basis upon which the Treasurer/Secretary will cover expenses incurred by the Division for that year.

2. In order that the Treasurer/Secretary might present an up-to-date budget proposal to the Executive Committee at each meeting, all Council and Committee Chairs and persons responsible for program areas should submit budget requests to the Treasurer/Secretary at least 30 days prior to each meeting. Each yearly budget includes allocations for all standing Committees and Councils. In the event that they identify unanticipated expenses, Board members may contact the President and Treasurer/Secretary for action.

3. Officers, Council and Committee Chairs, and other members serving the organization may be required to travel on Division business.

a. In general, expenses will be reimbursed at a rate not to exceed the "APA rate." More specifically, this means that airline travel should be booked at the least expensive fare, and in no case should it exceed the "economy" advance purchase rate. Local ground transportation should be accomplished using the least expensive means such as airport buses, metro, and so on. Taxis should not be used for individual travel when other, less expensive means of transportation are available. All reasonable expenses related to accomplishment of Division business will be covered, but it is requested that each member of the Board make every effort to hold down expenses. (The phrase "economy" is used generically to indicate advance purchase low fares. It does not imply that travelers must extend their stay to include a Saturday night when not required for the completion of Division business. It also does not imply that travelers must purchase tickets that carry a financial penalty for cancellation.)

b. The reimbursement policy for travel to the Board meeting associated with the annual APA convention is as follows:

1. Elected Officers (Past-President, President, President-Elect, Treasurer/Secretary, Members-at-Large, APA Council Representatives. Additional support for APA Council Representatives' travel is covered by APA). Officers will be reimbursed for up to three nights' stay and up to \$225 (at \$75/day) in miscellaneous expenses at the APA meeting. Round-trip, coach-class transport will also be reimbursed. Registration for the APA Convention will not be reimbursed.

2. Council Chairs (Clinical Health Services, Diversity, Education & Training, Health Research, Membership, Publications & Communications). Council Chairs and the newly-elected President-Elect will be reimbursed up to three nights' stay and up to \$225 (at \$75/day) in miscellaneous expenses at the APA meeting. Round-trip, coach-class transport will also be reimbursed. Registration for the APA Convention will not be reimbursed.

3. Committee Chairs and Editors will be reimbursed for one night's stay at the APA meeting (Continuing Education, Fellows, Recruitment & Retention, Nominations, Women & Health, Aging & Health, Ethnicity & Culture, Interdivisional Healthcare Council Representative(s), Editors, Liaisons, Division Historian, and Ethics Advisors).

4. The Program Chair will be reimbursed through the program budget.

5. Travel expenses to the meeting for the Student Council Chair(s) will be fully reimbursed by the Division, including coach airfare, hotel room, APA Convention Registration and up to \$500 in miscellaneous expenses.

6. To be reimbursed, original receipts must be submitted within 30 days of the close of the meeting to the Administrative Officer.

c. Reimbursement for travel to the mid-winter Board meeting includes round-trip coach-class airfare and up to \$150 (at \$75/day) in miscellaneous expenses. (Hotel accommodations and meals for the meeting are usually billed directly to the Division.)

d. Travel expenses to both the mid-winter Board meeting and APA convention meetings for the Administrative Officer will be fully reimbursed by the Division.

4. Budget requests will be considered at each meeting and included in the annual budget passed by the Executive Committee in August or by conference call. Additional budget requests which arise throughout the year are considered on a case-by-case basis by the President in consultation with the Treasurer/Secretary.

5. Each member of the Executive Committee shall be allocated an amount necessary to cover the operating expenses associated with the respective office.

6. As far as possible, all mailings to the membership shall be coordinated through the APA Division Services Office. This office will help arrange low-cost printing and mailing using bulk-rate fees.

### ROLES OF THE DIVISION OFFICERS

The officers of the Division include the following elected leaders: President, President-Elect, Past-President, Treasurer/Secretary, three Members-at-Large, and APA Council Representative(s).

The officers Chair the following committees:

President: Executive Committee

President-Elect: Awards

Past-President: Finance, Long Range Planning

Each Member-at-Large is responsible for supervising two Councils:

Membership/Diversity

Clinical Health Services/Health Research

Publications & Communications/Education & Training

Descriptions of the Committees chaired by officers appear at the end of this section.

#### The President

1. **Term:** One year, beginning at the annual meeting of APA. (The term as President is preceded by one year as President-Elect, and followed by one year as Past-President). The new President receives the gavel of leadership at the end of the annual Division Business Meeting.

2. **Requirements for the Position:** Membership/Fellowship in Division 38; election to the position by the membership in the annual election, as conducted by APA.

a. The President will plan and lead two meetings of the Executive Committee/Board per year.

b. The President will meet via conference call with the President-Elect and/or the Administrative Officer on a semi-weekly basis (or more often, as needed).

3. **Responsibilities:** In her/his role as a leader of the Division, the President serves as a chair or member of key Committees within the organization:

a. Chair of the Executive Committee. The Executive Committee is the composed of all of the elected officers of the division.

1. The President organizes the agenda for, convenes, and Chairs the Executive Committee and full Board meetings.

2. The President organizes the agenda for and Chairs the annual business meeting of the Division.

3. The President communicates with members of the Executive Committee and the Administrative Officer on a regular basis, as is necessary for the smooth operation of the Division.

b. Member of the Awards Committee. The awards Committee is composed of the President-Elect (Chair), President, and Past-President. It is charged with soliciting nominations for Division awards and selecting award recipients.

c. Member of the Finance Committee. The Finance Committee is composed of the Executive Committee, and is charged with overseeing the finances of the Division.

d. Member of the Long Range Planning Committee. The Long Range Planning Committee is composed of the Executive Committee, and is charged with developing and implementing long range goals and plans that serve the Division membership.

2. The President serves as liaison to leaders of sister organizations (e.g., Society of Behavioral Medicine, American Psychosomatic Society).

3. The President appoints chairs of Councils and Committees when those positions become vacant unexpectedly during his/her term.

4. The President collaborates in the development of the annual program by the Program Committee Chair(s).

5. The President regularly communicates with Division members through columns published in each issue of *The Health Psychologist*.

