

**DIVISION OF EDUCATIONAL PSYCHOLOGY (15)
AMERICAN PSYCHOLOGICAL ASSOCIATION**

POLICIES AND PROCEDURES MANUAL

Modified and Approved: June, 2016

All officers are expected to read and follow the APA Policy and Procedures Manual. Below are a few of the major items that APA reminds Division officers to follow. Immediately after that are policies and procedures for Division officers. These Policies and Procedures are meant to be supplemental to the bylaws of the Division. The composition requirements for committees and delineation of what appoints are made by the President and what Chair appointments must be voted on by the EC are noted in Appendix A. The bylaws should be consulted for additional information.

General APA Policy Reminders

In 1988, APA legal counsel considered the relationship between APA and its divisions. APA was advised by counsel that at the very least, “divisions are integral components of APA and thus the actions of the divisions can, therefore, be imputed for litigation purposes to APA...divisions are just as liable as the parent organization if they engage in activities that create the potential for liability.” Thus, APA ASME Guidelines and other publications of APA present information all division officers need to know and incorporate into our division.

Any Standards or Guidelines of any sort that the Division develops must be submitted to the APA Office of General Counsel for review and approval. Standards, guidelines, or credentials must be reasonable. Reasonableness can be enhanced by circulating the proposed standards, guidelines, or credentials for comment by those who will be affected. The final versions should reflect, to the extent practicable, the consensus of opinion of those affected by the standards, guidelines, or credentials after review and consideration of all comments received.

Standards, guidelines, and credentials must state who is authorized to interpret them, such as the Council of Representatives, the Board of Directors, their boards, committees, divisions, or their authorized representatives. Interpretations must be issued in writing. Extreme care must be used in formulating any statements regarding standards, guidelines, or credentials that are expected to be relied upon by APA members or by others, whether or not there are specific enforcement mechanisms related to the standards, guidelines, or credentials. If the standards, guidelines, or credentials do include enforcement mechanisms, there must be provisions to assure that due process is afforded to those affected, including the opportunity to appeal.

Official Correspondence and Statements, whether issued explicitly or implicitly by or on behalf of the Division must be approved in advance by the Division’s Executive Committee, and forwarded for approval in advance to the APA Executive Committee. The correspondence or statements must then be limited to what has been authorized and must be within the scope of

duties of the volunteer or staff leadership. Other correspondence or statements must not be on APA letterhead and, if they could possibly be interpreted as issued by or on behalf of APA, or a body integral to APA, must include a disclaimer indicating that they are not made by or on behalf of APA.

The Division President is mandated by APA to exercise caution when engaging in activities that could expose the Division or APA to legal risk. Examples include, but are not limited to, the following: entering into legally binding relationships such as receiving grants and executing agreements on behalf of the Division; participating in legal proceedings; and promulgating standards, guidelines, or credentials concerning the Division. The President must consult with the APA Office of General Counsel prior to taking any such actions. The General Counsel's Office provides advice and legal services to divisions on an array of legal matters.

Duties of the Division Officers

President's Duties

General. The President is the principal executive officer of the Division who supervises and administers all Division business. The President signs, with any other appropriate executive officer, any contracts or other instruments that the Executive Committee has authorized to be executed, and performs all duties that fall to the office of President, and all other duties that are reasonably mandated by the Executive Committee. The President serves as chair of the Executive Committee. The President shall not enter into any contracts or obligations on behalf of the Division that result in personal gain or violate the ethics of APA. The first and foremost duty of the President is to preserve the integrity and mission of the Division, insure its financial stability, and act as spokesperson for the Division.

The bylaws changes approved by the membership in April of 2016 created the position of Vice-President and thus a 4 year Presidential line (Vice-President, President-Elect, President, Past-President). The bylaws changes also state that "the President shall assign responsibility for communication with, and representation to the EC of, selected committees to the President-Elect, Past-President, and Vice President. The President-Elect, Past-President, and Vice President shall be responsible for timely consultation and communication with the President regarding all activities of the committees for which they are responsible." Initial changes communicated to the membership in the bylaws ballot for each office are incorporated here. However, the information provided to the membership in the bylaws ballot assured that "these changes will be carefully monitored by the EC and modified over time as needed." Thus, the EC shall review the division of responsibilities for each office and make changes to the P&P as needed.

Committee responsibilities. The President will be responsible for communication with, and representation to the EC of, the Divisions Editors and the Publications Committee, the Fellows Committee, the Program Committee, all liaisons to APA Committees and Boards (e.g., liaisons to the Board of Educational Affairs, Board of Scientific Affairs, Coalition for Psychology in Schools), the Finance Committee (whether ad-hoc or standing), all awards committees (Dissertations Awards and Grants, Thorndike, Snow, and Early Career), and the

Director of Communications. With the Past-President and the Secretary, the President will be responsible for maintaining the Bylaws of Div 15.

Committee appointments. The most important task of the President is to make appointments to committees; maintaining functioning committees is what keeps the organization running efficiently. In addition, the President may establish ad hoc committees (see Ad Hoc Committees below) as needed, except that the Division's committee structure is subject to review by the APA Board of Directors.

Committee appointments are established by official Division bylaws, following the needs for new officers as specified in two key documents passed between consecutive Presidents and maintained on the Division 15 website, viz., the *Division Committee Roster* and *Division Committee List* (see *Appendix A*). The President will appoint members to each committee, as needed, to ensure its size and composition reflects the committee description in the Bylaws and P&P Manual. The President provides all officers and committee chairs with updated copies of both documents upon taking office, and updates the documents as assignments change. The President calls upon the Secretary to assist in updating the Committee Roster document, which requires obtaining contact information for all committee members. As changes are made to these documents, the President forwards new versions to officers and committee chairs via email, and should also send the update to the Division website manager.

Except where noted in the bylaws, standing committee appointments are for a three year period. Ad hoc committee appointments can be for any period of time up to three years. However, subsequent Presidents have the right to dissolve any ad hoc committees and to remove appointed members from committees if they are unable to function in their assigned roles. The President shall have all standing committee appointments made before the APA meeting of their President-Elect year, as all offices change the day after the APA conference. Liaisons and monitors for APA shall also be established before the APA meeting of the President-Elect year to allow those persons to attend their fall APA meetings. All liaisons and monitors are appointed for three-year periods.

Bylaws maintenance. The President works with the Secretary and other members of the Executive Committee, which serves as a standing committee on Division bylaws. The committee reviews bylaws as necessary, and submits proposed amendments to the membership for voting either at an annual Business Meeting, or by special email ballot.

Orientation of the President-Elect. The President orients the President-elect to his/her responsibilities and duties, and to any current and ongoing business of the Division. The President should provide the President-elect with this *Policies and Procedures Manual*, the bylaws of the Division, the Committee Roster, and the Committee List. The President should be available for consultation as needed during the year prior to the new President's taking office.

Executive Committee autumn meeting. Although not required by the bylaws, it has been highly productive in the past for the President to call a mid-Autumn (October or November) meeting of the Executive Committee to last at least one full day. The purpose of this meeting is to cover items requiring or benefiting from extended group discussion, such as those pertaining

to strategic goals and needs of the Division. The President requests approval for this meeting by a majority vote of the Executive Committee, and works with the Secretary in consultation with the Treasurer to determine an appropriate location and budget for travel, lodging, and catering. Only voting members of the Executive Committee should attend, unless decided otherwise by the EC.

Annual report to APA. Division Presidents must submit a written report on the activities of the Division to the APA Division Services Office by mid-February. The form for completing this report is sent via email from APA to the President in time to obtain relevant content. This report is compiled by both the President and the Past-President, as it is due on a calendar year cycle. The report is then submitted by the President.

The spring meeting at AERA. The President will lead Spring Executive Committee and Open Committee meetings at AERA, and collaborate with the Chair of the Publications Committee to oversee the meeting needs of our publications network. Working with the Secretary, the President will set the agendas for Executive Committee meeting. The Secretary will obtain written reports from each Committee Chair and the various liaisons to APA's various boards, and the President will send these along with the meeting agendas to the Executive Committee for review prior to the meeting. Working with the Program Chair(s) and Treasurer, the President will organize the Open Committee Meeting and ensure that a meeting room and catering services are established for all meetings.

Meetings at the annual APA Convention. The President serves as the leader of the Business Meeting and a Social Hour open to the full membership of Division 15 as well as closed meetings of those serving in various governance roles. The meetings are structured to best fulfill the agendas of the year and to ensure a smooth transfer of responsibilities.

The President works with the Program Chair(s) to design a catering menu for all 5 meetings with a budget that is negotiated with the Executive Committee by way of the Treasurer. The President and Program Chair(s) collaborate to make catering and room arrangements. If possible, the membership meetings are held in the same space and includes finger food and soft drinks as well as a cash bar. Similarly, the governance meetings are ideally held in a space that allows one to flow easily into the other with food and drinks as the budget allows.

Membership meetings. For the Business Meeting, the President provides a summary of items discussed at the Executive Committee meeting, and insures that all Division business requiring a vote of the membership is conducted. Additionally, the President announces award recipients (introducing those present in the audience), and presents any outgoing officers or committee chairs with their commemorations (plaque or other form) and certificates. Officers receive commemorations for distinguished service (out-going Executive Committee members, Program Chair(s), out-going editors, and outgoing chairs of major committees), and certificates are given for outgoing chairs and members of standing committees, outgoing representatives, liaisons, and monitors. The President introduces the Past-President prior to her/his Presidential Address (see Duties of Past-President below).

Governance meetings. The President will lead the Summer Executive Committee and Open Committee meetings at APA, and collaborate with the Chair of the Publications Committee

to oversee the meeting needs of our publications network. Working with the Secretary, the President will set the agendas for Executive Committee meeting. The Secretary will obtain written reports from each Committee Chair and the various liaisons to APA's various boards, and the President will send these along with the meeting agendas to the Executive Committee for review prior to the meeting. Working with the Program Chair(s) and Treasurer, the President will organize the Open Committee Meeting and ensure that a meeting room and catering services are established for all 3 meetings.

Division publications. The President oversees all Division publications working closely with the Chair of the Publications Committee and the APA Counsel's office to insure that all contracts, publications, etc., meet APA requirements. The President may, with approval of the Executive Committee, remove and replace any Division publication authors or editors who are not meeting APA or Division requirements. All Division journals and newsletters are technically APA publications, even if they are not published by APA. All publications are required by the APA Council to participate in the APA liability insurance program. The Divisions, the editor of the publication, and APA are covered for judgments concerning libel, or the infringement of rights pertaining to or arising out of privacy, plagiarism, piracy, or copyright. Each division publishing a journal must provide the Chair of the P&C Board with four complimentary copies of each issue addressed to the APA library. The Librarian forwards one copy to PsycINFO, and one to the APA Journals Program. It is the Editor's duty to see that these are sent to the P&C Board and then to the Library. No publishing contract may be entered into without consultation of APA Counsel. Copies of signed contracts must be passed from President to President-Elect until archived, and a copy of the contract must be provided to the Chair of the P&C Board via the APA Counsel's office.

