



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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September 2023

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 identified as 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 and other contact information 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. Contact the Internet Editor for more information about joining and posting on these listservs.

Meetings

In 2024, we will have four quarterly Board of Directors meetings: one in-person (one in February, referred to as the Midwinter meeting) and the remaining three via Zoom. All voting members of the Board and the Publications Board Chair are expected to attend these meetings. Committee chair attendance at in-person 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 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 Society'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. Chairs of committees are appointed by the President-elect, with a vote of approval by the Domain Representative and the Board, to serve in the year in which the president-elect is 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 Society) 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 incoming new 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 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 and Communications Board

The Society's Pub/Comm Board oversees all of the Society's publications: the quarterly, peer-reviewed journal *Psychotherapy*; the quarterly newsletter, *Psychotherapy Bulletin*; our website; our social media presence, and, any other publications that the Society disseminates (brochures, etc). The Pub/Comm Board currently consists of six members, each appointed for staggered six-year terms. The Chair of the Pub/Comm 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 quarterly by the APA, is entitled *Psychotherapy*. The Society's quarterly newsletter is *Psychotherapy Bulletin*. Due dates for submissions to the Bulletin are January 15, April 15, July 15 and October 15. See here for submitting articles: <https://societyforpsychotherapy.org/bulletin-about/>

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*); membership and fellows information; the Society Program Schedule for APA; and other related areas. Feel free to make suggestions about the website to the web editor and be sure to send material directly to the web editor 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. The Society uses Zoom platform for these calls. 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. Our Zoom subscription is available for all committee chairs to use. 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

Should committees develop initiatives during the year, the chair can apply to the Treasurer to access funds set aside in the budget for committee/domain initiatives. If a committee would like to develop an initiative for the next year, the chair, in conjunction with the Domain Representative, must submit a budget request form to the treasurer so that the request can be included in the budgeting process and approved by the Board.

Budget time is generally in the Fall. The treasurer and Central Office will distribute budget request forms in late summer. Domains and Committees should submit at that time requests for any funds they may need for the next year's projects and programs, and outline on the form the justification for the request. The requests go to the Treasurer for consideration by the Finance Committee. The Finance Committee will make recommendations to the board. The Board of Directors make the final determination for the budget.

ESTABLISHED GENERAL POLICIES AND STATEMENTS

MISSION STATEMENT

The Division of Psychotherapy was founded in 1968 by a group of leading psychotherapists to advance the science, teaching, and practice of psychotherapy. Our name was changed to the Society for the Advancement of Psychotherapy in 2014.

A strong voice for psychotherapy and home for psychotherapists, the Society for the Advancement of Psychotherapy is committed to preserving and expanding the theoretical and evidentiary base for psychotherapy and psychotherapeutic relationships, supporting life-long learning of psychotherapeutic skills, as well as making the benefits of psychotherapy accessible to all. The Society is an international community of practitioners, scholars, researchers, teachers, health care specialists, and students who are interested in and devoted to the advancement of the practice and science of psychotherapy. Our mission is to provide an active, diverse, and vital community and to generate, share, and disseminate the rapidly accumulating evidence base in clinical science and practice

SOCIETY PRIORITIES (Feb 2017 to be reviewed every three years):

- a. Support our flagship publication the journal
- b. Dedicate time and resources to make clear our mission and communicate it broadly, e.g., via web, social media
- c. Provide opportunities for students and ECPs to connect with the division and further their professional development (e.g., grants, awards, committees, mentoring)
- d. Offer training and continuing education to psychologists /psychotherapists
- e. Inform the public and broader profession (e.g., health policy makers, health care providers) about psychotherapy, such as evidence of psychotherapy effectiveness.
- f. Promote diversity within our membership, governance, psychotherapy research and practice
- g. Generate, share, and disseminate psychotherapy research

SOCIETY PRIORITIES

Last review and update: February 9, 2020

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- Offer training and continuing education to psychologists /psychotherapists

- Inform the public and broader profession (e.g., health policy makers, health care providers) about psychotherapy, such as evidence of psychotherapy effectiveness.
 - Promote diversity and inclusion within our membership, governance, psychotherapy research, training, and practice with a national and global perspective.
 - Generate, share, and disseminate psychotherapy research.
 - Promote equity and social justice within our field and in the public interest.
 - Honor the outstanding achievements of our members.
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CONFLICT OF INTEREST POLICY

Members of the Board owe Division 29 a duty of loyalty, which means that they must avoid actual or apparent conflicts of interest. They are expected to be diligent in considering how their personal relationships, other professional obligations and relationships, and financial interests may affect or be perceived as affecting their work on the Board. Members of the Board must refrain from accepting any money, tangible property, favors or services that might reasonably be perceived to influence him or her in the discharge of his or her duties to the Board.

AVOIDANCE OF CONFLICT OF INTEREST

Should a member of the Board be in a real or perceived possible conflict of interest with respect to any item that is addressed or discussed by the Board, that individual shall excuse him or herself from the discussion and decision about the matter. Further, the Board may determine that an individual board member is in possible conflict of interest and ask that member to abstain or be recused from discussion and decision on a particular issue.

GUIDANCE ON FIDUCIARY DUTY AND CONFLICT OF INTEREST
FOR BOARD OF DIRECTORS AND OTHER GOVERNANCE MEMBERS OF
THE SOCIETY FOR THE ADVANCEMENT OF PSYCHOTHERAPY
(DIVISION 29 OF APA)
Adopted September 2016

This document provides guidance for current and potential governance members of the Society for the Advancement of Psychotherapy (SAP) regarding fiduciary responsibilities and conflicts of interest. It is adapted from "Fiduciary Duties of a Director and Conflicts of Interest" by James P. Joseph, Arnold & Porter LLP [<http://www.an-olive-branch.org/article2>, retrieved August 25, 2016].