6. The President or designee prepares and submits the Annual Division Report to APA, which is requested in January.

### **The President-Elect**

1. **Term:** One year, beginning after the annual meeting of APA of the year following election. (The term as President-Elect is followed by one year as President, and one year as Past-President).

2. **Requirements for the Position:** Membership/Fellowship in Division 38; election to the position by the membership in the annual election.

a. The President-Elect will meet via conference call with the President and/or the Administrative Officer on a semi-weekly basis (or more often, as needed).

b. The President-Elect will attend two meetings of the Division Executive Committee/Board per year.

3. **Responsibilities:** In her/his role as a leader of the Division, the President-Elect serves as a chair or member of key Committees within the organization:

a. Chair of the Awards Committee. The Awards Committee is composed of the President-Elect, President, and Past-President. It is charged with soliciting nominations for division awards and selecting award recipients. The Chair is further charged with reviewing and coordinating any Division nominations for APA awards related to Health Psychology or for which Division members may be eligible.

b. Member of the Executive Committee. The Executive Committee is composed of all elected officers of the Division.

c. Member of the Finance Committee. The Finance Committee is composed of the Executive Committee, and is charged with overseeing the finances of the Division.

d. Member of the Long Range Planning Committee. The Long Range Planning Committee is composed of the Executive Committee, and is charged with developing and implementing long range goals and plans that serve the Division membership.

The President-Elect selects individuals to serve in key positions in the organization during the year in which s/he is President. All appointments must be affirmed by the Executive Committee.

a. The President-Elect selects the Chair(s) of the Program Committee to develop the program for the APA convention convened during the subsequent year.

b. The President-Elect selects the Student Council Chair(s), to serve during the subsequent year.

c. The President-Elect selects a chair-Elect for the Nominations Committee, who begins a three-year term during the subsequent year.

The President-Elect selects individuals to serve as Council and Committee Chairs, according to the rotating schedule. These Chairs begin to serve in their positions during the subsequent year (i.e. after the next APA convention). All appointments must be affirmed by the Executive Committee.

### **The Past-President**

1. **Term:** One year, beginning after the annual meeting of APA. (The term as Past-President follows one year as President-Elect, and one year as President).

2. **Requirements for the Position:** Membership/Fellowship in Division 38; election to the position by the membership in the annual election.

The Past-President will attend two meetings of the Division Executive Committee/Board per year.

3. **Responsibilities:** In her/his role as a leader of the Division, the Past-President serves as a chair or member of key Committees within the organization:

a. Chair of the Finance Committee. The Finance Committee is composed of the President-Elect, President, Past-President, Treasurer/Secretary, Members-at-Large, and APA Council Representatives. It is charged with overseeing the overall financial management and policies of the Division.

b. Chair of the Long Range Planning Committee. The Long Range Planning Committee is composed of the Executive Committee, and is charged with developing and implementing long range goals and plans that serve the Division membership.

c. Member of the Executive Committee. The Executive Committee is composed of all elected officers of the Division.

### **Treasurer/Secretary**

1. **Term:** Three years, beginning January 1 of the year following election.
2. **Requirements for the Position:** Membership/Fellowship in Division 38; election to the position by the membership in the annual election.

The Treasurer/Secretary will attend two meetings of the Division Executive Committee/Board per year.

3. **Responsibilities:** In his/her role as a leader of the Division, the Treasurer/Secretary develops fiscal policies for the Division for approval by the Executive Committee.
  - a. The Treasurer/Secretary prepares an annual budget for the Division, on a calendar year basis.
  - b. The Treasurer/Secretary maintains accurate accounts of the financial affairs of the Division.
  - c. The Treasurer/Secretary collects and disburses division funds in accordance with policies of the Division.
  - d. The Treasurer/Secretary reviews and approves the annual tax statement provided to APA.

In her/his role as a leader of the Division, the Treasurer/Secretary serves as a member of important Committees within the organization:

- a. Member of the Executive Committee
- b. Member of the Finance Committee
- c. Member of the Long Range Planning Committee

When a new Treasurer/Secretary is assuming office, the outgoing Treasurer/Secretary should handle all Convention-related expenses for that year, and the transfer of funds to the incoming Treasurer/Secretary should be affected by December 1. This assures an orderly transition prior to the receipt of the next year's dues and before expenses are incurred for the following year.

### **Members-at-Large**

1. **Term:** Three years, beginning after the annual meeting of APA of the year following election. Members-at-Large are elected annually, in an effort to stagger terms.
2. **Requirements for the Position:** Membership/Fellowship in Division 38; election to the position by the membership in the annual election.

The Members-at-Large will attend two meetings of the Division Executive Committee/Board per year.

3. **Responsibilities:** The Members-at-Large are charged with representing the interests of Division 38 members in the governance of the organization, and serve as members of key Committees of the Division:
  - a. Member of the Executive Committee
  - b. Member of the Finance Committee
  - c. Member of the Long Range Planning Committee

The three Members-at-Large oversee a portfolio of activities related to particular goals within the division. These portfolios may be organized as shown below, depending on the particular interests and expertise of the current Members-at-Large, and include:

- a. Education and Practice: Member-at-Large responsibilities include representing the Education & Training and Clinical Health Services Councils at the Mid-winter meeting, and serving as a liaison with the Education and Practice Directorates of APA.
- b. Membership and Diversity; Member-at-Large responsibilities include representing the Membership and Diversity Councils at the Mid-winter meeting, and serving as a liaison with the APA Membership Office and Public Interest Directorate.
- c. Science and Publications. Member-at-Large responsibilities include representing the Health Research and Publications & Communications Councils at the Mid-winter meeting, and serving as liaison with the APA Science Directorate and Publications office.

### **APA Council Representatives**

1. **Term:** Three years, beginning January 1 in the year following election. The APA Council Representatives are typically elected in alternate years, in an effort to stagger terms.<sup>[bet1]</sup>
2. **Requirements for the Position:** Membership/Fellowship in Division 38; election to the position by the membership in the annual election, as conducted by APA.

APA Council Representatives must expect to attend two full Council Meetings per year (February & August), plus the caucuses held the afternoon/evening before council begins and the caucuses held during the council meeting. They shall review briefing books and alert the Division Executive Committee to relevant and/or key Council action items. prior to each Council meeting, and they shall generate a council report for the Division membership, to be published in *The Health Psychologist*, following each council meeting. Council Representatives should be in active communication with the Executive Board when a eventant/key issue arises within Council during the year and between Council meetings. Council Representatives are supported in their goals of running for APA Boards and Committees, as well as the APA Board of Directors.<sup>[bet2]</sup>

APA Council Representatives also will attend two meetings of the Division Executive Committee/Board per year.

