



Society for the Advancement of Psychotherapy
ORIENTATION MANUAL FOR
NEW GOVERNANCE MEMBERS

Society for the Advancement of Psychotherapy—APA Div 29
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Orientation to Society for the Advancement of Psychotherapy Governance

Welcome to the Society

Welcome to the Society for the Advancement of Psychotherapy, Division 29 of the American Psychological Association (APA). We are excited about having you as a part of the governance. It is your dedication to the field of psychology and to psychotherapy that will be integral to promoting the continued success of the Society

This orientation manual will provide you with a brief overview of the operations of this division's governance. We hope that this will help you navigate the ins and outs of Society governance and make it easier for you to feel comfortable as you begin to make your valued contributions to the Division. Please refer to the Policies and Procedures Manual for more in-depth discussion of each point in this document. This manual is sent to each member of the governance group at the beginning of each year.

Many newly elected and appointed members to Society governance wonder why they were invited to be a part of the governance structure. We want to make it very clear that you were invited because you were perceived to be someone who had something important to contribute. That is why we want to help you get acquainted with the structure of the Society and begin feeling comfortable bringing your contributions to the table. And of course, you should always feel free to ask questions.

Organizational Chart

Appended to this document you can find an organizational chart for the division. This chart will help you to learn about the structure of the governance and where you fit in. Also appended to this document is a complete list of our governance members and their contact information.

Communication

The Society's governance generally communicates with each other through email and through our governance listserv. As a member of the governance, you are added to the governance listserv and remain on it through your term. If you would like to send a message to the listserv, the address is: Div29gov@lists.apa.org. This listserv includes all governance members, both elected and appointed. If you would like to send a message to only the voting members of the board, please contact the administrator for instructions or assistance. Individual emails can be found on the governance list on the website. The Society also has two other listservs: the Division/Society members' listserv (an interactive listserv), and the announce-only listserv. This second listserv is for official division business only and reaches the vast majority of our members. It does not permit back-and-forth traffic.

Meetings

There typically are two in-person governance meetings each year, one in January or

February (referred to as the Midwinter meeting) and one in the Fall. All voting members of the Board and the Publications Board Chair are expected to attend both of these meetings. Committee chair attendance at these meetings is by invitation only, subject to financial considerations. Be sure to watch for governance listserv messages that will clarify who is being invited to each meeting. Individuals who are authorized to attend are reimbursed, according to the Society's guidelines, for their attendance.

All participants in attendance at meetings are encouraged to share their perspectives, regardless of voting status or the amount of time served in Society governance. The Society leadership would like to encourage you to feel comfortable participating actively from the beginning. The input and perspective of all participants at meetings is valued and respected.

Keesey's Modern Parliamentary Procedure is followed at meetings. For an abridged version of *Keesey's Modern Parliamentary Procedure* please go to <http://www.apadiv31.org/resources.htm>. Additionally, a summary chart can be found at <http://www.michaelmalamut.com/chart7.asp>

Officers

Officers of the Society are elected by its voting members. They include the President, President-elect, Past-President, Secretary, and Treasurer. These officers together make up the Executive Committee of the Society's Board and they are voting members of the board. Terms of office can be found on the inside front cover of the *Psychotherapy Bulletin* and in the governance list on the website. Newly elected officers are seated on January 2 of each year.

Council Representatives

Council Representatives are also elected by the Society's members. They serve three year terms on the APA Council of Representatives, where they represent the interests of Society. They are voting members of the Society's Board.

Domain Representatives

Domain representatives are voting members of the board, elected by the membership, who oversee all activities related to a particular area of professional focus. Domains include: Diversity, International Affairs, Psychotherapy Practice, Early Career, Membership, Public Policy and Social Justice, Science and Scholarship, and Education and Training. The Domain Representatives are responsible for contributing to the midyear and annual reports. They also ensure that appropriate contributions representing their domains are submitted as scheduled for *Psychotherapy Bulletin* and they are responsible for providing recurring content for the Division's website. They serve as conduits for their respective Committee Chairs to communicate committee issues to the Board

Committee Chairs

Under each domain, there are one or more committees. All committee chairs and members of committees must be members of Society as mandated by our bylaws. Associate Chairs of committees are appointed by the President-elect of the Board, with a vote of approval by the Board. These individuals then become Chairs of their respective committees during the year the President-elect becomes President. Committee Chairs are nonvoting members of the governance who carry out the tasks of the relevant domain and report to their respective Domain Representatives. Committee Chairs, in collaboration with their Domain Representative, are encouraged to present a slate for committee membership (including members and student representatives, all of whom must be members of the Division) to the President for his/her approval. Committee Chairs are expected to send minutes or notes of their meetings and conference calls to the Administrator and President. It is helpful for Committee Chairs to orient Associate Chairs to the specific roles and responsibilities for their respective committee. Committee membership can be solicited via email, phone calls, etc. to potential students/members. A sample email may contain the following information:

Dear Colleagues,

I am the 20XX Chair of the (insert committee) of the American Psychological Association's (APA) Society for the Advancement of Psychotherapy. I am contacting you because I am in the process of expanding this committee and hoping to encourage colleagues and students to become increasingly involved in APA as a whole, and the Society specifically.

