

Division 44 Policy and Procedure Manual

A. Reports for Committees and Task Forces

Each Officer, 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 prior to the Incoming EC Meeting. This meeting takes place during the annual convention of the American Psychological Association. 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 in advance of its Midwinter Meeting held yearly in late January. This report should discuss the progress made toward the goals outlined in the first report and any budgetary requests for the coming year. The report can be mailed, faxed, or emailed to the current President of the Division. Budgetary requests are submitted to the President and Secretary/Treasurer.
3. The third report should be submitted prior to 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.

The incoming and outgoing reports may be combined, but should include all of the above information. Reports should be submitted to the president in advance of their respective meetings so that the president can distribute reports to attendees. Reports which are not submitted in advance should be presented at the meetings with enough copies for all EC members.

B. Archival Duties

The second year Member-At-Large has the responsibility to collect all relevant material from each meeting, including all reports, and forward it to the Division Archivist. This includes both copies of reports distributed in advance as well as copies of materials shared at the meetings.

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 LGBT 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 and appointees assume their positions, address division business and review committee composition and the goals for the coming year. Sometimes the outgoing and incoming meetings are combined. The Midwinter Meeting occurs in January and is usually located in a city of the President's choosing. Attendance at these meetings is not funded by the division.

For the Midwinter Meeting the expenses of the elected EC and the following ex-officio EC members will be funded: Communications Chair; one Program co-chair; one Membership co-chair; and one Student Representative. As funds are available, 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 Committee on Racial/Ethnic Diversity and National Multicultural Conference and Summit Coordinator. Other ex-officio EC members are welcome to attend all meetings even though their expenses may not be reimbursed by the Division. The Division should inform ex-officio members in advance whether their attendance at the Midwinter meeting will be funded. Whether or not attending the Midwinter meeting, reports should be submitted in advance of the meeting so they can be distributed to other EC members.

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

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/leadership/committees.php). 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 and procedure 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 NMCS Coordinator in collaboration with the President, President-Elect, and Past President. The President appoints the NMCS Coordinator to represent 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 training program 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 Co-Chairs

The President appoints two Program Co-Chairs with staggered two year terms. During the first year the Program Co-Chair assumes primary responsibility for selecting the hospitality suite, determining programming to be held in the suite, and staffing suite events. During the second year the Program Co-Chair has the responsibility for training and mentoring the incoming Program Co-chair, as well as, coordinating the selection of programming for the Division within the APA Convention Program.

L. Divisions of Social Justice

The Divisions of Social Justice include Division 9 (Society of Social Issues), Division 17 (Counseling Psychology), Division 27 (Society for Community Research and Action), Division 29 (Psychotherapy), Division 32 (Society for Humanistic Psychology), Division 35 (Psychology of Women), Division 39 (Psychoanalysis), Division 43 (Family Psychology), Division 44, Division 45 (Psychological Study of Ethnic Minority Issues), Division 48 (Study of Peace, Conflict, and Violence), Division 51 (Society for the Psychological study on Men and Masculinity), and Division 56 (Trauma Psychology). The President appoints a representative to the Divisions of Social Justice. 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 and representatives of allied organizations at the Midwinter meeting.

N. Listservs

All elected and appointed Executive Committee members (including Liaisons, Committee and Task Force Chairs) are enrolled on the EC listserv called DIV44EC. The Listserv Manager is responsible for maintaining this list by adding and removing people. Within a month after the end of their term on the EC, former EC members shall be removed from the EC listserv.

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 Listserv Manager is responsible for verifying requests to join and maintains the list.

The Division maintains an Announce Only listserv in which all Division Members are automatically registered. Entries to the Announce Only listserv are submitted to the Listserv Manager for posting. Announce Only listserv postings are reserved for alerting the membership to official business and activities of the Division.

The Executive Committee passed the following resolution: Any listserv associated with Division 44 must be approved by Division 44 and be managed by APA.

The EC has also empowered the Listserv Manager to develop guidelines for effective list management in consultation with the EC. The Listserv Manager will post these guidelines to the list when changes are made, and provide new list members with current list guidelines.

O. Outreach Coordinator

The Outreach Coordinator is an appointed position, which has the following responsibilities:

Maintain and update a database of contacts external to Division 44 representing governmental agencies, advocacy groups, professional organizations, individual benefactors, and corporations which share common goals with Division 44

Makes this database available to Executive Committee members in support of their respective roles within the Division

Communicates with external contacts to facilitate the Division's fundraising, networking, advocacy, and education activities

Examples of past activities have been outreach to solicit attendees at the annual fundraising dinner, networking events held in conjunction with the midwinter EC meeting, and most recently an educational roundtable held during the EC midwinter in 2010.

P. Finance Committee

The chair of the Finance Committee shall be the Treasurer. The past president, president, and president elect shall serve as members of the finance committee along with the fund-raising chair and two additional members. Tasks of the finance committee shall include: a) monitoring the status of investments, b) communicating with APA (for example around timeliness of billing) c) address current differences in accounting systems between the Division and APA (cash basis vs accrual), and d) increase revenue.

Q. Criteria for Fellow Status

To be elected a Fellow of Division 44, a person must show "unusual and outstanding" contributions in the area of psychology related to lesbian, gay, bisexual, transgender, people. In many cases this contribution will be made through research and scholarship about lesbian, gay, bisexual, transgender and gender identity issues. In some cases, however, an individual might make an outstanding contribution in other ways: through an application of psychological research on lesbian, gay, bisexual, transgender, gender identity or related issues to professional practice; through the application of research results to the resolution of social issues concerning lesbian, gay, bisexual, and transgender individuals; through major contributions to Division 44 as an organization; or through the dissemination of relevant research information (including teaching in academic settings, professional conferences and workshops, and other public forums).

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