3. **Responsibilities:** APA Council Representatives are charged with representing Division 38 in APA Council:
  - a. Representatives to APA Council place issues of concern to the Division before APA Council. APA Council Representatives vote on matters before Council as they determine is best, taking into account the interests of the Division.
  - b. APA Council Representatives join and participate in caucuses of the Council that address concerns relevant to the Division. Caucus dues will be paid by the Division.
  - c. APA Council Representatives identify, coordinate, and promote nominations of Division 38 members for APA Boards and Committees.

The APA Council Representatives serve as members of key Committees of the Division:

- a. Member of the Executive Committee
- b. Member of the Finance Committee
- c. Member of the Long Range Planning Committee

When a new APA Council Representative is assuming office, the outgoing APA Council Representative should handle all Council-related activities through the remainder of the calendar year, so that an orderly transition occurs. The outgoing Council Representative should also serve as an informal mentor to the incoming Council Representative, in order to facilitate an effective transition.

### **Division Committees Chaired by Division Officers**

**Executive Committee:** The Executive Committee is charged with setting goals and priorities for the Division, and overseeing its financial well-being.

***Executive Committee Chair and Members.*** In addition to the President, who serves as Chair, the other members of the Executive Committee are the President-Elect, Past-President, Treasurer/Secretary, Members-at-Large, and APA Council Representatives.

***Activities, Responsibilities, Policies, and Procedures.*** The Executive Committee is charged with general oversight of the Division.

**Awards Committee:** The Division, by tradition, presents the following awards annually: Outstanding Contributions to Health Psychology ("Junior" and "Senior" categories); the Nathan Perry Memorial Career Service Award; and the Timothy Jeffrey Memorial Award for Outstanding Contributions to Clinical Health Psychology. In addition, in every odd-numbered year, Division 38 (together with Division 20) presents an award for Outstanding Contributions to Developmental Health Psychology. Nominations are solicited from the membership as a whole. Other special awards may be decided upon from time to time. Elected members of the Division Executive Committee are *not* eligible to receive an award during their tenure in office.

***Awards Committee Chair and Members.*** In addition to the President-Elect, who serves as Chair, the other members of the Awards Committee are the President and Past-President. These individuals are permitted to nominate candidates for awards, as are other Division members. The Awards Committee is charged with conferring with the Chairs of the Health Research Council, Clinical Health Services Council, and/or Aging & Health Committee to identify appropriate candidates for relevant awards.

***Activities, Responsibilities, Policies, and Procedures.*** Each year, the Awards Committee performs the following functions:

1. Nominations for awards are requested from the members in the fall and winter issues of the Newsletter. These nominations are advisory and awards are based on merit rather than popular vote.
2. As Chair of the Awards Committee, the President-Elect makes requests to colleagues of the award recipients to write the citation honoring the awardees and orders the plaques to be presented to them.
3. Awardees will be informed that they have been selected to receive an award from the Division in advance of the convention and will be encouraged to attend the meeting to receive their awards.

**Finance Committee:** The Finance Committee oversees the overall financial management and policies of the Division. In addition, it periodically negotiates a new contract with the Administrative Officer and reviews the investment strategies of the funds in the treasury and the operations of the journal.

***Finance Committee Chair and Members.*** In addition to the Past-President, who serves as Chair of this Committee, the other members are the current year's Treasurer/Secretary, President, President-Elect, Members-at-Large, and APA Council Representatives.

***Activities, Responsibilities, Policies, and Procedures.*** The Finance Committee reviews as necessary and makes recommendations regarding the following issues:

1. Financial matters relating to Division publications.
2. The contracts with publishers for Division publications when they are being renewed or revised.
3. The contract with the Administrative Officer.
4. Changes in the Division assessments for membership.

**Long Range Planning Committee:** The Long Range Planning Committee is composed of the Executive Committee, and is charged with developing and implementing long range goals and plans that serve the Division membership.

## **ROLES OF COUNCILS AND COMMITTEES**

Councils and Committees deal with issues of Division management and/or provide services to the Division or its members. The descriptions of these Councils and Committees are listed below, and include responsibilities and activities, and the selection process and term length for its Chair and members. Each year, Chairs shall submit two reports each year (prior to Mid-winter and APA convention Board meetings), to the Executive Committee and endeavor to attend the Board Meeting held at the APA Convention, as well as any meetings to which they are invited or appointed by the President. In the event that a Committee or Council Chair fails to submit two successive semi-annual reports, the President and Executive Committee shall first take action to gain adherence to this requirement. If non-compliance continues, the President and Executive Committee shall request the resignation of the Committee or Council Chair.

Official relationships between the Division and APA Boards or Committees may be designated by the appointment of Liaisons or Monitors. Liaisons will travel to and be reimbursed for expenses related to meetings of APA Boards or Committees. Liaisons will represent the Division and its interests during meetings. Monitors will review printed materials coming in/out of APA Boards/Committees and be responsible for alerting the Executive Committee to items of interest on APA agendas. Liaisons and Monitors are encouraged to run for APA Boards and Committees.

Chairs of Councils and Committees are responsible for regularly monitoring and updating content regarding their activities that is placed on the website.

Council and Committee Chair terms begin immediately after the APA convention and run through the subsequent three APA conventions.

The following conditions apply regarding appointments:

1. Terms of office for Council and Committee Chairs who are appointed by the President-Elect shall be staggered so that each individual who becomes President appoints approximately one-third (not less than one-fourth nor more than one-half) of these Chairs. Exceptions to this rule may sometimes occur due to unforeseen Chair resignations.
2. In selecting each Chair, the President shall consult the preceding Council and Committee Chair (typically the current active Chair) and may choose to consult members of the Executive Committee.
3. Unless otherwise specified, each Chair's first full term is renewable for a second consecutive term, but cannot be renewed for a third consecutive term.
4. Unless otherwise specified, Council and Committee members are appointed by the Chairs. New Chairs may choose to consult with past Chairs regarding continuation of Council or Committee membership, based on current needs and past participation. If needed, the Chair may consult with the Executive Committee about significant changes to Council or Committee membership.