Maintenance of files. The President should copy the Division Secretary on all official correspondence for the official Division files. In addition, the President passes appropriate internal documents to the President-Elect and to the Historian for archiving.

Communicating activities of the Division and acting as spokesperson. The President communicates his/her objectives, activities, and plans to the membership through the Division Newsletter or other publications, such as the *APA Monitor*, and through the Division Listserv and website as appropriate. The President works with the Division Services Office of APA and with the Membership Committee to update letters of welcome sent to new members, as well as letters to solicit membership, and to get non-renewing members to re-join and/or affiliate. The President works with the Newsletter Editor and the Division Services Office of APA to keep the Division Membership Brochure similarly up-to-date and available in the Division Services Office for distribution upon request and annually at the convention.

Other duties. The President serves as a member of the Executive Committee and performs such other reasonable duties from time to time as may be assigned by the Executive Committee.

Operations fund and discretionary fund. The President has at his/her disposal both an operations fund and a discretionary fund. The operations fund, in the amount of \$15,000, may be used throughout the presidential line term (this term will be for 4 years once a Vice-President is elected for the first time). The President may use these operational funds as needed during his or her term to facilitate business of the Executive Committee and of the Division, and to offset travel expenses for the President to attend spring and summer business meetings. This operations fund may be given to the President through an account established at his/her home institution, through an account monitored by APA, or through an account monitored by the Treasurer of Division 15. In addition, the President has a small discretionary fund, the amount of which is determined and noted in the annual budget. These funds can be used at the complete discretion of the President to support the work of the Division. The President cannot use either the operations fund or the discretionary fund for personal gain, nor in any enterprise that may present a conflict of interest. Committee chairs, liaisons, and/or publication editors can submit budget requests to the President for expenses needed to meet deadlines and complete charges otherwise not covered in their own budgets. The President, along with the Treasurer, shall approve/not approve all requests within a reasonable timeframe.

Timeline for Completing Major Tasks

- **Summer prior to taking office, in June- early October.** Make committee appointments – this should be done as soon as possible in order to maintain efficiency in the committees. Update the Committee Roster and Committee List (*Appendix A*) accordingly and forward to appropriate parties.
- **Summer prior to taking office, June-August.** Work with Secretary to plan autumn meeting; work with Program Chair(s) to begin planning for spring meeting; Assist with NEP Fall Newsletter.
- **October-November.** Host autumn meeting at specified location. Work with Program Chair(s) to begin planning for the APA convention. Review nominations for Division 15 Fellow appointments and arrange to send to Fellow of the Executive Committee for review.
- **December to January.** Assist Program Chair(s) with proposal review & APA Convention Program.
- **February.** Complete and submit annual report to APA. Follow-up on business items from Executive Committee meeting. Work with Program Chair(s) and Secretary to send meeting notice and agenda for Executive Committee at AERA via email. Assist with NEP Spring Newsletter.
- **At AERA.** Preside over Executive Committee Meeting; note items for follow-up. Obtain approval for APA conference budget. If budget permits, host dinner for committee chairs.
- **June.** Work with the Secretary to distribute minutes from spring meeting and agenda for Executive Committee meeting at APA convention; confirm that commemorations (plaque or other form) and certificates have been ordered for the Business Meeting, and that the Membership Brochure will be available at the Division Services booth at the APA conference. Follow-up business items from the spring meeting.

- **July.** Work with Treasurer and Program Chair(s) on hosting the APA conference. With Treasurer, approve meeting and catering expenses. Develop agenda for Executive and Business meeting.
- **At APA in August.** Preside over the Executive Committee meeting and Business Meeting; host reception; attend Division program sessions; meet with and provide guidance to incoming President. Introduce the Past-President prior to the Presidential Address.
- **September and beyond.** Track all action items from the Executive and Business meetings at the conference, and be sure that they are being followed-up.
- **As needed throughout the presidential year.** Update the Division Committee Roster and List. Address committee needs that arise. Send business items to the Division Listserv. Requests that involve the marketing of products or courses for profit are not appropriate. However, items that further the research and service goals of the Division [e.g. Conference Announcement, Relevant Job Ads, Division 15 and related professional organization activities (i.e. awards nominations)] will be posted on the Division website and through other electronic means as appropriate. Items posted should include the full contact information (name, affiliation, e-mail and telephone number) for the point of contact. Finally, announcements for non-Division 15 items will be posted with the following stipulation: "This is not an APA or Div. 15 Sponsored Event but may be of interest to Div. 15 membership."

Send pressing business items requiring feedback from the Executive Committee and/or immediate action to the Executive Committee; noting which items require a formal vote. If a formal vote is required, record email vote of the Executive Committee. For a vote to pass, two-thirds of the Executive Committee must vote in favor. Requests for votes should be sent from the President to the Secretary who forwards the request for votes to the Executive Committee; votes are returned to the Secretary. At the next meeting, report the outcome of the vote.

President-Elect's Duties

Program. It is the duty of the President-Elect to appoint a Program Chair(s) as soon as possible following her/his election, and to oversee the convention program planning for the Presidential year. The call for programs for the APA annual convention is prepared fourteen months in advance of the convention. Once the President-Elect has named a Program Chair(s), he/she notifies the APA Board of Convention Affairs, the APA Division Services Office, and the Division Executive Committee of that appointment. If APA does not receive the Program Chair(s) name by June 1 of the prior year, that name may not be printed in the Call for Programs, and the name(s) of the previous chair or the Division Secretary will be substituted by APA. The President-Elect should prepare this appointment in consultation with the President and the Past-President so as not to invite persons who have previously served in this role. The President-Elect should work with the Program Chair(s) to develop a theme for the program.

Committee appointments and responsibilities. Prior to taking office as President, the President-Elect consults with the President, Past-President, and Secretary to understand

appointees that will be needed for the various open slots on committees during his/her Presidential year (see Appendix A). The President-Elect keeps the Vice President updated on this process. The President-Elect develops a slate of potential appointees for open positions and contacts them inquiring as to interest. Chairs of standing committees will need to be approved by the Executive Committee shortly after the President-Elect takes office, and the President will want to share the full slot of office holders as soon as they are finalized. The President-Elect may submit the names of known appointees to the Executive Committee for approval at the meeting at APA in the year the President-Elect assumes office if they are available at that time. The President-Elect will be responsible for communication with, and representation to the EC of, the Membership Committee, the International Committee, and the Webinar Committee, and as noted, for the appointment and oversight of the incoming Program Chair(s).

Incoming Division President training. The President-Elect should attend the APA Leadership Training Institute held in Washington during the year prior to assuming office. APA will notify the President-Elect of the date of this two-day meeting, and will provide a travel ticket to Washington. The Division Treasurer reimburses the President-Elect for his/her travel expenses not covered by APA.

Executive Committee autumn meeting. The President-Elect attends the Executive Committee autumn meeting held in the year prior to taking office.

Assumption of duties. In the event that the President cannot perform his/her duties, the President-Elect shall assume those duties. In so acting, the power and restrictions of the office of President apply.

Other duties. The President-Elect serves as a member of the Executive Committee and shall perform such other reasonable duties from time to time as may be assigned to him or her by the Executive Committee or the President.

Timeline for Completing Major Tasks

- **August (or as soon as possible following election).** Make appointment of Program Chair(s)
- **November.** Attend Executive Committee autumn meeting.
- **Early winter as scheduled by APA.** Attend Leadership Training Institute in Washington, DC.
- **March-April.** Attend APA meetings at AERA.
- **June.** Start to create a list of potential appointees for open committee positions; work with the current President to insure continuity.
- **At APA in August.** Attend Executive Committee and Business Meetings; begin to develop goals for Presidential year.

Vice-President's Duties

Committee responsibilities. The Vice President will be responsible for communication with, and representation to the EC of, the Graduate Student Affairs Committee and the Early Career Educational Psychologist Committee.

Other duties. The Vice-President shall serve as a member of the Executive Committee and shall perform such other reasonable duties from time to time as may be assigned to him or her by the Executive Committee or the President.

Past-President's Duties

Committee responsibilities. The Past-President shall serve as Chair, and thus as liaison to the EC, of the Nominations Committee, and as an ex-officio to the Memorial Award Committee, and shall be responsible for the maintenance of the Div 15 Policies and Procedures Manual.

The Past-President works with the Secretary and the President to update bylaws as necessary, including submission of potential revisions to the Executive Committee and/or to the membership for voting.

Business meeting and presidential address. The Past-President introduces the new President at the business meeting. As of 2008, the Executive Committee established new procedures for delivery of the Presidential Address. Previously, the President delivered the Address at the conclusion of the Business Meeting during the conference in his/her Presidential year; the procedure is now that this address will be given at the conclusion of the Business Meeting during the conference in the year *following* the Presidential year. Thus, the Presidential Address will be delivered by the person acting as *Past-President* rather than as President. This change of procedure allows the President to provide dedicated attention to Division business and the conference program during his/her Presidential year, and attention to the Presidential Address as Past-President.

Nominations. The Past-President also serves as Chair of the Nominations Committee (see Nominations Committee). The Past-President solicits nominations from membership, using the Newsletter, website, and Listserv, the Executive Committee, and the Fellows list on the APA website. The Past-President/Chair works with the Nominations Committee to develop a slate of members to stand for election. The Chair contacts each nominee by email to ascertain his/her willingness to stand for election to the office involved, and in this mailing provides a job description of the office as excerpted from the Policies and Procedures Manual (this document). The Chair informs prospective nominees of the dates on which they would take office and the length of the term. The Past-President/Chair provides the nominee with the name/email of the current person holding the office as a point of contact for information and questions.

As directed by Division bylaws, the slate of nominees is developed by a process in which two or three individuals who are most frequently nominated by the membership and are also eligible and willing to serve are placed on the ballot. In addition, the committee may select other nominees, not exceeding a total of four nominees for any one office. The Chair is directed to

aim for a balance on the slate by gender, ethnicity, and prior involvement in work of the Division.

Once the slate of nominees is ready, the Past-President/Chair submits the names to the Secretary at least one week prior to the deadline for submitting nominations to the APA elections office (late January - early February). The President and Secretary then present the slate of candidates to the Executive Committee and all nominees via email. Elections are held by APA following APA's procedures in the spring. Announcements of election results are made by the Past-President to the Executive Committee via email prior to the next scheduled meeting of the Executive Committee. Winners are officially announced at APA during the Business meeting. Prior to making this formal announcement at convention, the Past-President notifies all candidates of election results, and also notifies the NEP editor to make the announcement. The Chair also should try to insure that incoming elected officers attend the Division meetings held at the upcoming APA convention.

Policies and Procedures Manual update. The Past-President is responsible for maintaining the Policies and Procedures Manual (this document), updating it as directed by the Executive Committee.