Members of the governance of SAP have the duties and responsibilities of decision making and financial management on behalf of the members of the organization; these duties need to be fulfilled free of conflicts of interest that might adversely impact their objectivity and judgment. It is important for governance members to understand what these responsibilities mean in order to properly fulfill their duties. It is also important for candidates for office to understand these responsibilities prior to standing for election. The following information is provided to assist governance members in achieving this understanding.

A governance member or director (i.e., a member of the Society's Board of Direc-

tors) owes a fiduciary duty to the organization. A fiduciary duty means that a director must act in the best interests of the organization in his/her role and that decisions s/he participates in may not be detrimental to the organization while benefitting that individual or another organization or individual in which s/he has an interest. If it would, the governance member must disclose this conflict of interest to the other members of the board. Decisions about recusal may be made either by the individual with the conflict or by a board decision about the nature and extent of the conflict.

I. General Fiduciary Duties

The general fiduciary duties of *obedience*, *care*, and *loyalty* serve as the foundation for responsible service in a governance position. The members of the organization need to be able to assume that their elected and appointed leaders will act according to these duties in good faith, believing that decisions are made based on sufficient information and that the actions taken are in the best interests of the organization. Understanding these duties and what they entail should guide members of governance in their actions. Under the "business judgment rule" in law, Board members who act in good faith, exercising their fiduciary duties conscientiously, are protected from liability for their actions

A. Duty of Obedience

- Obedience requires that the directors of the organization act within the scope and legal boundaries of that organization. This means that they lead the organization in activities that are legally appropriate and are not prohibited.

B. Duty of Care

- The duty of care means that governance members have a duty to be informed about the matters coming before them and about the relevant business issues. This duty is fulfilled when the director considers all the available material (e.g., the full agenda materials, including attachments); follows the relevant adopted procedures, policies and rules; and consults as needed for additional expertise.

C. Duty of Loyalty

- The duty of loyalty requires that directors act according to the best interests of the organization rather than in his or her own interests, or those of his or her associates, or another third party or enterprise. Importantly, the duty of loyalty requires that directors maintain confidentiality of information provided or discussed in executive session and includes the obligation of avoiding conflicts of interest that interfere with loyal and responsible decision making.

II. Conflicts of Interest

Conflicts of interest occur when an individual, or an organization for which s/he has responsibility (like serving on a Board of Directors), does business with or otherwise has responsibility within another organization in which the individual has a vested interest (financial, operational, policy, or personal) and where the interest(s) of the individual(s) or the organization(s) may compromise good fiduciary decision-making. Both the individual and the group have a responsibility to raise potential conflicts of interest. If there is, or to a reasonable individual likely would appear to be, a conflict of interest, the individual must: (a) disclose the conflict to the Board of Directors (or a committee if the responsibility is delegated), and (b) recuse him- or herself (i.e., not participate in or be present) from discussion or vote, pending the Board's determination of appropriateness of participation. The options include the Board determining (after discussion of relevant information) that the individual director's participation may be limited to not being in

the room for any discussion or vote, remaining in the room for discussion but not voting, or fully participating. The director him- or herself may also decide not to participate and recuse based upon his or her view of the best interests of the organization. The members of the Board also have responsibility to be alert for potential conflicts of interest on the parts of fellow Board members and have responsibility to raise the possibility or appearance of a conflict when they observe that.

In addition, the director must follow all conflict of interest policies and procedures established by the organization (see IV below from the Society bylaws). Recusals should be noted in any minutes.

Society for the Advancement of Psychotherapy Board of Directors Statement on Diversity

The Society for the Advancement of Psychotherapy values and honors diversity (as defined in the APA ethics code) in its Board of Directors, Committee Chairs, committees, as well as in its membership. We work to create and maintain an inclusive environment that welcomes the perspectives and voices of all participants. We recognize the contributions of all and that diversity strengthens the work we do. Our honoring of diversity extends to the products, projects, publications, convention programming, awards, and grant programs generated by the Society.

Society for the Advancement of Psychotherapy Board of Directors Policy on Harassment

The Society for the Advancement of Psychotherapy strives to provide a collegial environment in which all members of the Board of Directors, administrative staff, members, affiliates, students, guests, or other associates can work together on common goals in an environment that is free of harassment. We take harassment and other matters related to human rights seriously.

Harassment based on disability, gender, gender identity, national or ethnic origin, race, religion, sexual orientation, age, or other aspects of identity is unacceptable and such behavior will not be tolerated.

Harassment includes unwelcome comments, jokes, stereotyping, gestures, touching, or pictures that offend, demean, harass, intimidate, or contribute to a hostile working environment.

It is important to note that regardless of the intentions of the speaker, a hostile working environment can occur when comments, jokes, or other actions are unwelcome. For example, humor that may be acceptable in other contexts or relationships may not be welcome by colleagues in the context of the Society. For that reason, it would be important to be mindful of our use of humor, particularly teasing, deprecating, or humor that depends upon stereotypes.

Anyone who may have experienced harassment or who is aware of harassment occurring can take any of the following to end the harassment:

- Speak directly and honestly to that individual or individuals about the perceived harassing behavior and tell the individual(s) that you want the behavior to stop.

- Report the perceived harassment to the President or to any member of the Executive Committee for assistance and/or to initiate a process to move towards resolution of the incident(s).
- If the individual is not comfortable reporting the perceived harassment to the Executive Committee, it may be reported to any member of the Board.

If an attempt at resolution proves unsatisfactory to the parties involved, then a designate of the Executive Committee would be tasked with informally consulting and mediating with the APA Diversity Office.

All persons involved will be treated with respect and discretion.