Because constituent Committees will exist in accordance with the importance of particular interests to the membership of the Division, the mechanisms for creating and dissolving the Committees should be flexible and responsive to new developments in the field of Health Psychology. To form a new Committee, a proposal must be prepared and submitted to a Council Chair. The proposal may be presented to the Executive Committee for approval at their next scheduled meeting. If approved, the new committee will be awarded an initial three-year charter. Continuation of Committees will be contingent on their submitting semi-annual reports through their Council Chair and engaging in appropriate activities. The Executive Committee may dissolve a Committee on the basis of inadequate activity.

The Councils and their recommended constituent Committees and members are:

#### CLINICAL HEALTH SERVICES COUNCIL

Clinical Health Psychology Institute Chair  
 APA Interdivisional Healthcare Committee Representative(s)  
 Liaison to the APA Committee for the Advancement of Professional Practice (CAPP)  
 Liaison to the APA Board of Professional Affairs (BPA)  
 Practice Ethics Advisor

#### DIVERSITY COUNCIL

Aging & Health Committee  
 Ethnic & Cultural Diversity Committee  
 Women & Health Committee  
 Liaison to the APA Public Interest Directorate  
 Monitor of the APA Committee on International Relations in Psychology (CIRP)

#### EDUCATION & TRAINING COUNCIL

Continuing Education Committee  
 Liaison to the APA Council of Specialties (COS)  
 Liaison to the APA Board of Educational Affairs (BEA)

#### HEALTH RESEARCH COUNCIL

Liaison to APA Board of Scientific Affairs (BSA)  
 Research Ethics Advisor

#### MEMBERSHIP COUNCIL

Fellows Committee  
 Recruitment and Retention Committee

#### PUBLICATIONS & COMMUNICATIONS COUNCIL

*Health Psychology* Editor  
*The Health Psychologist*  
 The Health Psychologist Associate Editor  
 Web Co-Editors  
 Historian

#### STUDENT COUNCIL

*Two standing committees which report directly to the Executive Committee are:*

Nominations and Elections Committee (see also "President-Elect")

Program Committee (see also "President-Elect" and "President")

**Clinical Health Services Council:** The Clinical Health Services Council serves the Division by addressing issues related to the practice and delivery of services in health psychology. The Clinical Health Services Council thus engages in activities to promote best practices of Clinical Health Psychologists within the Division. The Division-endorsed definition of clinical health psychology is as follows (12/07):

*Clinical Health Psychology (also known as behavioral medicine, medical psychology, and psychosomatic medicine) is the application of the specific educational, scientific, and professional contributions of the discipline of psychology to the promotion and maintenance of health; the prevention, treatment, and rehabilitation of illness and disability; the identification of etiologic and diagnostic correlates of health, illness, and related disability or dysfunction; and the analysis and improvement of the health care system and health policy formation (adapted from Matarazzo, 1980, pg. 815).*

*The distinct focus of clinical health psychology is on physical health problems -- their prevention and treatment. Fundamental to this specialty are the biopsychosocial model of human behavior, the relationships between behavior and health, and the ability to work in a broad array of health care settings with other health care disciplines. Clinical health psychologists have in-depth training and expertise in assessment and intervention involving the integration of behavior and health.*

**Clinical Health Services Council Chair and Members.** This Council shall be comprised of (but not limited to): (a) Interdivisional Healthcare Committee Representative(s); (b) a Liaison to the Committee for the Advancement of Professional Practice (CAPP); (c) the Chair of the Clinical Health Psychology Institute; (d) a member responsible for practice-related ethics issues; and (e) a Liaison to the APA Board of Professional Affairs (BPA). Each Council member serves a three-year term, with the exception of the Chair of the Clinical Health Psychology Institute, who serves one year.

**Activities, Responsibilities, Policies, and Procedures.** The Clinical Health Services Council is charged with addressing issue related to the practice and delivery of health psychology services. The Clinical Health Services Council:

1. Coordinates its activities with the Practice Directorate of APA, and other APA task forces and Committees to provide meaningful input on the practice of health psychology.
2. Advises the Division's Executive Committee on issues pertinent to the practice of health psychology and assists in efforts to recruit practicing psychologists as Division members, and to promote their involvement in Division activities.
3. Coordinates the submission of articles to *The Health Psychologist* on clinical issues and problems on a regular basis to facilitate communication about the practice of health psychology.
4. Establishes and maintains liaison relationships with other Division Committees and outside professional organizations in working on issues affecting health psychology practitioners and health psychology service delivery.
5. Provides input on the integration of clinical issues into Division publications and the APA convention program.
6. Develops an annual program, overseen by the Clinical Health Psychology Institute Chair, in partnership with the Education Directorate, to provide evidence-based clinical health psychology training. If possible, the content of the Institute should be captured for future, on-demand distribution.
7. Responsibilities of specific Clinical Health Services Council members include the following:
  - a. **Clinical Health Services Council Chair:** Maintain contact with and coordinate activities of the Clinical Health Services Council members; prepare and submit two reports each year (prior to mid-winter and APA convention Board meetings) to the Executive Committee; if possible, attend the Board Meeting held at the APA Convention, as well as any meetings to which s/he is invited or appointed by the President.
  - b. **Interdivisional Healthcare Committee Representative(s):** Maintain contact with and coordinate activities with representatives of the IHC (including the APA Practice Directorate, and Divisions 17, 22, 40, & 54). Attend meetings in January/August and report to the Division leadership about activities and needs.
  - c. **Liaison to the Committee for the Advancement of Professional Practice (CAPP):** Attend meetings and report to the Division leadership about activities and needs.

d. **Clinical Health Psychology Institute Chair:** Oversee the development and implementation of the Clinical Health Psychology Training Institute. If possible, incorporate plans to capture content for on-demand distribution.

e. **Ethics Advisor for Practice:** Monitor ethics issues related to practice, advise Division leadership about developments of potential interest to members, and serve as a resource to Division practitioners.

f. **Liaison to APA Board of Professional Affairs (BPA):** Attend meetings and report to the Division leadership about activities and needs.