Archives. The Past-President sends any files and materials from his/her Presidential year to the APA archives (Librarian) and the Division Historian for their permanent records. The Past-President shall pass on to the President all files and materials relevant to current and ongoing business of the Division.

Assumption of duties. In the event that neither the President nor the President-Elect is able to perform the duties of the President, the Past-President shall assume those duties. In so acting, the power and restrictions of the office of President apply.

Other duties. The Past-President shall serve as a member of the Executive Committee and shall perform such other reasonable duties from time to time as may be assigned to him or her by the Executive Committee or the President.

Timeline for Completing Major Tasks

- **Following APA in August.** Refer President to places where needed materials are stored.
- **September.** Place notice in the Fall NEP to solicit nominations for office from Division members; include a list of the names of previous officers updated to the past 5 years. Begin solicitation of officers through Nominations Committee members and in other domains, such as the Division Listserv, the Executive Committee, and in consultation with other committee members.
- **November.** Attend the Executive Committee meeting at designated location. Submit names of members nominated to office to the President and work with the Nominations Committee to select final slate of no more than four nominees for each vacancy following procedures specified in the bylaws and as above.

- **Late January.** Submit names of nominees to APA as directed by their offices; submit slate of nominees to the Secretary and Executive Committee by email report. With the Secretary and the President, work to make changes to any bylaws and submit revisions to the Executive Committee for approval prior to AERA.
- **February.** Edit and update the Policies and Procedures Manual (this document) in preparation for approval at the Executive Committee meeting at AERA.
- **Not later than July.** Notify all candidates of results of elections prior to APA; place announcements in NEP, the Listserv, and on the website.
- **At APA in August.** Introduce the President at the Business Meeting; ensure that election results are announced at the Executive Committee and the Business Meeting. Pass on any internal files to be archived to the Division Historian. Deliver Presidential Address at conclusion of the Business Meeting.
- **As needed throughout the year.** Be available to the President for consultation and votes on business conducted through email balloting.

Secretary's Duties

Bylaws maintenance. Each Division of APA is required to draw up and maintain its own bylaws and rules of procedure within the framework of the APA bylaws. Yearly, the Secretary shall work with the President and Past-President to update the bylaws as necessary. The Secretary shall submit revisions for bylaws to the membership for voting and inform APA in writing of bylaws changes.

Meeting minutes. The Secretary keeps the minutes of all meetings of the Executive Committee, the Publications Committee, and other committees that the Executive Committee deems appropriate. The Secretary sends minutes of meetings to the Executive Committee, all committee chairs, all Division editors, the APA Division Office, and any persons directly mentioned in the minutes as soon after the meeting as possible. When edits have been provided by all members present, the Secretary sends the final copy of the minutes to the NEP for inclusion in the next issue and to the webmaster for posting on the Division Website. The Secretary collects all minutes and other official correspondence and keeps an official Division document file. Copies of meeting minutes and other official correspondence of importance shall also be forwarded by the Secretary to the Division Historian upon completion of his/her term.

Meeting notification. As discussed above, the President and the Secretary work together to develop the agenda for all meetings. This agenda should include an item where actions voted on electronically by the Executive Committee are reported to the membership. The Secretary attaches any written committee reports to the agenda and distributes both prior to meetings.

Directory of officers and committees. The Secretary works with the President to maintain the official Committee Roster document, which lists member contact information and specifies the obligations of all Division officers and committees. The Secretary submits the Committee Roster document to the APA Division Services Office twice yearly to keep the

organization up to date on officers, and makes sure that the President submits this document via email to all named on it as well.

Records and archives. There are two types of archival material the Secretary helps to maintain: public archives maintained on the Division 15 website and internal documents used by the Executive Committee. Regarding the public archives, it is the responsibility of the Secretary to work with the Division web editor to ensure information regarding the policies and procedures, bylaws, committee lists, and awards is accurate. Additionally, because the Secretary is copied on important news announcements, the Secretary should assist the web editor in ensuring news items posted on the homepage are updated regularly.

It is also the responsibility of the Secretary to work with the Past-President, the President, and all other officers to insure that relevant internal records are sent to the APA archives Librarian and to the Division Historian for archival. At the end of his/her term of office, the Secretary shall also pass along all current and ongoing records to the new Secretary.

Commemorations (plaque or other form) and certificates. The Secretary orders commemorations and certificates for outgoing committee members based on a list generated in working with the President and by contacting chairs of all award committees. This list is then submitted to the Treasurer for payment. This includes commemorations for awards, commemorations for distinguished service (out-going Executive Committee members, Program Chair(s), out-going editors, and outgoing chairs of major committees), and certificates for outgoing chairs and members of standing committees, outgoing representatives, liaisons, and monitors. These should be ordered *immediately* after the spring meeting to insure timely arrival. The Secretary coordinates the awarding of the commemoration to the out-going President by the current President at the APA business meeting.

As of 2007, the Executive Committee voted to distribute all award commemorations at the APA meeting when awardees give their addresses, and these addresses are now synchronized for all awards to be given in the year *following* announcement of their receipt of the award. Following approval of the Executive Committee prior to AERA, committee chairs will make an official award announcement at the spring meeting in the year of the award. Commemorations will be dated with the year in which the award is *announced*, not the year when the address is given.

Other duties. The secretary shall serve as a member of the Executive Committee and shall perform other reasonable duties from time to time as may be assigned to him or her by the Executive Committee or the President, such as arranging details for the fall retreat and managing email voting.

Timeline for Completing Major Tasks

- **October (working with the President).** Update Committee Roster document and email copies to all committee members and APA Division Office for use in updating their website.

- **November.** Attend Executive Committee Meeting and take minutes at this meeting; distribute minutes for review following the meeting. Once the Executive Committee minutes are approved, submit to NEP.
- **January.** Work with the President to plan the agenda for the Executive Committee at AERA; help the President to solicit written reports to be appended to the agenda and to obtain a headcount of attendees.
- **March.** Circulate the agenda and written reports to all prospective attendees.
- **At AERA.** Attend Publications Committee meeting and Executive Committee meeting and take minutes at both.
- **Within two weeks of AERA.** Obtain reports from all award committees for filing; send minutes of meetings to Publications Committee Chair and the Executive Committee. Once the Executive Committee minutes are approved submit to NEP; send minutes and any new committee roster updates to APA Division Office.
- **June.** Work with the President to plan the agenda for Executive Committee and Business meetings at APA; solicit written reports from committee chairs for appending to the agenda.
- **July.** Circulate agenda and reports to all prospective attendees of the upcoming Executive Committee and Business meetings
- **Within two weeks following APA.** Send minutes of the meetings to Executive Committee for approval, and once approved, to NEP and the Division Office of APA.

Overview of Duties: Treasurer, Treasurer-Elect, and Past Treasurer

The Treasurer, Treasurer-Elect, and Past Treasurer serve as elected members of the Division 15 Executive Committee. The Treasurer is the only voting member of the Executive Committee, although the Treasurer-Elect or Past-Treasurer may attend meetings at the request of the President or the Executive Committee. The Treasurer participates in considering the business, decision-making and other responsibilities of the Executive Committee, consulting with the Treasurer-Elect and Past Treasurer as needed. The Treasurer provides ongoing insight and guidance on financial implications of matters considered by the Executive Committee, as informed by the historical perspective of the Past Treasurer. Finally, the Treasurer facilitates communication between him/herself, the Treasurer-Elect, and the Past Treasurer, in order to ensure that he/she can confidently sign off on any documents prepared by the latter and to prepare for a smooth transition when the Treasurer-Elect takes office as Treasurer.

Summary of roles and duties (see Appendix B for a detailed timeline of responsibilities):

Treasurer

- Prepares financial reports for Division 15.
- Keeps track of all fiscal records and compares against APA fiscal records.
- Attends all Executive Council meetings for Division 15.
- Makes recommendations concerning financial implications of Division 15 decisions to the APA Executive Council.
- Serves as a voting member of the Division 15 Executive Council.

- Arranges for Letters of Understanding, invoices, budgets, and other financial administrative documents.
- Prepares a draft budget for the upcoming year.
- Works with Program Chair(s) and graduate student chairs on their budgets for APA annual meeting.
- Maintains clear lines of communication with Treasurer-Elect and Past Treasurer to ensure that he/she can confidently sign off on their work as needed.

Treasurer-Elect

- Processes all payments and reimbursements.
- Manages travel expenses.
- Deposits checks.
- Maintains an up-to-date running balance.
- Processes payment of grants and awards.
- Consults with the Treasurer and Past Treasurer to prepare for the next two years and to support the current year's work as needed.

Past Treasurer

- Prepares and submits all tax forms annually.
- Provides historical context on financial issues to Division 15 Executive Committee.
- Serves on the Division 15 Financial Planning Committee.
- Makes recommendations concerning financial implications of Division 15 decisions to the Executive Committee.
- Provides support for the Treasurer and Treasurer-Elect as needed for the year's tasks.

Treasurer's Duties

Fiscal records. The Treasurer tracks and maintains all the financial records associated with the business of Division 15, with the exception of tax records, which are now primarily the responsibility of the Past Treasurer. The Treasurer works with APA accountants to maintain the accounting of the Division's books, and reports such accounts to the Executive Committee at all meetings thereof and at other times the Executive Committee so requests. The Treasurer keeps all books and records related to any Division accounts that are not coordinated by APA. The Treasurer should, on an ongoing basis, compare his/her own balance sheets against APA accountants' balance sheets when relevant, and help to ensure spending and investment trajectories are in line with Division 15's policies as they are created.

Financial documents. The Treasurer keeps records of contracts, agreements and other similar documents with financial implications. The Treasurer also prepares financial reports for Executive Committee meetings, especially on the following occasions as delineated below.

AERA.

- Prepares overall statement of financial status for the Division (including balances of checking, savings and investment accounts).
- Prepares an overall summary of expenditures from the previous fiscal year.
- Prepares a five-year trajectory of income/spending balances.

APA's Annual Meeting.

- Prepares overall statement of financial status of the Division (including balances of checking, savings and investment accounts) for EC committee and Division Membership at Business Meeting.
- Prepares draft budget for upcoming fiscal year for review and approval.
- Presents an overview of previous year's spending to assist with budget discussions for upcoming year.

Fall Meeting (if relevant)

- Finalize fiscal year budget.

Budgets. The Treasurer prepares an annual projected income and expenditure budget (January to December) to be submitted for approval by the Executive Committee at the Summer APA meeting. The outgoing Treasurer (at the end of his/her three year term) shall also prepare the annual projected income and expenditure budget for the first year of the next term, during which he/she will remain present to consult as Past Treasurer. The Treasurer works with the President and the Secretary to document standing committee operating budgets and expenditures. Thus, both a fiscal record and projected budget shall be required to be presented at the APA meeting.

