

Division 44 Policy Manual

A. Reports for Committees and Task Forces

Each Committee and Task Force should submit three reports per year to the Executive Committee (EC). The suggested format and due dates are as follows:

1. The first report per Division year is due at the Incoming EC Meeting. This meeting takes place during the annual convention of the American Psychological Association and is listed in the program. This report should contain the goals of the committee or task force for the coming year (the Division year runs from August to August).
2. The second report should be submitted to the EC during its Midwinter Meeting held yearly in late January. This report should discuss the progress made toward the goals outlined in the first report. The report can be mailed, faxed, or emailed to the current President of the Division.
3. The third report should be submitted at the Outgoing EC Meeting. This meeting takes place during the annual APA convention and is listed in the convention program. This report should contain the results of the year's progress toward the goals described in the Incoming report.

B. Archival Duties

Each committee and task force should ensure that a copy of each report is directed to the second year Member-At-Large. The second year Member-At-Large has the responsibility to collect all relevant material and forward it to the Division Archivist.

C. Comprehensive Information about APA and Division 44

Comprehensive background information about the Division and APA can be accessed on the World Wide Web. The address for APA is www.apa.org and for APA's Division 44 website is www.apa.org/about/division/div44.html. At the APA web site you will find complete copies of the various Amicus Briefs filed by APA on behalf of l/g/b issues as well as all of the policy statements and resolutions concerning our issues. This includes the *Guidelines for Psychotherapy With Lesbian, Gay and Bisexual People*. Division 44 also maintains its own website and can be found at www.apadivision44.org. This site dynamically reflects updated information about the Division.

D. Executive Committee Meetings

The EC meets three times per year. Two meetings occur at the annual APA convention held in August of any given year. The Outgoing Meeting reviews the **activities, committee work, and division accomplishments of the** past year. **At the** Incoming Meeting, new division officers assume their elected positions, address division business and review committee composition and the goals for the coming year. The Midwinter Meeting occurs in January and is usually located in a city of the President's choosing.

For the Midwinter Meeting it was decided to fund the expenses of the elected EC and the following ex-officio EC members: Newsletter Editor; Website Editor; one Program co-chair; one Membership co-chair; and one Student Representative. As funds are available, as many other ex-officio members will be invited to the Midwinter Meeting, If additional funding is available, first invitation will be extended to the co-chair of the Racial/Ethnic Diversity Affairs Committee and National Multicultural Conference and Summit Other ex-officio EC members should submit a report if they do not attend a meeting. They are welcome to attend all meetings even though their expenses may not be reimbursed by the Division. Periodically, funding will be provided for additional committee chairs to attend the Mid-Winter meeting in a funded capacity, at the discretion of the Executive Committee in consultation with the Finance Committee of the division.

E. Newsletter Deadlines

The Division newsletter is published three times a year. Should you desire to submit an article for inclusion, the editor would appreciate a rigid adherence to the following deadlines:

1. Spring Issue - February 15
2. Summer Issue - May 15
3. Fall Issue - September 15 (are these deadlines still correct or do they need to be updated?)

F. The Role of Each Committee and Task Force

The Mission, Committee and Task Force Member Composition, Current Activities, and Recommendations for Division Member Involvement for each committee and task force are described on the Division website (www.apadivision44.org). The mission of each committee and task force reflects one of the four priorities of the Division: Science, Practice, Education and Training, or Public Interest.

G. Duties of the Members-At-Large

Each year the Division elects a Member-At-Large for a three year period so that at any given time there are three people filling the positions. The first year Member-At-Large is responsible for taking the minutes of each EC meeting, submitting them to the Executive Committee for revision and comment, and revising and distributing the minutes to EC members. The second year Member-At-Large is responsible for collecting all relevant reports from each EC meeting and forwarding them to the Division Archivist. The third year Member-At-Large is responsible for updating the policy manual, submitting the edited version to the EC for review and approval, and distributing the most current version of the policy manual to new EC members at the Incoming Meeting or shortly thereafter via email.

H. National Multicultural Conference and Summit (NMCS)

The Division has been a sponsor of the NMCS which is held on odd numbered years. The Division's involvement is overseen by the President, President-Elect, and one of the co-chairs of

the Committee on Racial/Ethnic Diversity Issues. One of these three members or a designate is appointed to represent the Division on the NMCS organizing committee. The Division does not defray costs for members of the EC to attend the NMCS.

I. Anti-Racism and Diversity Training for the Executive Committee

Every even numbered year, alternating with the NMCS, the EC sponsors anti-racism and/or diversity training for EC Members that corresponds with the current agenda of the Division. The content will be determined by the President.

J. Book Series

In lieu of the previously published Annuals, the Division has entered into a contract with APA Books to publish an ongoing book series with the theme of Contemporary Perspectives on Lesbian, Gay, and Bisexual Psychology. As a member benefit, Division 44 members will have a time-limited opportunity to purchase the current book at approximately 64% of the list price.

K. Annual Convention Program Chair

Corresponding with APA's changed convention programming format instituted in 2002, the Division has modified the structure of the Program Committee. The new structure includes appointing a Program Chair-Elect, Program-Chair, and Past Program-Chair. This allows for continuity of planning and programming for the conventions.

L. Social Justice Committee of Eight

The Committee of Eight consists of Division 9 (Society of Social Issues), Division 17 (Counseling Psychology), Division 27 (Society for Community Research and Action), Division 35 (Psychology of Women), Division 43 (Family Psychology), Division 44, Division 45 (Psychological Study of Ethnic Minority Issues), and Division 48 (Study of Peace, Conflict, and Violence). Our Division is represented by the President-Elect. The purpose of the coalition is to address pressing social issues.

M. Social Hour

The EC endeavors to host a social hour with local Division 44 members at the Midwinter meeting. APA's Division Services assists with contacting local Division Members to be invited.

N. Listservs

All elected and appointed Executive Committee members (including Liaisons, Committee and Task Force Chairs) are enrolled on the EC listserv called SPSLGBI. The Membership Chair is responsible for maintaining this list by adding and removing people.

The main Division 44 listserv, called DIV44, is a member benefit and is only open to those who are members of Division 44 (in any category of membership). Members can request to join this

list with automated commands but these will be verified. Members can remove themselves from the list at any time with automated commands. The Membership Chair(s) are responsible for verifying requests to join and maintaining the list. The Executive Committee passed the following resolution: Any listserv associated with Division 44 must be approved by Division 44 and be managed by APA.

Approved: January 28, 2007

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