**Diversity Council:** The mission of the Diversity Council is to inform/advise the Board and Division membership in matters of policy, research, and/or practice involving underserved populations (broadly defined). The Council is also charged with maintaining a relationship with the APA Public Interest Directorate and other divisions within APA to highlight issues relevant to the health of underserved populations.

**Diversity Council Chair and Constituent Committees.** The Diversity Council is comprised of (but not limited to): (a) Aging and Health Committee, (b) Ethnic & Cultural Diversity Committee, (c) Health Disparities Committee, (d) Women and Health Committee, (e) a Liaison to the APA Public Interest Directorate, (f) a Monitor of the APA Committee on International Relations in Psychology (CIRP). Each Council member, including the Chair, serves a three-year term.

**Activities, Responsibilities, Policies, and Procedures.** The purpose of the Diversity Council and its Committees is to provide communication, oversight, and coordination of major Division interests, activities, and goals related to issues of diversity. To promote and enhance diversity in health psychology, the Diversity Council and its constituent Committees shall:

1. Establish and maintain liaison relationships with the Public Interest Directorate.
2. Inform the Executive Committee and other Division Councils and Committees regarding matters of diversity that may impact their plans and goals.
3. Work with the Program Committee to develop targeted programming for the APA convention that includes topics relevant to diversity and the missions of the Diversity Council.
4. Develop and maintain collaborations with other divisions within APA to create opportunities that promote attention to the importance of diversity to health.
5. Responsibilities of specific Diversity Council members include the following:
  - a. **Diversity Council Chair:** Maintain contact with and coordinate activities of the Council members; prepare and submit two reports each year (prior to mid-winter and APA convention Board meetings) to the Executive Committee; if possible, attend the Board Meeting held at the APA Convention, as well as any meetings to which s/he is invited or appointed by the President.
  - b. **Diversity Council Committee Chairs:** Maintain contact with and coordinate activities of the committee members; prepare and submit two reports each year (prior to mid-winter and APA convention Board meetings) to the Executive Committee; if possible, attend the Board Meeting held at the APA Convention, as well

as any meetings to which s/he is invited or appointed by the President. Diversity Council Committee Chairs are expected to do the following tasks on an annual basis:

1. Suggest members for Fellowship in the Division (both new and old Fellows).
2. Nominate members to Division leadership positions (both elected Board positions and appointed Committee Chairs).
3. Prepare/suggest/encourage targeted programming for the APA convention.
4. Appoint 1-2 members as liaisons to work on the Education & Training Council and/or Clinical Health Services initiatives to ensure culturally-anchored training.
5. Appoint 1-2 members as liaisons to work with the Membership Council to achieve a more diverse membership.
6. Develop of strong and active linkages with other APA divisions that have similar interests.

c. **Liaison to APA Public Interest Directorate:** Attend meetings and report to the Division leadership about activities and needs.

d. **Committee on International Relations in Psychology (CIRP) Monitor:** Monitor communications and materials and report to the Division leadership about activities and needs.

**Education & Training Council:** The Education & Training Council endeavors to promote the study of health psychology and encourage the development of high quality courses and training in the discipline. The Council shall also promote high standards of ethical conduct by health psychology professionals in the context of their training.

***Education & Training Council Chair and Constituent Committees and Members.***

The Education & Training Council is comprised of (but not limited to): (a) the Continuing Education Committee; (b) a Liaison to the APA Board of Educational Affairs ; and (c) a Liaison to the Council of Specialties (CoS). Each Council member, including the Chair, serves a three-year term.

***Activities, Responsibilities, Policies, and Procedures.*** To promote and enhance health psychology training, the Council shall:

1. Establish and maintain liaison relationships with the Education Directorate of the APA, CoS, and other organizations involved with defining standards for training and credentialing in Health Psychology.
2. Develop and update materials that (a) promote or enrich undergraduate health psychology training, (b) list and describe doctoral and postdoctoral programs in health psychology, (c) list and describe internship programs in health psychology, and (d) offer training in health psychology for psychologists.
3. Provide students and professionals with information and answers to questions about careers and training in health psychology.
4. Responsibilities of specific Education & Training Council members include the following:
  - a. **Education & Training Council Chair:** Maintain contact with and coordinate activities of the Education & Training Council members; prepare and

submit two reports each year (prior to mid-winter and APA convention Board meetings) to the Executive Committee; if possible, attend the Board Meeting held at the APA Convention, as well as any meetings to which s/he is invited or appointed by the President.

b. **Liaison to APA Board of Educational Affairs:** Attend meetings and report to the Division leadership about activities and needs.

c. **Liaison to the Council of Specialties:** Attend meetings and report to the Division leadership about activities and needs.

d. **Continuing Education Committee:** The Continuing Education Committee, a constituent Committee of the Education & Training Council, is responsible for developing and arranging to offer health psychology training opportunities for professional psychologists. Activities in these projects include identifying the venues and populations for training, determining the topics or curricula to be presented, arranging for instructors or presenters, and coordinating the training programs offered with the Continuing Education Office of the American Psychological Association (APA) to assure that the training will receive approval for APA continuing education credit.

**Health Research Council:** The Health Research Council endeavors to encourage research to generate knowledge in health psychology. The Council shall also promote high standards of ethical conduct in health psychology research.

**Health Research Council Chair and Membership.** This Council is comprised of the Health Research Council Chair and members, including but not limited to: (a) the Ethics monitor for research-related issues, and (b) the Liaison to the APA Board of Scientific Affairs. The Council Chair oversees the activities of the Council. Each Council member, including the Chair, serves a three-year term.

**Activities, Responsibilities, Policies, and Procedures.** The Health Research Council encourages research by:

1. Acquiring and publicizing relevant funding information for the discipline.
2. Recommending eminent researchers for expert panels when requested.
3. Administering a program of student research awards.
4. Publicizing new or surging areas of research in health psychology. Publicizing funding information and promising areas of research is generally done by arranging for the publication of announcements or articles in *The Health Psychologist* and on the website.
5. Responsibilities of specific Health Research Council members include the following:
  - a. **Health Research Council Chair:** Maintain contact with and coordinate activities of the council members; prepare and submit two reports each year (prior to mid-winter and APA convention Board meetings) to the Executive Committee; if possible, attend the Board Meeting held at the APA Convention, as well as any meetings to which s/he is invited or appointed by the President.

b. **Ethics Advisor for Research:** Monitor ethics issues related to research, advise Division leadership about developments of potential interest to members, and serve as a resource to members.

c. **Liaison to the Board of Scientific Affairs:** Attend meetings and report to the Division leadership about activities and needs.