The Treasurer is also involved in assisting with developing budgets for the Program Chair(s), the Graduate Student Seminar, and the annual Fall Meeting of the Executive Committee. In order to assist the Program Chair(s) to establish budget and arrange funding for program activities at annual APA meetings, the Treasurer must review and advise on budgets, facilitate advances or payments as necessary and arrange for advancements as necessary. However, actual payments will now be primarily the responsibility of the Treasurer-Elect.

Expenses for the Graduate Student Seminar include stipends for participants, social events, room costs, and travel for chairs, who receive full reimbursement to attend APA the year they arrange the activities. In order to assist the Graduate Student Seminar Chair(s) to establish budget and provide funding to seminar activities, the Treasurer must review and advise on a budget that is submitted to the Executive Committee no later than the AERA meeting.

Expenses for the annual fall meeting of the Executive Committee include room costs, travel for members, meals, etc. In order to assist the President in establishing a budget for the annual fall meeting of the Executive Committee, the Treasurer will review and advise on a budget.

Handling funds. The Treasurer confers with APA as to the need to be bonded to conduct Division business related to handling funds. The Treasurer is responsible for all funds and securities of the Division and receives and gives receipts for monies paid from any source. The Treasurer should work with the President to establish any bank or other depositories that are needed for funds, and to maintain those accounts. The Treasurer acts as registrar for any special meetings, events, etc., of the Division in which monies are involved.

An operating fund equal to at least two years' operating expenses should be maintained in an easy to access account. The remaining income should be deposited into a savings or investment account. In order for the Treasurer to process reimbursements for expenditures made on behalf of Division 15, the Treasurer must:

- Ensure that expenses are appropriate, and paperwork is completed/submitted to Division accountants correctly.

- Finalize internal paperwork, including that which may be prepared by the Treasurer-Elect or Past Treasurer, and submit to Division accountants.
- Establish and maintain an accurate record of expenses.

Note that the Treasurer will no longer be responsible for basic funds-handling transactions, which will be the responsibility of the Treasurer-Elect; this section relates to major banking, financial and paperwork responsibilities, not day-to-day operations predominantly.

Changes in dues. The Treasurer and the Chair of the Membership Committee yearly present their recommendation to the Executive Committee meeting at APA for maintaining or changing the dues. The Treasurer reports the decision as to the amount of dues to be collected by APA to the APA Division Services Office within ten days of the annual meeting, or earlier if required by APA.

Division monetary awards. The Treasurer also assists the Early Career Grants Committee with the review of submissions and administers funds to the award winners. This involves consulting with the Early Career Grants committee to review budgets as requested and arranging for Letters of Understanding with Early Career Grant winners' institutions. Once a grantee receives his/her initial funds, any follow-up questions and/or reports should be directed to the chair of the Early Career committee (not the Treasurer). Payment of such funds will be delegated to the Treasurer-Elect.

Other Duties. The Treasurer shall serve as a member of the Executive Committee and shall perform other reasonable duties from time to time as may be assigned to him or her by the Executive Committee or the President. The other duties might include arranging contributions or additional other payments as requested/approved by Division 15, administering and monitoring any advances on accounts necessary for regular Division business (e.g. Presidential funds, Educational Psychologist editor funds), or consulting as requested by any standing committee on matters with financial implications for the Division.

The Treasurer shall also oversee the work of the Treasurer-Elect and Past Treasurer, and be prepared to support their work as needed in order to complete tasks according to the timetable in the Appendix B.

Treasurer-Elect's Duties

The Treasurer-Elect is fundamentally responsible for two tasks: day-to-day funds handling and record-keeping and shadowing the current Treasurer in preparation for taking over the role of Treasurer when his or her term ends in August.

Handling funds. The Treasurer-Elect processes all outgoing payments, deposits all checks, and maintains a running balance of the Operating Fund.

The Treasurer-Elect is responsible for processing payments for services or products that are provided to Division 15 or its representatives. Examples of such expenses include payments to

APA services, ordering of commemorations (plaque or other form), payment for development and maintenance of the Division website, and payments to program office assistants. In order to process payments for services to Division 15, the Treasurer-Elect does the following tasks.

- Receive invoices, bills, grant awards, travel expenses, etc. as prepared by the Treasurer and make payment accordingly.
- Complete and submit paperwork requesting payment through accounting office.
- Maintain a daily running balance of incoming and outgoing funds in the Operating Fund.

The Treasurer-Elect is also responsible for processing payments, contributions of other funds directed to Division 15. Examples of these include royalties for Division 15 publications, office administration stipends, and conference registration payments. In order to process payments and contributions on behalf of Division 15, the Treasurer-Elect will do the following.

- Reimburse budgeted expenses, ensure that all funds paid are appropriate in consultation with the Treasurer, and ensure that paperwork for deposits is completed/submitted to Division accountants.
- Monitor debts to the Division and prompt payments when necessary.

The Treasurer-Elect should maintain open lines of communication with the Treasurer at all times concerning payments and the balance sheet so that the Treasurer can be kept apprised of the current financial condition of the Division.

Travel expenses. The Treasurer-Elect shall oversee disbursement of travel funds for members of the Executive Committee and for committee chairs per the amounts listed in the annual budget. These amounts can also be found in the document entitled, “Current DIV15 Budget Allocations.”

Division awards. The Treasurer-Elect works with the chairs of the Thorndike, Snow, Pintrich, and Dissertation Awards and Grants committees and the award winners to process payments of monetary awards that accompany recurring Division 15 Awards. This includes monitoring award status and working with each committee chair to ensure that award winners are paid award funds.

Other duties. The Treasurer-Elect is expected to consult with the Treasurer and Past Treasurer to prepare for the next two years’ work and to support their work in the current year as needed to meet deadlines as described in the Appendix B.

Past Treasurer’s Duties

Taxes. The Past Treasurer files a federal income tax return annually, working in conjunction with the APA accounting office. Copies of the filing should be submitted to the Division archives, and a copy kept in the files that go to the Treasurer. This includes completing and promptly returning annual tax forms/spreadsheets that are sent from APA accountants in March/April.

Committee and consultative responsibilities. The Past Treasurer serves on the Division 15 Financial Planning Committee. In addition, he/she makes recommendations concerning the financial implications of Division 15 decisions to the Executive Council, and provides historical context on financial matters to the Treasurer and to other current Division 15 Executive Council members.

Other duties. The Past Treasurer maintains open lines of communication with the Treasurer about all work completed, especially taxes. The Past Treasurer also consults with and supports the Treasurer and Treasurer-Elect to facilitate timely completion of yearly tasks as detailed in the Appendix B.

Program Chair(s)'s Duties

The Program Chair(s) serves with the President and any other members of a designated Program Committee per the bylaws. The Program Chair(s) works with the incoming President to develop all aspects of the Division's annual meeting program. The Program Chair(s) also works with the President to insure that members and affiliates are notified of the deadline of the call for proposals, as well as the program when it is developed. This is done via appropriate channels such as the Division Newsletter, website, Listserv, and the Division Spotlight section of the *APA Monitor*. The Program Chair(s) works with the President to develop a theme for the annual program, to create a list of proposal reviewers, to learn to use the APA online conference system for proposal submissions and reviewing, and to insure that the proposals accepted represent the wide range of interests and needs of our members. The Program Chair(s) works with the other committee chairs as appropriate, soliciting ideas for the program. The Program Chair(s) needs to insure that normally-allocated slots for awards, etc., are maintained in the program. The Program Chair(s) are responsible for identifying and confirming who will introduce each award winner who is presenting at APA and for working with the Secretary to be sure that each person introducing an award winner at a presentation has the commemoration ahead of the presentation. Additionally, the Program Chair(s) arranges all hotel rooms for meetings as well as catering needs in consultation with the President. The Chair(s) works with the Treasurer to insure that a reasonable budget is maintained for the program, that the Treasurer receives receipts, and that advances are sent upon request.

Standing budget. The annual operating budget for the Program Chair(s) includes office assistance to organize and manage receipt and review of proposals and provide feedback to authors. In addition, the budget allows for office assistance in collating and developing the program sessions, including copying and phone calls. The budget also includes compensation for eligible Program Chair(s)' expenses incurred during travel to the APA conferences during her/his year as Chair(s). The budget may also allow some level of reimbursement for the AERA meeting preceding APA (currently, up to \$500). The in-coming Program Chair(s) are currently allocated \$1,000 each to use across AERA/APA during the in-coming year. Any one-time requests for additional funds should be submitted to the President and Treasurer for disbursement

from the President's fund if possible. All discretionary fund requests should include the purpose, the expected outcomes, and a detailed budget. See also Program Committee below.

Timeline for Completing Major Tasks

- *August:* Call for Proposals is published and sent to Program Chair(s). Attend APA's Program Chair training session at the convention.
- *August – November:* Respond to questions from potential submitters. Solicit interest and commitment from interested proposal reviewers. Determine a program theme, and topics/speakers for potential invited addresses in consultation with President; invite speakers.
- *November:* Contact AERA's program office to arrange for a meeting room and listing under Special Interest Groups; arrange filing system for incoming proposals.
- *December:* Send out proposals to reviewers using the APA online conference system; log reviews as they are returned.
- *January:* Rank-order proposals, determine acceptances and rejections, send out acceptance and rejection notifications; identify session chairs or discussants as needed. Finalize the conference program within the APA online conference system.
- *January-February:* Work with AERA's convention office to arrange rooms and catering for the Executive Committee meeting. Arrange with the Treasurer for payment for the catering and meeting room.
- *March-April:* Attend APA meetings at AERA.
- *May-June:* Work with APA's convention staff and the assigned convention hotel for catering; consult with the President to determine menus for sessions requiring food and beverages. Arrange for the Treasurer pay the hotel for the catering. Select and confirm the individuals who will introduce each award winner and present the commemoration to the award winner; work with the Secretary to make sure that each person introducing an award winner has the commemoration in advance.
- *August:* Attend convention to ensure that the program runs smoothly, that AV equipment is available for all locations where it has been ordered, and that the catering is done appropriately. Turn over documents and reviewer lists to incoming Program Chair(s).

Historian's Duties

Historian is a member of the Division and appointed by the President. The duties of the Historian include: 1) documenting award winners each year on the Division 15 Website (this might include, a link to a publication exemplifying the award), 2) ensure the list of Past-Presidents is kept up to date, 3) keep a backup copy of electronic information archived on the website, 4) archive electronically relevant internal documents (i.e. copies of contracts and grants) that are passed on to the Historian at the conclusion of each President's and each Secretary' term, 5) perform other duties relevant to documenting the history of the Division as negotiated with the Executive Committee.

Member-at-Large Duties

Members- at- large for Division 15 of the American Psychological Association will fulfill responsibilities assigned by the President. These may include, but are not limited to, special projects developed by the President. Additionally, they will serve as ex-officio members to sub-committees they have been assigned to by the President. As ex-officio members, members-at-large will:

Communicate regularly with the leadership of the sub-committees to keep abreast of issues that arise as the committees enact their mandate.