As such, I am writing to ask if you are interested in serving on the (insert) Committee. Your involvement would include:

- 1) Joining the Society for the Advancement of Psychotherapy (\$40 for full APA members, \$20 for students) and reaping the benefits of such membership (journal subscription, e-newsletter, student awards, etc), if you are not already a member;
- 2) Participating in about 4 teleconference committee meetings per year;
- 3) Assisting with the development and growth of this committee and the Society as a whole; and,
- 4) Having the potential to become more involved in other portions of the Society's governance.

Please feel free to contact me if you are interested via email or phone. You could also find out more about us by visiting the website: <http://societyforpsychotherapy.org/>

Publications Board

The Society's Publications Board oversees all of the division's publications: the quarterly, peer-reviewed journal *Psychotherapy*; the quarterly newsletter, *Psychotherapy Bulletin*; our website; and, any other publications that the Society disseminates (brochures, etc). The Publications Board consists of six members, each appointed for staggered six-year terms. The Chair of the Publications Board is a member of the Executive Committee and the Board, ex-officio and without vote.

Publications

The scholarly, peer-reviewed journal of the Society, which is published by the APA, is entitled *Psychotherapy*. The Society's quarterly newsletter is *Psychotherapy Bulletin*. Due dates for submissions to the Bulletin are February 1, May 1, August 1, and November 1. All submissions are to be sent to the editor.

Website

Please visit the Society for the Advancement of Psychotherapy's website, <http://societyforpsychotherapy.org/> The website is the Society's information portal and is coordinated by a web editor. The website has valuable information regarding governance, including: contact information; bylaws; publications (*Psychotherapy Bulletin*); reimbursement form (see the Governance page for the link); membership and fellows information; the upcoming Society Special Program Schedule for APA; and other related areas. Feel free to make suggestions about the website to the Webmaster and don't hesitate to send material directly to the Webmaster if you would like to see it posted on the website.

Conference Calls

There is a monthly EC conference call, which the Administrator also attends. Other conference calls of the governance may be scheduled if needed. Domain Representatives or Committee Chairs also may schedule conference calls to help carry out their duties and the work of their Domain and/or Committee. All calls should be scheduled through the Administrator.

Presidential Initiatives

Each year, the President may have one or more initiatives that guide some of the activities of the governance group. These typically are laid out in their platform when they seek office. The President articulates these initiatives in his or her communications with the governance and the membership. The presidential initiatives are noted on the website and are generally elaborated on in the Bulletin.

Awards/Grants

The Society offers a number of awards and grants. Appended to this document is a chart that lists each award, the financial remuneration associated with the award, who is responsible for soliciting potential awardees, and the timeframe for both solicitation and decision-making. A list of past recipients for all awards can be found on the Society's website

Social Events at APA

In addition to the Society Business Meeting and Awards Ceremony that is held during the APA Annual Convention (see the Special Program listing on the website), there is also a Society Social Hour held each year that immediately follows the awards ceremony. Please join us for both these events. A complete list of Society events and programming at the APA Convention is printed in the #2 issue of each Bulletin, and is also included on the website.

Budget and Accounting

Each committee has an approved budget to which the committee chair must adhere throughout the year. Budget time is generally in the Fall, and budget requests for the next year should be submitted prior to the Fall board meeting to the Treasurer for consideration by the Finance Committee. If you have a project come up mid-year, and would like an increase or variance in your approved budget, you must contact the treasurer for review and approval.

**Society for the Advancement of Psychotherapy/APA Div 29 2017
Governance**

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Society for the Advancement of Psychotherapy Awards and Grants