**Membership Council:** The Membership Council is charged with (1) recruiting as new members to the Division those persons who qualify for membership, (2) facilitating members' involvement in the Division and movement into leadership roles, and (3) retaining members throughout their careers.

**Membership Council Members and Constituent Committees:** The Membership Council is comprised of the (a) Fellows Committee, and (b) the Recruitment & Retention Committee. Appointment of a member from the Student Council and from the Ethnicity and Diversity Committee rosters is strongly encouraged. Each Council member, including the Chair, serves a three-year term.

**Activities, Responsibilities, Policies, and Procedures.** The Membership Council undertakes active projects to recruit, maintain, and promote members in the Division. These efforts are coordinated with APA Division Services, which keeps membership records, distributes membership application forms, conducts mailings, and helps prepare advertising materials. The Council Chair is charged with coordinating the activities of the constituent Committees. Current policies of the Membership Council are:

1. Membership in the Division is open to anyone who is interested in the purpose(s) of the Division and who pays the annual dues.
2. Student Affiliate members are particularly welcome to join the Division. To qualify for the reduced membership dues rate, Student Affiliates are asked to indicate the institution in which they are enrolled, and to have their student status verified by a faculty member at that institution.
3. Dues for non-student, non-APA Affiliate members are typically set higher than for APA members, reflecting the enhanced expense to the Division of maintaining records and mailing labels for these Affiliate members.
4. Responsibilities of specific Membership Council members include the following:
  - a. **Membership Council Chair:** Maintain contact with and coordinate activities of the council members; prepare and submit two reports each year (prior to mid-winter and APA convention Board meetings), to the Executive Committee; if possible, attend the Board Meeting held at the APA Convention, as well as any meetings to which s/he is invited or appointed by the President.
  - b. **Fellows Committee:** The Fellows Committee, a constituent Committee of the Membership Council, is charged with securing and reviewing evidence concerning the qualifications of all candidates for Fellow status in the Division.
    1. *Fellows Committee Chair and Members.* The Chair of the Fellows Committee shall be appointed by the President-Elect in consultation with Executive Committee members and agree to a three-year commitment. The Chair is expected to be familiar with the procedures used by APA for electing Fellows as outlined in Chapter 6 of the APA Handbook for Division Officers. All members of this committee shall be Fellows of the Division. Members shall

be appointed by the active Chair and affirmed by the Executive Committee to serve three-year terms. The Chair's and members' terms may *not* be renewed for successive terms.

2. *Activities, Responsibilities, Policies, and Procedures.* Each year, the Fellows Committee will review all candidates for fellowship status in the Division. In the case of Members being nominated for Fellowship in the Division of Health Psychology, evidence must be presented of unusual and outstanding contributions to the discipline of Health Psychology. All candidates for Fellow must be endorsed by at least one Fellow of the Division. The nomination and confirmation procedures shall consist of the following:

- a. The Chair of the Fellows Committee makes forms necessary for Fellow nominations available on the website.
- b. The Chair of the Fellows Committee notifies nominees for Fellow status who were rejected or withdrawn by Division action.
- c. The Chair of the Fellows Committee notifies Fellow nominees of their rejection or deferment by the APA Membership Committee.
- d. APA notifies each new Fellow of election as a Fellow of the APA.
- e. The Chair may invite new Fellows to present papers or participate in other events at the next annual APA convention.
- f. The Chair of the Fellows Committee is responsible for transmitting a list of newly-elected Fellows and a description of their accomplishments to the Newsletter Editor for publication in the Fall issue of *The Health Psychologist*.

c. **Recruitment & Retention Committee:** The Recruitment & Retention Committee, a constituent Committee of the Membership Council, is charged with recruiting qualified individuals to become new members and with retaining members of the Division.

1. *Recruitment & Retention Committee Chair and Members.* Each Council member, including the Chair, serves a three-year term.

2. *Activities, Responsibilities, Policies, and Procedures.* The Recruitment & Retention Committee is charged with developing and implementing activities that encourage eligible individuals to join and remain members of the Division. The Chair of the Recruitment & Retention Committee is responsible for communicating with the Council Chair regarding recruitment efforts. The Council Chair, in collaboration with the Recruitment & Retention Committee Chair, is responsible for generating a semi-annual report to the Board regarding Committee activities. Such activities may include but are not limited to:

- a. Coordinating recruitment efforts with the APA Membership office to attract new members and re-enroll former members of the Division
- b. Distributing information about the benefits of Division membership, eligibility criteria, application procedures in appropriate venues (e.g. meetings of sister organizations; Division website; relevant listservs)
- c. In collaboration with the Program Chair, developing activities during the annual APA convention to facilitate recruitment of new members (e.g., student conversation hours)

**Publications & Communications Council:** The Publications & Communications Council is responsible for issues pertaining to Division publications and communications.

**Council Chair and Members.** The recommended membership of the Publications & Communications Council includes but is not limited to (a) the Editor of Health Psychology, (b) the Editor(s) of the Health Psychologist, (c) the Web Editor(s), and (d) the Division's Historian. The Editor of Health Psychology serves a six-year term; all other Publications & Communications Council members, including the Chair, serve three-year terms.

**Activities, Responsibilities, Policies, and Procedures.** The Publications & Communications Council is responsible for financial oversight of Division publications, for contractual arrangements, for selection of editors of the journal, newsletter, or website, when necessary, and for other aspects of managing Division communications.

1. Contract negotiations are conducted by the Committee or its designee(s), and recommended contracts are forwarded to the Executive Committee for approval and implementation. Searches for editors are conducted by the Council or its designee(s), in a manner consistent with prevailing norms and guidelines. Decisions regarding major changes in the format or frequency of a publication are also reviewed by the Council, in consultation with APA if necessary, and affirmed by the Executive Committee. New publications should be initiated or reviewed by the Council. Activities with financial impact are carried out with the approval of the Executive Committee.

2. The current publications of Division 38 include *Health Psychology* (the Division's journal), *The Health Psychologist* (the Division's newsletter), and the Division 38 website.