Serve as liaison between the sub-committees and the Executive Committee to communicate relevant information, broadly defined to include issues, questions and concerns etc., which requires the attention and/or action from the Executive Committee or sub-committees.

Serve as the voice of the sub-committee in the Executive Committee meetings as needed when sub-committee business is being discussed.

Standing Committees

The Executive Committee allocates all standing committees an annual operating budget. Committees are requested to submit their budgetary plans to the Executive Committee for approval following the standing budget guidelines for appropriate items as described below. Any one-time requests for additional funds should be submitted to the President and Treasurer for disbursement after the Executive Committee approves the funds. All discretionary fund requests should include the purpose, the expected outcomes, and a detailed budget. Action on the requested expenditure plan will be returned within a reasonable time period.

The following describes key duties and timelines for the work of currently active standing committees included in the bylaws. At the discretion of the President and in consultation with each Committee Chair, a student member(s) may be appointed to standing and ad-hoc committees.

Membership Committee

The Membership Committee is responsible per the bylaws for all items pertaining to membership. The Membership Committee works with APA membership services to insure that membership services are provided in a timely manner. Division 15 has contracted with APA to perform the following services: (a) receive and process Division membership applications and dues payments; (b) maintain the affiliate (non-APA members) database; (c) handle annual renewal of Division affiliates; (d) coordinate mailing label orders for Division mailings (including ordering APA member labels and printing affiliate labels and forwarding them to printer/mail house as well as printing of the Membership Brochure); (e) respond to expressions of interest in the Division – individual as well as APA “division interest form” mailings; and (f) send out letters of welcome to new members.

The Chair of the Membership Committee should receive a regular update from APA (or via the President from APA) on Division members who resigned or otherwise left the Division.

At his or her discretion, the Chair may write to these people, enlisting the help of the President as appropriate, to ascertain why they have withdrawn membership, and notify them of affiliation processes for the Division.

Solicitation of members and affiliates. The Membership Committee has the responsibility to solicit members for the Division. Membership may be by affiliation outside of APA (reduced fee), as well as within APA. Each year, the Membership Committee Chair will devise a plan for soliciting membership to be discussed with to the Executive Committee at the Spring AERA meeting. The Membership Committee should also work with the Fellows committee to devise a list of current fellows and ways to recruit new fellows into the Division.

Division information brochure. The Chair of the Membership Committee is responsible for updating the APA information brochure and any other fliers on educational psychology careers. Copies of all Division information material should be sent by the Chair to APA Division Services Offices so that they can be distributed to prospective members as needed and during the annual convention. As appropriate, information concerning the Division should be posted on the Division website.

APA membership meeting. The Chair of the Membership Committee should attend the Membership meeting held by APA at the APA annual meeting. The Chair is responsible for notifying the Executive Committee of any major changes in APA policies related to membership subsequent to this meeting.

Standing budget. The operating budget for the membership committee should include all payments to APA for membership services, as well as printing, mailings, strategic planning mailings, secretarial services, and phone calls.

Fellows Committee

The Fellows Committee shall function per the bylaws. Additionally, the Chair of the Fellows Committee has the responsibility to solicit and collect names of persons who may be elected to the status of Fellow within the Division. In addition to posting a call for nominations in each NEP, the Listserv, the Division website, and the Division Spotlight section of the Monitor, the committee shall work to solicit nominations by other means that are appropriate, keeping within the policies of APA. The Fellows Committee Chair shall report to the Executive Committee at each meeting of the Executive Committee.

Applicants for Fellow status who are currently Fellows in another division must be members of Division 15 and must submit an application to the Division 15 Fellows Committee. Their applications, however, are treated somewhat differently, because it is assumed that they have the met basic criteria for APA Fellow status. It is the task, then, of the Division 15 Fellows Committee to determine if their work has contributed sufficiently to the field of educational psychology for them to meet Division 15 Fellows criteria.

The list of Fellow status candidates being recommended by the Fellows Committee is submitted for approval of those members of the EC with Fellow status. The Fellows Committee

Chair insures that the list of names of all Fellows who are approved by the Division is then provided to the APA Fellows Committee. Following final approval of Fellow status by APA Council at the APA convention in August, the Fellows Chair announces the names of recipients. The Fellows Chair forwards the names of recipients to the editor of the NEP and to the Division Listserv for follow-up coverage. The APA Fellows Committee sends out congratulatory letters and certificates to newly appointed Fellows.

Committee for Early Career Educational Psychologists

The Committee for Early Career Educational Psychologists recruits early career educational psychologists (individuals who are within seven years of their degrees) to the Division and supports the continued involvement of early career educational psychologists in Division 15. The committee develops activities designed to support and engage early career psychologists within Division 15. The committee consists of a chair appointed by the president plus three to five members, all appointed by the President in consultation with the chair.

The Committee for Early Career Psychologists organizes a lunch for early career educational psychologists each year in conjunction with the APA meeting. The lunch allows early career educational psychologists to network with each other and with more established educational psychologists.

Standing Budget: The annual operating budget for the Early Career Psychologist Committee includes monies for the annual early career psychologist lunch. The costs of the lunch include room and catering costs, mailings, secretarial services, phone calls, and copying.

Graduate Student Affairs Committee

The Graduate Student Affairs Committee conducts a graduate student seminar each year to run in conjunction with the APA meeting. The seminar allows informal exchange of ideas about research between a circumscribed group of attending students and a selected group of faculty mentors, who work to demystify the process of becoming a researcher for doctoral students in educational psychology.

An Incoming Co-Chair will be appointed by the President, in consultation with the Co-Chairs of the GSA, the year before the first year to be served as Co-Chair. The Incoming Co-Chair will shadow the current Co-Chairs; this involves learning and assisting as appropriate, but not acting as a Co-Chair. The Incoming Co-Chair will: a) be involved in routine communication with Co-Chairs about graduate student needs and activities; b) consult with the Co-Chairs on major decisions affecting the committee, and c) be invited to participate in the doctoral seminar at APA. Note, travel funds are not available for the Incoming Co-Chair.

Students are selected for enrolment in the mentoring program in an application process announced in the NEP, on the Listserv and website, and through other appropriate venues. The seminar is limited to full time doctoral students ideally in early stages of their dissertation, with no more than three in attendance from the same institution. Students apply by an April deadline, and are evaluated by the committee based on the quality of their work, their fit with Division 15,

the interests of other applicants, and the expertise of participating faculty who represent the Division. The application materials include a letter of application, a short version of the dissertation proposal, and a letter of recommendation from the major adviser. The Chair of the committee notifies students of their selection in time for their attendance at the APA conference in August. The students who attend receive a stipend to assist with the cost of travel, registration, and Division membership. Several meals are free and there is no fee to attend.

Standing budget. The annual operating budget for the graduate student affairs committee includes \$500 stipends and conference fees for each student in attendance at the seminar, room and catering costs for meals with faculty and students held at off-site locations, printing of fliers, mailings, secretarial services, phone calls, and copying.

International Committee

The mission of the International Committee is to advocate, foster, and promote an international perspective within Division 15. This committee enhances Division 15's ability to address educational and developmental issues and concerns that are relevant to a wide range of contexts across cultures and nations. Regular surveys of members will be conducted to determine how to meet the needs of the international members of Division 15.

Goals and Objectives. Below are the activities of this international committee.

- Promote a global identity of educational psychologists.
- Promote international mindedness and a cross-cultural understanding within the profession of educational psychology.
- Develop opportunities for members to work collaboratively and learn from other educational psychologists and researchers around the world.
- Foster keen, active, high quality researchers working in the area of educational psychology internationally and, in particular, to promote interest in the area of educational psychology in places around the world where research quality is developing.
- Serve the interests and needs of overseas members within Division 15.
- Maintain and encourage international affiliations and partnerships with like-organizations around the world.
- Serve as the committee for determining the recipient of the International Student Research Award. See Awards Committees for further details.

Nominations Committee

The Nominations Committee shall function per the bylaws. As discussed above, the Chair of the Nominations Committee (the Past-President) has the responsibility of leading his/her committee in soliciting names of persons who may be nominated for a Division office. The committee discusses all nominees and follows procedures for determining a slate. As directed by Division bylaws, the slate of nominees is developed by a process in which two or three individuals who

are most frequently nominated by the membership and are also eligible/willing to serve are placed on the ballot. In addition, the committee may select other nominees, not exceeding a total of four nominees for any one office.

Once the slate is complete, the Chair of the committee forwards the names to the APA office for ballot preparation. When the election results are reported back, the Chair will send the names of the election winners to each nominee (congratulations letters to winners and thank you notes to runner-ups). Also notified will be the editor of the NEP for follow-up coverage, the President for posting on the Listserv, members of the Executive Committee, and the Secretary for posting on the website.

Finance Committee

The Finance Committee is responsible for monitoring the long-term investments of Division 15 and advising the Executive Committee on matters related to the fiscal sustainability and advancement of the division. Given that Division 15 works as a 501(c)3 organization responsible for its own sustainability, the Finance Committee will monitor and advise the Executive Committee on those tasks needed to ensure the financial health and longevity of Division 15. Considering the inevitable tensions between the immediate needs of members and changes that emerge as income inevitably waxes and wanes, the Finance Committee will advise the Executive Committee on the fiscal development of Division 15's assets. Responsibilities include: (a) collaborating with a formal investment advisor to ensure that the long-term financial accounts are growing in a manner that is consistent with the market; (b) surveying the membership on opportunities for securing revenue and generating plans for fiscal growth; (c) maintaining the Division 15 Spending Policy; (d) maintaining the Division 15 Investment Policy; (e) maintaining the Conflict of Interest guidelines; and (f) remaining educated about the full scope of Division 15's financial situation.

Ad-hoc membership. Membership of the Finance Committee shall include 4 persons; the current Past-Treasurer (1 year), a former President (3 years) and two additional members appointed by the President with staggered terms (up to 3 years). Persons currently serving will remain involved with the committee while their titles change. The President will appoint a Chair from the members, and the Chair will serve for 3 years. This committee has recommended that the President appoint a Chair and that no restrictions be placed on this decision regarding roles.

Program Committee

See section on Program Chair(s) duties for information on the responsibilities of this committee. The Past-Program Chair(s) assists the active Chair(s) with managing logistics and the new Chair(s) shadows the active Chair(s) to learn the parameters of the job.

Standing budget. As noted under Program Chair(s), the annual operating budget for the Program Chair(s) includes office assistance to organize and manage receipt and review of proposals and provide feedback to authors, as well as for developing program sessions. The budget for the Program Committee also covers hotel room and catering costs for Executive

Committee and Business meetings, and has historically included one drink ticket per person at the reception following the business meeting at APA (this may be open for discussion), as well as catering costs for two breakfasts for the graduate student seminar at APA. APA allocates hotel space based on number of allotted sessions in the program, so the Division budget does not include session hotel space.