AWARD	REMUNERATION	RESPONSIBILITY	DEADLINE	DEADLINE FOR CALL
<p>Division 29 Award for Distinguished Contributions to Teaching and Mentoring</p> <p>This award is given annually to a member of Division 29 who exerted a significant impact on the development of students and/or early career psychologists in their careers as psychotherapists.</p>	<p>Plaque and \$500 cash</p>	<p>Awards Chair</p>	<p>December 31</p>	<p>October 1</p>
<p>Division 29 Distinguished Psychologist Award</p> <p>The Division 29 Distinguished Psychologist Award recognizes lifetime contributions to psychotherapy, psychology, and the Division of Psychotherapy.</p>	<p>Plaque and \$500 cash</p>	<p>Awards Chair</p>	<p>December 31</p>	<p>October 1</p>
<p>APF Division 29 Early Career Award (administered by the APF)</p> <p>This award recognizes promising contributions to psychotherapy, psychology, and the Division of Psychotherapy by a Division 29 member with 7 or fewer years of post-doctoral experience</p>	<p>\$2500 cash (from APF)</p>	<p>Awards Chair in concert with APF. APF will announce the winner.</p>	<p>December 31</p>	<p>October 1 (call will come from APF)</p>
<p>The Distinguished Publication of Psychotherapy Research Award (co-sponsored by John Wiley Publishing)</p> <p>This award recognizes the best empirical (i.e., data-based) published peer reviewed article on psychotherapy in the preceding calendar year. Articles appearing in any journal (i.e., they need not have appeared in the Division's journal) are eligible for this award. THIS AWARD WILL NOT BE OFFERED IN 2014</p>	<p>Plaque from the Division and \$500 cash from John Wiley Publishing</p>	<p>Research Committee Chair</p>	<p>April 1</p>	<p>October 1</p>

<p>APF Rosalee Weiss Lecture for Outstanding Leaders (administered by APF – the Division only chooses this award in alternating years with Division 42) This award honors an outstanding leader in arts or science whose contributions have significance for Psychology, but whose careers are not directly in the spheres encompassed by Psychology; or outstanding leaders in any of the special areas within the spheres of Psychology.</p>	<p>\$1000 cash (from APF)</p>	<p>Awards Chair in concert with APF</p>	<p>December 31 of even numbered years</p>	<p>October 1 of even numbered years</p>
<p>Psychotherapy – Most Valuable Paper Award Awarded to the paper published in <i>Psychotherapy</i> chosen by the editorial board to be the most valuable to the field of psychotherapy</p>	<p>Certificate and \$500 cash</p>	<p>Editor, <i>Psychotherapy</i></p>	<p>April 1</p>	<p>(no call)</p>
<p>Student Paper Award – Diversity (one of the four student paper competitions the APA Division of Psychotherapy offers) is for the best paper on racial/ethnic gender, and cultural issues in psychotherapy.</p>	<p>Plaque and \$500 cash</p>	<p>Student Representative</p>	<p>April 1</p>	<p>December 31</p>
<p>Student Paper Award – Mathilda B. Canter Education and Training Award (one of the four student paper competitions the APA Division of Psychotherapy offers) is for the best paper on education, supervision or training of psychotherapists.</p>	<p>Plaque and \$500 cash</p>	<p>Student Representative</p>	<p>April 1</p>	<p>December 31</p>
<p>Student Paper Award – Donald K. Freedheim Student Development Award (one of the four student paper competitions the APA Division of Psychotherapy offers) is for the best paper on psychotherapy theory, practice or research.</p>	<p>Plaque and \$500 cash</p>	<p>Student Representative</p>	<p>April 1</p>	<p>December 31</p>
<p>Student Paper Award – Jeffrey E. Barnett Student Research Paper Award (one of the four student paper competitions the APA Division of Psychotherapy offers) is for the best paper that addresses psychotherapist factors that may impact treatment effectiveness and outcomes, to include type of training, amount of training, professional degree or discipline of the psychotherapist, and the role of psychotherapists' personal characteristics.</p>	<p>Plaque and \$500 cash</p>	<p>Student Representative</p>	<p>April 1</p>	<p>December 31</p>

<p>Norine Johnson Ph.D. Psychotherapy Research Grant This grant provides funds toward the advancement of research on psychotherapist factors that may impact treatment effectiveness and outcomes, to include type of training, amount of training, professional degree or discipline of the psychotherapist, and the role or impact of psychotherapists' personal characteristics on psychotherapy treatment outcomes.</p>	<p>\$10,000</p>	<p>Research Committee through the Grant Selection Committee</p>	<p>April 1</p>	<p>October 1</p>
<p>Charles J. Gelso Ph.D. Psychotherapy Research Grants This grant provides funds toward the advancement of research on psychotherapy process or psychotherapy outcome.</p>	<p>3 grants for \$5000 each</p>	<p>Research Committee through the Grant Selection Committee</p>	<p>April 1</p>	<p>October 1</p>
<p>Diversity Research Grant for Pre-Doctoral Candidates This grant provides funds to a pre-doctoral candidate (enrolled in a clinical or counseling psychology doctoral program) who is currently conducting dissertation research that promotes diversity, as outlined by the American Psychological Association</p>	<p>\$5000</p>	<p>Diversity Committee</p>	<p>April 1</p>	<p>October 1</p>