3. Responsibilities of specific Publications & Communications Council members include the following:

a. **Health Psychology.** *Health Psychology* is a scholarly journal devoted to furthering an understanding of scientific relationships between behavioral principles on the one hand and physical health and illness on the other.

1. *Health Psychology Editor.* The Editor for *Health Psychology* shall serve one nonrenewable six-year term. The Associate Editors for *Health Psychology* shall be appointed by the Editor and serve at his/her discretion.

2. *Activities, Responsibilities, Policies, and Procedures.* During the interval when a transition is taking place between editors of the journal, *Health Psychology*, two sets of staff are necessary to maintain smooth operations. APA provides funds to support two separate staffs, in order to facilitate this transition.

b. **The Health Psychologist.** The Division issues a newsletter for purposes of coordinating and disseminating news and for other purposes.

1. *The Health Psychologist Editor.* The Editor of *The Health Psychologist* shall serve a three-year renewable term. The Editor of *The Health Psychologist* may appoint one or more Associate Editors and/or a Managing Editor.

2. *Activities, Responsibilities, Policies, and Procedures.* *The Health Psychologist* shall be published three times per year, and shall contain columns, Division news, articles submitted by various Committees, letters to the Editor, and the Division's annual convention program.

c. **Division Website.** The Division will maintain an active web presence to promote the goals of the organization.

1. *Website Editor(s).* The Editor(s) of the Division Website shall serve (a) three-year renewable term(s). The Web Editor(s) is/are responsible for

coordinating with the Webmaster and communicating with Chair of the Publications & Communications Council.

2. *Activities, Responsibilities, Policies, and Procedures.* The Website shall display content reflecting all the Councils, Committees, and activities of the Division and shall be updated regularly to stimulate and serve Division members.

d. **Division Historian.** The Division has an interest in preserving a record of its history. The Division historian is charged with documenting important division events and updating the membership periodically via articles in the newsletter and on the web. Appointment to this position is based on interest, expertise, and history of involvement with the Division.

**Student Council:** This Council is comprised of student representatives (including those who serve as representatives to Councils and Committees), as well as the Liaison to APAGS. The Student Council is charged with spearheading student activities and opportunities as well as representing student interests in division matters.

**Chair and Members.** The Division President appoints one (or two) student(s) to serve as Chair (or Co-Chairs) of the Student Council for a one-year period coinciding with the President's term. Student Council members may serve on the Council provided they are in doctoral, internship, or post-doctoral training.

**Activities, Responsibilities, Policies, and Procedures.** The Student Council works to promote the Student Affiliate voice in Division matters. This is accomplished through two avenues. First, members of the Student Council are assigned to Division Councils or Committees of particular interest to the student membership in order to contribute on behalf of the student membership. Committee assignments are based on representation, need, relevance to student issues, and the respective Student Council member's interests. Second, the Student Council will promote student training and professional development through organization and implementation of focused programs at the Annual Meeting and other endeavors consistent with these goals.

1. Responsibilities of specific Student Council members include the following:
  - a. **Student Council Chair(s).** Maintain contact with and coordinate activities of the Student council members; prepare and submit two reports each year (prior to mid-winter and APA convention Board meetings) to the Executive Committee; if possible, attend the Board Meeting held at the APA Convention, as well as any meetings to which s/he is invited or appointed by the President.
  - b. **Liaison to APAGS.** Attend meetings and report to the Division leadership about activities and needs.

Two standing committees which report directly to the Executive Committee are:

**Nominations and Elections Committee:** The Nominations and Elections Committee shall consist of three voting members and two ad hoc members who shall nominate a panel of candidates each year for each office to be filled. This Committee shall solicit nominations and shall ascertain whether the nominees are qualified and willing to serve if elected. The list of nominees shall be reported to the APA Central Office for inclusion in the election ballot issued by the Association at a date specified by the Association.

**Chair and Members.** The Chair of this Committee shall be appointed by the President-Elect and affirmed by the Executive Committee. The Chair agrees to a three-year commitment, serving a three-stage pattern (one year as prospective Chair, one year as Chair, and one year as past Chair). The two ad hoc members shall be selected from among the members of the Board of Directors by the President for a one-year term. The ad hoc members will include a representative from the Executive Committee (excluding the Presidents) and a Council Chair. In the event of a voting member's resignation, the active Chair shall nominate a successor for Executive Committee affirmation. Voting membership on this Committee may *not* be renewed for a consecutive term.

**Activities, Responsibilities, Policies, and Procedures.** After the Nominations and Elections Committee secures nominations, the Chair:

1. Determines eligibility and willingness-to-serve of all candidates for Council Representatives and Division offices. Candidates are expected to have a history of involvement with the Division.
2. Requests information about nominees, including background in Division activities and APA.
3. Endeavor to present its members with a slate of candidates for Division offices that adequately represents the membership, in terms of seniority, research and professional interests of the members, and ethnic and cultural diversity.

Once the Committee determines who shall be the candidates, the:

1. Chair arranges for the preparation of the Division's nominating ballots for Division officers or Council Representatives by transmitting this information to the APA Governance Office.
2. Chair arranges for biographical sketches of nominees to be published in the spring issue of the Newsletter and on the APA website.
3. Chair notifies successful and defeated candidates of election results for Division officers and Council representatives.
4. Chair notifies the Newsletter editor of the results of the election for publication in the summer issue of *The Health Psychologist*.

**Program Committee:** The Program Committee is comprised of a Program Chair(s), and other members, as needed. The Program Chair is appointed by the President-Elect and reports to the Executive Committee during the year s/he serves as Chair. Past Chairs, as well as the Chair-Elect, may assist the Program Chair. A Program Committee shall be activated annually to plan the scientific and professional program of the Division, seeking to coordinate its program with, and participate in, the programs of the APA convention.

**Chair and Members.** Each year a prospective Chair shall be appointed by the President-Elect to serve as Chair of the Program during the subsequent year. The Committee Chair may appoint other Committee members, as needed, to assist with the development and implementation of the program. The President-Elect shall endeavor to

make the appointment of the Program Chair as soon as possible after election, to allow the Chair-Elect to assist the current Chair in Program planning and execution.

**Activities, Responsibilities, Policies, and Procedures.** The Program Committee's procedures and time schedule shall be described in a manual to facilitate the activities of future Committees.