Publications Committee

The Publications Committee shall function per the bylaws and has a Policies and Procedures Manual of its own. The Publications Committee is responsible for overseeing all Division-related publications. The Publications Committee Chair works with the President and the Secretary to insure that, if needed, at least one hour is allowed for the Publication Committee to meet prior to the Executive Committee Meetings (although this does not have to be on allocated program hours) at both AERA and APA. As noted above, the Secretary takes minutes at these meetings. A report from this meeting should be given to the Executive Committee at both the AERA and APA meetings by the Publications Chair.

The Publications Committee also approves budgets and plans for all publications, in conjunction with the Executive Committee, oversees all budgets for publications, and works with the Executive Committee to insure that all publications are adequately funded. The Publications Committee has the responsibility to plan for future publications, and to solicit ideas for such publications from membership. The Chair of the Publications Committee works with the committee and the Executive Committee to solicit names for editors and authors of Division publications. There is a procedure for selecting an editor for the Division journal, *Educational Psychologist*, shown at the bottom of this section. In-coming editors for all Division publications should be approved *at least six months in advance* of their beginning as editors, to allow transition time.

Publication schedules for books. Division book publications should result in the creation of a timetable for moving to second volumes and beyond, which should be presented to and approved by the Executive Committee.

Recommendations for compensation for book authors. The Publications committee should review its current policy with regards to author compensation for Division books, and then recommend any adjustments to the Executive Committee early in the publications process, at the same time the editor is approved.

Publication contracts. The Chair of the Publications Committee, along with the President of the Division, is responsible for negotiating the details of publishing agreements. Before a contract is signed, it must be reviewed by APA Counsel's Office as the Division publications lawyer. Copies of the contracts should be passed from President to President-Elect (until publication occurs). An electronic copy must also be held by the Chair of the Publications Committee, the Secretary, and the Division Historian.

Appointment of editor for the *Educational Psychologist*. The Publications Committee is responsible for following procedures for appointing Editor(s) of the *Educational Psychologist*. Key qualities sought for the position of Editor(s) include a record of scholarship; editorial experience, organizational skills to oversee the process; scholarly reputation; ability to work effectively with the Editorial Board, reviewers, authors, and others; and the ability to articulate a compelling vision for the direction of the journal. Editor(s) are also expected to have sufficient time to devote to editorial duties.

The position of Editor(s) is for a single five-year term based on the calendar year and five volumes of the journal (current editor's term ends in December of 2009). In compliance with the democratic principles upon which Division 15 By- Laws are predicated, the following procedures are followed for appointing Editor(s).

- On or prior to January 1 of the serving Editor(s)'s fourth year in office, the publication committee will initiate a national search with a call for nominations. This will be in 2008 for the next appointment cycle. The call should appear in the NEP, on the Listserv and the website, and in the Spotlight section of the *APA Monitor*. The deadline for submission of nominations is June 30 of that year; no nominations will be accepted after this date.
- The Publications Committee will review and discuss statements of goals and credentials of all candidates (self- and other-nominated) between June and August.
- Based on a vote taken from voting members of the Publications Committee using the HARE system, a recommendation to appoint the new Editor(s) will be communicated to the President by the Publications Committee Chair in late summer or early fall of the same calendar year, and approved by a two third vote of the Executive Committee.

The new Editor(s) will begin training with the current editor as soon as possible after being selected, and will begin accepting new manuscripts on January 1 of the next calendar year (next term is January, 2009). The outgoing Editor(s) remain on to complete manuscripts in the queue during this transition year. The name of the new Editor(s) will appear on the cover of the first issue they are responsible for under their editorship (Vol. 54(1) for the next Editor(s)). In the transition year, the new Editor(s) will continue to work closely with the outgoing Editor(s).

Standing budget. The annual operating budget for the publications committee includes printing of fliers, mailings, secretarial services, phone calls, and copying. The EP editorial office has its own budget, approved by the Executive Committee and provided by the publisher.

Ad-hoc Webinars Committee

The ad-hoc Webinars Committee provides an additional service to members and contributes to the profile of Division 15 nationally and internationally. At the current time, one to two webinars per year are recommended, with webinars designed overall to appeal broadly to our national and international members, including both students and faculty. While some webinars may be focused somewhat narrowly (i.e., on getting your work published for students and early career

faculty, or on attaining the Full Professorship for mid-career faculty), across the years the webinars should be balanced in their appeal to the membership. Webinars are open to non-members as well and may enhance membership recruitment. Webinars are advertised broadly and repeatedly using all of Division 15's social media outlets. The ad-hoc Webinar Committee has developed and approved a set of guidelines for planning and conducting the webinars; see Appendix D.

Standing budget. At this time, the ad-hoc Committee on Webinars does not have a standing budget and has been supported by funds from the Presidents' discretionary monies. Further, webinars are free to participants at this time.

Awards Committees

All awards committee shall function per the bylaws. Additionally, they shall follow the general policies below and the specific policies for their award.

General. The awards committee chairs shall keep track of the rotation schedule for their committee members using the Division Committee Roster and Committee List documents (see Appendices), and discuss potential new members with the full committee annually. A list of potential committee members should be submitted by the Chair of the awards committee to the President-Elect for consideration before or when he/she takes office. These members must hold either membership in APA and membership in the Division or affiliation with the Division. In cases where bylaws specify that committee members be of the status of Fellow, submitted names should be Fellows (see Fellows list for Div. 15 on APA website). All award committee Chairs are required to prepare a written report on committee progress for both AERA and APA annual meetings of the Executive Committee, and to provide these reports for inclusion in the agenda if he/she is unable to attend the meeting.

All awards committee members shall solicit nominations for their respective awards. The committee Chairs should place a notice in the Fall issue of the NEP, on the Division Listserv and website, in the Division Spotlight section of the Monitor, and send out solicitations for nominations to other appropriate places such as educational psychology programs, providing notices to Deans of Colleges, encouraging nominations from committee members, and making contact with recognized persons and organizations who might provide nominations. Committees shall follow specific procedures for selecting their recipient(s) as listed below, remind each other that all deliberations are confidential, select the recipient(s) per the established deadlines, and submit the name(s) of the potential recipient(s) to the Executive Committee for approval prior to making announcements. The Chairs should also confirm with the Secretary and the Treasurer that the appropriate commemorations will be purchased, arrange with the Program Chair(s) for the appropriate program slot for an invited address given by their award recipient, submit a final report to the Executive Committee at the meeting at either or both AERA and APA (depending on timeframe), and pass on the names and files of all qualified nominees who did not win awards to the next committee Chair(s) for consideration.

E. L. Thorndike Career Achievement Award Committee

The award should be given only to living recipients, for career achievements (not for one or a few excellent pieces of research), for research in educational psychology (rather than psychology in general or education in general), and for original, scientific, empirically-based research, including meta-analysis research (rather than for textbooks or interpretive reviews). Additionally, the award should be for research in the best tradition of educational psychology. That is, the award should be for original, scientific, empirically-based research that contributes significantly to knowledge, theory, or practice in educational psychology. Research consisting primarily of critiques of other researchers' works, interpretive and selective reviews of research, and the preparation of textbooks would not qualify by these criteria. But the scientific production and testing of theory, methods of teaching or learning, instructional products, tests, evaluation techniques, meta-analysis and the like would qualify by this criterion.

The first step of the procedure consists of generating a list of candidates for the award. The committee starts with a list of names of finalists given to it by the previous committee. Each committee member is asked to add names to this list. All names suggested by all committee members are then sent to the entire committee. Committee members are then asked if they wish to further add or delete any names on this list. The revised lists are then assembled by the chair into one list of candidates. The second step is to eliminate names. Each committee member then rank orders the list of names. The names of the three highest ranking candidates are sent to the committee members to be ranked a second time. The name of the highest ranking candidate is then presented to the Executive Committee for approval. To accommodate these time lines, a January 15th deadline is recommended so that a decision can be made by March 1st. The committee reports its results to the Executive Committee, and the approved recipient is announced at the following Executive Committee and APA Business meetings. This timeline allows the recipient to be present when his/her award is announced at APA that year. The recipient then presents his/her speech and receives his/her award at the *following* year's convention and Business Meeting, thus allowing the award recipient a full year to draft an address. The award on the commemoration will be dated the year the announcement is made, not the year the address is given, and a check in the amount of \$2000 will be given to the recipient along with the commemoration.

The Chair of the Thorndike Award Committee should work with the NEP editor to insure that the recipient and the award is announced with an appropriate biography in the fall issue of the NEP. The Chair should also work with the Secretary to order the commemoration in advance of the convention during which it is to be presented.

Standing budget. The annual operating budget for the Thorndike committee includes the \$2000 award and commemoration as well as any mailings, secretarial services, and phone calls, and copying charges.

The Richard E. Snow Award for Early Contributions in Educational Psychology Committee

This award consists of a commemoration, a check for \$2000, and a program time slot to deliver an invited address at the annual meeting. This award is given to an individual who has made

what the committee judges to be a significant career contribution and completed his/her doctoral dissertation within the previous 10 calendar years. Specifically, a viable candidate would be not more than 10 calendar years past the date of completing his/her doctoral dissertation at the time of receiving the award. All nominees must fulfill this criterion to be considered, and also must be a member or affiliate of the Division at the time of the award consideration. The Committee shall use appropriate mechanisms to solicit nominations such as the NEP and the Listserv and the website. The Committee shall use the vita of the nominee as the primary source for judging of the award. All nominations are confidential. Once the committee agrees on a recipient, the recipient's name is presented to the Executive Committee for approval. The Snow Award report should be given at the spring AERA meeting. This way, the winner can be present at the Business Meeting at APA when the award is officially announced. To accommodate these timelines, a January 15th deadline for applications is recommended so that a decision can be made by March 1. It is the responsibility of the Committee Chair to meet this deadline. The award recipient will receive his/her commemoration and check following the invited address at the APA conference in the year *following* the award announcement. The Chair of the Committee shall also work with the NEP editor to insure that the recipient and the award are provided coverage in the NEP.

Standing budget. The annual operating budget for the Snow committee includes mailings, secretarial services, phone calls, and copying charges. The budget also includes the \$2000 and commemoration awards.