## **ROLE OF THE ADMINISTRATIVE OFFICER**

The position of Administrative Officer was established in 1997. The purpose and functions of this position are to provide: (1) organizational structure and memory, (2) administrative support to the Executive Committee, (3) services in planning and coordinating Executive Committee meetings, (4) assistance for Councils and Committees, and (5) a link between the Division and the American Psychological Association (APA). The individual serving in this position shall be neither an officer of the Division nor a member of the Executive Committee. The legal relationship between the Division and the Administrative Officer is contractual on a semi-annual basis.

### **Responsibilities**

The activities and responsibilities of the Administrative Officer are varied and shall include the following:

#### **I. Provide Administrative Support to the Executive Committee**

##### **President**

- Communicate with President on a weekly/semi-weekly basis to attend to Division needs
- Provide President with list of appointments to be made
- Assist President in orienting new Board members to Division policies, practices, and issues
- Provide President with calendar giving tasks and timing for each Council or Committee
- Track inquiries and responses to APA requests for Division input, nominations, and/or policy
- Assist President in preparing annual report for the American Psychological Association
- Prepare draft correspondence as requested

##### **President-Elect/Awards Committee**

- Assist President-Elect in seeking nominations
- Collect supporting material for candidates and send materials to Committee for review
- Assist Committee with citations
- Assist President-Elect in notifying successful and unsuccessful candidates
- Assist President-Elect in ensuring that those receiving awards are notified to attend the business meeting when the awards are presented

##### **Past-President/Finance Committee/Long Range Planning Committee**

- Coordinate communication between Past-President and Treasurer/Secretary regarding financial matters
- Arrange Finance Committee conference call before the end of each calendar year to revise/approve the next year's budget

- Assist Past-President in tracking progress on goals and action items in Long Range Plan
- Arrange for facilitator, if necessary, for periodic review of LRP with Executive Committee
- Ensure that review of LRP is on each Board agenda

#### **Treasurer/Secretary**

- Assist Treasurer/Secretary in preparing and monitoring annual budgets
- Assist Treasurer/Secretary by calling for and submitting to the Treasurer/Secretary all board and Committee budgets prior to the midwinter (Division 38) and APA meetings
- Assist Treasurer/Secretary in preparing APA's annual tax questionnaire for the Division
- Receive, review, reconcile and code advances and reimbursements for Board members and others incurring expenses on behalf of the Division.
- Work with the APA accounting office to meet financial directives of the organization

#### **Members-at-Large, APA Council Representatives**

- Set up conference calls as needed; prepare minutes/summaries as needed
- Maintain Division files and record of minutes at Contractor's facility
- Maintain relevant Division databases, rosters, listservs, and mailing lists
- Facilitate communication between Officers, Council/Committee Chairs, and Members
- Prepare record of minutes from semi-annual board meetings
- Post updates of the Division 38 Handbook and Operations manual for officers, Committee Chairs, Editors and liaisons
- At year's end, prepare certificates of appreciation for Officers, Council/Committee Chairs, Committee members, etc.
- Attend APA Council meetings, when possible; consult with APA representatives about issues of interest to the Division

### **II. Provide Administrative Support for Meetings**

- Assist Executive Committee with selection of site for midwinter meeting
- Assist Executive Committee with hotel searches and coordinate negotiations for midwinter (Division 38) meeting and APA meeting
- Assist President in planning agenda
- Post agenda and notices to attendees
- Arrange for meeting and sleeping rooms, meals, and other meeting needs
- Attend Executive Committee meetings, coordinating on-site arrangements

### **III. Assist Councils and Committees**

#### **Clinical Health Services Council**

- Assist Clinical Health Services Chair as needed
- Coordinate annual activities of Clinical Health Psychology Institute Chair and facilitate interaction with Education Directorate
- Facilitate communication between representatives/liaisons to APA Boards and Committees and the Division leadership

#### **Diversity Council**

- Assist Diversity Council Chair as needed
- Maintain Committee listservs

### **Education & Training Council/ Continuing Education Committee**

- Assist Education & Training Chair as needed
- Coordinate CE-related documentation and procedures as needed

### **Health Research Council**

- Assist Health Research Council Chair as needed
- Ensure that Graduate Student Research Awards and Travel Awards are recognized at Division events and in the *APA Monitor*
- Process award disbursements according to APA procedures

### **Membership Council/ Fellows Committee**

- Assist Membership Council Chair as needed
- Communicate with APA about membership lists
- Coordinate special mailings requested by Executive Committee or Membership Council
- Assist Membership Council Chair with marketing for recruitment/retention
- Monitor membership statistics
- Process information and payments by new members via online system
- Work with Fellows Chair to send information and application materials to applicants
- Monitor receipt of Fellows application, and completeness of application, send for additional information if indicated
- Prepare completed applications for Fellowship Committee
- Maintain database of fellows
- Provide annual list of new Fellows for inclusion in *The Health Psychologist*
- Communicate with members via mail, phone, and/or email in a timely, professional, and helpful manner

### **Nominations/Elections Committee**

- Work with APA Elections Office in preparing nomination ballots to membership
- Verify nominator and nominee are Division 38 members
- Assist Chair in Nominations Committee conference call/s
- After election, assist Chair in letters to successful and unsuccessful candidates
- Ensure results reported in *The Health Psychologist*

### **Program Committee**

- Assist Program Chair(s) as needed
- Arrange annual Division social event/s (site selection, menu, reservations, guarantees, payment)
- 

### **Publications & Communications Council**

- Assist Publications & Communications Chair as needed
- Assist Editors as needed
- Monitor statistics and budgets related to publications
- Facilitate Editor searches and transitions
- Process Editor honoraria
- Process Editorial Office expenses
- Attend meetings with APA Publications representatives at APA convention or at APA offices, as needed

**IV. Link to APA**

- Respond to calls and letters for information about Health Psychology, with referrals to appropriate people in Division 38 and APA
- Keep in touch with APA Division Services and the Membership department, etc.
- Inform APA of scientific or clinical news items that are related to Division activities (or develop independent contacts with media to improve reporting on health psychology issues)
- Communicate with APA as appropriate and when requested
- Attend meetings with APA representatives at APA convention or at APA offices, as needed
- Answer inquiries from APA offices
- Attend annual Division Leadership Conference, if possible