Early Career Research Grants Committee

The President appoints a chair of the committee on Early Career Research Grants. The committee issues a call for proposals in the spring (Feb/March) issue of the NEP and on the Listserv, with an application date of May 1. The committee reviews proposals received from applicants and announces the winners of this grant in August at the annual Business Meeting. Each grantee must prepare a report each year for the chair of the Early Career Research Grants committee, including the Div 15 President, with an update on the status of their research. The reporting and extensions procedures follow:

Annual and Final Report Requirements

APA Division 15 Early Career Grant awardees are required to complete an annual report listing the major accomplishments achieved (key findings, publications, awards, etc.) as a result of the grant. The report should be submitted by September 1st of the year after the grant is awarded. The Division 15 Early Career Grant support is to be noted in any publications, presentations, or other relevant accomplishments. The report should be submitted to the Early Career Grant Chair, along with a copy to the Division 15 executive committee. Specifically, the report should include the following sections:

1. **Objectives of the project:** List the major objectives of the funded project that the PI undertook

2. **Activities:** List the activities that were undertaken by the PI to accomplish the stated objectives and goals.
3. **Accomplishments and Outcomes:** List any significant accomplishments, including findings, publications, academic or public presentations, and awards attributable to the funding of your Div 15 Early Career grant. (Funding from Div 15 should be noted as per APA style requirements on any publications, as well as in presentations and other accomplishments, as appropriate.) List any significant outcomes (instruments, learning materials, professional development resources, etc) attributable to or supported in part by the funding of your Div 15 Early Career Grant. Excerpts from these reports will be used in reporting to the membership, advertising Early Career Grant, and promoting Div. 15's contribution to early career scholars' achievement.
4. **Budget:** List the final expenditures from the budget and how the funds were utilized to meet the stated objectives.
5. **Future Plans:** List how you plan to build on the current project and any plans for future research/grants that could be attributed to the funding of your Div 15 Early Career grant.

Procedure for Requesting an Extension of Time to use Funds

The original awardee can request a 1-year extension for use of grant funds, including transfer of funds to a different institution (if the awardee were to change institutions). The awardee requests the extension with a letter via email to the Chair of the Early Career Grants Committee. The letter should include the following sections:

1. Original objectives of the project
2. Work completed to date
3. Reason for requesting the extension of funds.

The decision to extend the funds will be based on the merit of the request and will be decided by the APA Division 15 Early Career Grant Committee. The Committee will notify the EC and the awardee of their decision. Additionally, an annual report will be required covering the period of the extension (following all reporting procedures above).

Standing budget. The annual operating budget for the Early Career Research Grants committee is \$22,500, which allows for three awards of up to \$7,500 each. Each PI is responsible for submitting a budget as part of the proposal, detailing how the funds will be used.

Dissertation Awards and Grants Committee

Paul R. Pintrich Dissertation Award. The Paul R. Pintrich Dissertation Award consists of a commemoration, a check for \$2000, and a program time slot for an invited address at the annual meeting. This award is given to someone who completes the doctoral dissertation within the previous *two* calendar years from when the award will be announced. The dissertation must be in the area of educational psychology, broadly defined, and the proposed recipient must be a member or affiliate of the Division at the time of the award consideration.

The Committee shall use appropriate mechanisms such as the NEP and the Listserv as well as the Division Spotlight section of the Monitor to solicit nominations. The Committee uses specified criteria for determining the award, along with the 1,500 word abstract of the Dissertation, all of which are included in the award announcement along with the application instructions. All nominations are confidential. When the committee agrees on a recipient, the recipient's name is presented to the Executive Committee for approval. The Paul R. Pintrich Dissertation Award report should be given at the Spring AERA meeting to allow the winner to be present at the business meeting at APA when the award is officially announced. To accommodate these timelines, a January 15th deadline is recommended for receipt of application, allowing a decision to be made by March 1st. It is the responsibility of the Committee Chair to meet this deadline.

The recipient gives his/her address and receives the commemoration and check at the APA conference in the year *following* the announcement, thus allowing a full year for the preparation of the invited address. Additionally, the Chair of the Committee shall work with the NEP editor to insure that the recipient and the award are provided coverage in the NEP.

Graduate Student Dissertation Research Grants. The Dissertation Awards Committee is also responsible for determining recipients of the two annual dissertation research grants. These grants are intended to support educational psychology doctoral students who are preparing to collect their dissertation data with small financial contributions. Doctoral students who are members of the Division are eligible to apply if they have submitted or defended a dissertation proposal to their committee. Awards are given in the amount of \$1,000 each. In any year in which the Div 15 Memorial Award is conferred, the name of the Memorial Award recipient shall be added to the Graduate Student Dissertation Research Grant awards in honor of the Memorial Award recipient. For example, if the Memorial Award is conferred on WWW XXXXX, the Graduate Student Dissertation Research Grant(s) conferred shall be named the WWW XXXXX Graduate Student Dissertation Research Grant for that year.

Submissions are evaluated by the Dissertation Awards Committee based on the importance of the research question, match with Division 15 goals, and quality of the proposed methodology. Students submit a brief summary of their dissertation work and a curriculum vita. The Chair of the Dissertation Award Committee issues a call for proposals for this award in the NEP, on the Listserv, and other relevant outlets. The awardees are announced at the annual APA convention during the Business Meeting.

Standing budget. The annual operating budget for the Dissertation Awards Committee includes printing of fliers, mailings, secretarial services, phone calls, and copying for both the Dissertation Award and the Dissertation Research Grants. The budget also includes the \$2000 and commemoration awards, and the \$2,000 allocated for the two grants.

Memorial Award Committee

The Division 15 Memorial Award will be awarded periodically at the discretion of the Executive Committee following the death of a prominent leader and key contributor. The Award recognizes individuals who were influential during their lifetimes to both the field of educational

psychology and to Division 15 in particular. The Award also recognizes and expresses gratitude to the family of the deceased for the individual's leadership and inspiration to the Division as well as the field. In any year in which the Div 15 Memorial Award is conferred, the name of this award shall be added to in honor of the Memorial Award recipient. For example, if the Memorial Award is conferred on WWW XXXXX, the Graduate Student Dissertation Research Grant(s) conferred shall be named the WWW XXXXX Graduate Student Dissertation Research Grant for that year.

The Memorial Award honoree is announced at the annual business meeting of the Division at the APA convention in the year of receipt. In addition, a former student or colleague of each awardee will be invited to write a brief memorial tribute for publication in the Division Newsletter, which will appear in the Fall issue following presentation of the Award.

The Memorial Award Committee will be chaired by a designated past-president of Division 15, who will serve a three-year term and will work with the Members-at-Large. Annually in the fall of the year, the committee will consider recently deceased luminaries according to the following criteria:

The deceased is a prominent, widely-published scholar in the field of educational psychology, who:

- made significant contributions to Division 15 during his or her career, or
- was the recipient of a Division 15 award or another award highlighting significant contributions to Educational Psychology.

This Committee will make recommendations to the full Executive Committee for a two-thirds vote to approve the nominee prior to the August convention. In years when no applications are forwarded to the Committee or the Committee makes no recommendations, no award will be made.

The Committee will also solicit written statements from former students, colleagues or volunteers who would like to become familiar with the work of each awardee to be placed in the Newsletter, on the listserv, and Division website. The Committee Chair will see that these tasks are completed following the presentation of the Award.

International Student Research Award

Taylor & Francis provided funds for Division 15 which are committed to support travel for an international student to attend and present at the APA conference. Once selected as the Taylor & Francis International Student Research Award recipient, the recipient is the award winner. However, in order to receive the \$1,000.00 in travel support, the student must attend and present at APA. The current text of the call for this award is below:

Overview:

Division 15: Educational Psychology of The American Psychological Association (APA) is pleased to invite international students at overseas universities to apply for the *International*

Student Research Award. A total of \$1,000 will be awarded to one international student to defray international travel costs to attend and present at the APA convention.

Eligibility Criteria:

To be considered for this award, an applicant must:

1. be a student member of Division 15 (or an enrolling member);
2. have an accepted, first-authored presentation in Division 15 at the APA convention;
3. attend the APA convention to receive the monetary award;
4. be studying at an overseas university (not in North America);
5. be a citizen of a country not in North-America;
6. submit a 2000-word proposal, which is an expanded version of the APA convention proposal.

Evaluation Panel and Criteria:

1. The 2000-words proposal will be reviewed by the judging panel consisted of the Division 15 International Committee.
2. The 2000-word proposal should be considered by the judging panel to be potentially publishable in a top tier educational psychology (or related) journal.

Deadline and Submission Process:

1. Deadline for XXXX International Student Research Award is on XX, XX, XXXX, Eastern Standard Time.
2. Submit the 2000-words proposal to XXXXX via email at XXXXX.
3. In the subject line, please include the text “International Student Research Award”
4. For any questions, please contact XXXX at XXXXX.

The Newsletter for Educational Psychologists (NEP)

The NEP is to be published three times annually, in the fall/winter (October), spring (February/March), and summer (June). As of 2008, the NEP is sent through APA’s regular email system to all members. It is also available to be printed down from the Division website. The NEP Editor, who serves a three-year term, is appointed by the President working the Publications Committee, with approval from the Executive Committee.

The following items should routinely appear in the NEP:

- **Every Issue.** Solicitations for nominations for any awards; instructions for the Listserv; letter from the President; notes from Editor
- **October Issue.** Call for nominations for new officers with list of previous officers; updated officer and committee list; profiles of all award winners; minutes of

Executive Committee and Business Meetings from APA; election results; APA call for papers; names of new Fellows

- **February/March Issue.** AERA highlights of interest to Division members; minutes and pictures from Executive Committee autumn meeting
- **June Issue.** Highlights for APA meeting; minutes of spring Executive Committee meeting

This document was originally prepared in 1995-96 by Sharon McNeely and approved by the Executive Committee in April 1996. It was again substantively updated in January of 1999 by Joyce Alexander, in November, 2008 by Barbara Hofer, and March, 2010 by Heather Davis. That version was updated in August, 2011 by Heather Davis working with the current officers and committee chairs. The P&P was substantially updated by Karen Harris and the EC in June, 2014; Karen Harris and Terri Thorkildsen updated this document with approval of the EC in April, 2016. Karen Harris further updated the P&P with approval of the EC in June, 2016.

Appendix A

Summary of Division 15's Formal Committees

As per the Bylaws, the President will appoint members to each committee, as needed, to ensure its size and composition reflects the committee description in the Bylaws and P&P Manual.

Committee	Required Members	Elected or Chaired
Executive Committee	President President-Elect Past-President Treasurer Secretary Members –at Large (3) Council representative	Elected Elected Elected Elected Elected Elected Elected

	and Alternate Division Editors (ex-officio)	Appointed by Recommendation from Publication Committee
Division Historian	Serves 3 year term per or at the pleasure of the President	Presidential Appointment
Membership Committee	Chair 2-3 members as needed	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Fellows Committee	Chair (Fellow) 4 fellows (3 year terms) President (ex-officio if Fellow) Secretary (ex-officio if Fellow)	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Committee for Early Career Educational Psychologists	Chair 3 to 5 members	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Graduate Student Affairs Committee	Co-Chairs 4-6 members (3 year terms)	Co-Chairs by Presidential Appointment with approval by a 2/3 majority of the EC
International Committee	Chair plus members from different places in the world as well as student members. Chair and President to determine committee size. Each member serves a 3 year term but reappointments are possible.	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Nominations Committee	3 members	Past-President serves as Chair for one year.
Finance Committee	Current Past-Treasurer (1 year), a former President (3 years) and two additional members appointed by the President with staggered terms (up to 3 years)	
Program Committee	Ex-officio President President-Elect Secretary Current Chair(s), Incoming Chair(s) and Past Chair(s)	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Publications Committee (Ideally includes the Division Editors unless personnel decisions are being made.)	Chair with Fellow Status 2 Additional Fellows 2 Additional Members Ex-officio members President, President-Elect, Past-President	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Webinars Committee	TBD as this committee develops further (currently the Past- President, the Communications Director, the initial webinar presenter and coordinator, and the Chair or representative of: the Early	TBD as this committee develops further

	Career Research Grant Committee, International Committee, Graduate Student Affairs Committee, and the Development of Early Career Educational Psychologists Committee; a student member could be added)	
E.L. Thorndike Committee	Comprises 6 Fellows of the Division serving 3 year terms*	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Richard E. Snow Committee	Chair plus 4 members of the Division, including at least 1 fellow	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Dissertation Awards and Grants Committee	Chair 3 Fellows 3 Members	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Memorial Award Committee	Chair is to be a Past-President (3-year term) and 2 Members-at-Large	Chair by Presidential Appointment with approval by a 2/3 majority of the EC
Liaisons to APA Committees, Boards, and other organizations.	--Board of Educational Affairs --Board of Scientific Affairs --Coalition for Psychology in Schools and Education --CODAPAR (optional) --Committee on International Relations in Psychology --APA's Graduate Student Committee --Council of Representatives	Presidential Appointment (We have Division members who have been elected to other APA Standing Committees and Boards, such as the Com. On Psych. Tests and Assessments, but these are appointed.)

Appendix B

The calendar runs August-August in line with the Treasurer's term. Intersections between calendar year and fiscal year accounting activity are the result of this term definition.

A Calendar of Financial Activity for APA Division 15

- Responsibilities for the Treasurer, Treasurer-Elect, and Past Treasurer
- Responsibilities of the Treasurer are in **RED**.
- Responsibilities of the Treasurer-Elect are in **GREEN**.
- Responsibilities of the Past Treasurer are in **BLUE**.

Time frame	Financial Activity
Ongoing	<ul style="list-style-type: none">• Participate in considering the business, decision making and other responsibilities of EC.• Provide insight and guidance on financial implications of matters considered by the EC (shared with PT).• Review account balance sheets when provided by APA accountants.• Ensure that balance of checking and savings is in line with Division's policies.• Keep records/copies of contracts, agreements and other similar documents with financial implications.• Establish and maintain records of expenses.• Monitor all advances provided to institutions/individuals and prompt payments when necessary.• Arrange contributions or additional payments as requested/approved by Division 15 (e.g. SIG/other Division contributions).• Consult as requested any standing committee on matters with financial implications for the Division.
Following APA: August/September	<ul style="list-style-type: none">• Process travel reimbursement for individuals who attended APA conference including Program Co-Chairs, Graduate Student Co-Chairs, and EC Committee members (and any other members who received approval for travel reimbursement).• Process stipends (when relevant) for participants in the Graduate Student Seminar.• Close out any remaining advances/costs to hotels/restaurants who provided services to Division 15 during APA conference.
September/October	<ul style="list-style-type: none">• Finalize annual budget for next fiscal year to present at the fall executive committee meeting.• Administer and monitor advances for Early Career Grants.• Arrange for Letters of Understanding, invoices, budgets, or other administrative records.• Administer and monitor advance for the incoming Division President (i.e. the President-Elect).

- November
- At Executive Committee Autumn Meeting:
- Submit *draft* of proposed budget for upcoming year that describes major expenses and revenues for past/present year (in consultation with Past Treasurer).
 - Prepare reimbursement requests for members in attendance. Obtain original receipts. Every reimbursement request for each member is a separate request. Provide original signatures on all forms for each request.
 - Assist Program Chair to establish budget and arrange funding for program activities at annual APA meetings.
 - Assist Graduate Student Seminar Co-Chairs to establish budget and provide funding for seminar activities.
- December
- Assist Program Chair with establishing a budget for operating funds.
 - Ensure all request for monies for current calendar year are submitted.
- January
- Pay bills for APA administrative services.
 - Deposit royalties from Taylor & Francis.
- March- April
- Reconcile end-of-year financial statements from accountants to update our budget spreadsheet and prepare income/expenditures statement for the year. Use to prepare report for Div15 EC meeting at AERA.
 - The President or the Program Chair of the annual meeting at APA should contact AERA hotel to prepare the Executive Committee meeting dinner. (Note: The EC should vote on a budget for the AERA meeting at the Fall Retreat.) This task should be completed and confirmed by the Treasurer-Elect at least 3-4 weeks before the annual meeting. It is also important to ensure there is a Catering Manager who can correspond with the Treasurer-Elect, the President or the Program Chair to see that the money gets there on time. In addition, it is likely that the President will have to temporarily secure the agreement with the hotel via a credit card account. The credit card will be required by the hotel to ensure the bill will be paid. In the instance something is charged to this card, request reimbursement with original receipts and official EXCEL spreadsheet form.
 - The federal tax forms will arrive via email. There are about 16-20 EXCEL spreadsheet pages per year. Review carefully information provided by accountants.
 - Complete tax forms for which the accountants have not recorded information. Await receipt of the **final** December budget sheet sent by APA. This year-end budget summary report will be mailed in January. On the first few pages of the final December budget sheet, all expenses and sources of income are reported. Use this information to determine categories of investment and expenditure that must be reported on tax forms.
 - According to the by-laws of Division 15, prepare a five-year summary of expenses and income. This report should be shared at the Executive Committee meeting at the annual AERA conference.
 - At the AERA conference, the Executive Committee members revisit the budget for APA annual conference expenses.
 - Continue to pay bills and deposit royalty checks.

June-July

Important responsibilities in preparation for the Annual Meeting:

- Work with co-chairs of the Graduate Student Seminar to ensure that all students participating will bring their completed W-8 or W-9 forms to the conference. These are needed for their stipends. The forms must have original signatures and dates.
- Assist the Program Chair in securing invoice estimates from hotels for the Executive Committee meeting dinner and the Division Reception. Once invoices have been prepared, request that advance checks be mailed to the hotels.
- Assist the Co-Chairs of the Graduate Student Seminar in securing invoice estimates for the breakfasts, lunches, and dinner receptions scheduled annually at hotels and restaurants during the APA meeting. Once invoices have been prepared, request that advance checks be mailed to the hotels.
- For restaurants, in the past, one or both Co-Chairs of the Graduate Student Seminar have generally placed expenses on their personal credit card accounts. Obtain any official receipts from the Co-Chair(s). After the annual meeting, original receipts should be mailed to the accountants with a request for reimbursement. If the amount was charged to a credit card, send both the original receipts and a copy of the monthly report from the credit card agency showing the amount dated officially on the report and deducted from the available balance. **All personal information on the monthly statement should be deleted with a pen except for the name of the Co-Chair, address, and amount to be reimbursed.**
- Process payments for services or products that are provided to Division 15 or its representatives, e.g. commemorations and certificates, Thorndike commemorations, etc.
- Prepare Treasurer report for Div 15 EC's meeting and for the Div15 Business meeting at APA. Present budget for forthcoming year for discussion, noting any budget surpluses or deficits.

August

Treasurer, Treasurer-Elect and Past Treasurer attend annual conference meeting at APA. At the Executive Committee meeting (attended by Treasurer), estimate a budget for expenses in the forthcoming year. New types of investments and expenses should be approved officially by the Executive Committee and recorded in the minutes prepared by the Secretary (e.g. budget for the Historian, new grant or research awards).

In August, the Treasurer's term ends. The former Treasurer assumes the role of Past Treasurer for the upcoming year, and the former Treasurer-Elect assumes the role of Treasurer. The Past-Treasurer works with the current President to make sure the new Treasurer has an authorization on file to allow his/her own expenses to be reimbursed by the Division.

Appendix C

Spending Policy

*Spending Policy Statement and Guidelines for the Educational Psychology Division
(Division 15) of the American Psychological Association*

Adopted: November 10, 2013

Last Modified: June 5, 2014 by vote of the Division 15 Executive Committee

Overview

This document has been created by the Executive Committee of the American Psychological Association's Division 15 to establish spending policies, strategies, and guidelines for use in managing short- and long-term spending. The document provides a framework for determining how to make spending decisions to ensure equity across various Division 15 constituencies and to simultaneously remain fiscally secure over the life of this organization. The Division 15 Executive Committee is expected to use these guidelines when making decisions about how to allocate resources and whether to support particular initiatives.

Fiduciary Standards

- The Executive Committee of Division 15 recognizes their fiduciary responsibilities with respect to the American Psychological Association's Division 15 Portfolio (Division 15 Portfolio). These duties can be summarized according to the guidelines of the American Psychological Association.
- Designated funds contributed to the Division 15 Portfolio must be utilized as intended with unspent funds returned to the general fund.
- The Executive Committee of Division 15 must comply with the duty of loyalty to the goals of Division 15. Funds must be managed and invested in good faith with the care an ordinarily prudent person;
- The Executive Committee of Division 15 should only incur costs that are appropriate and reasonable in relation to the assets, purposes of Division 15 within the American Psychological Association, and the needs of the Division 15 membership.
- The Executive Committee of Division 15 should only incur costs that are accounted for in the budget except with a 75% approval of the full Executive Committee.

Delegation of Authority

In accordance with the bylaws of Division 15, the Treasurer works in collaboration with the President and elected members of the Executive Committee to make all financial decisions. The President and Treasurer ensure that fiscal records, taxes, annual budgets are maintained. The Treasurer also handles funds for day-to-day operations, disperses award funds, and otherwise ensures that money is spent in accordance with the Division 15 bylaws, the Policy and Procedures Manual, and the guidelines provided by the American Psychological Association. The President ensures that the work of the Treasurer is supported when setting the schedules for

various Executive Committee meetings and organizes ad-hoc committees as needed to ensure the Division upholds its fiduciary standards.

Budgetary Classifications

The Division 15 Portfolio includes monies that include a reserve fund equal to operating expenses for at least two years.

Reserve requirements. In accordance with the by-laws, policies, and procedures of the division, operating expenses for two years must be readily available in a reserve fund. These funds can be placed in an interest-bearing account, but must be readily available for use in an emergency.

Operating fund. Division 15 officers and elected members of the Executive Committee will make annual decisions (requiring a 75% approval of the full elected Executive Committee) on which expenditures to make for the year, January-December, based on projected income, in an Executive Committee meeting preceding the onset of the budget year.

Timeline for Budget Review

August Review draft budget at APA for following year (Jan - Dec)

Fall Retreat - Approve annual budget for the following year (Jan- Dec)

Submit budget to APA by APA's designated deadline

Conflicts of Interest

This spending policy must conform to the federal rules required of non-profit organizations with 501c(3) status. Any individuals or organizations that support Division 15 must also adhere to those rules. This will directly affect how monies are allocated and where they are deposited once spending decisions are made. To ensure that any plans conform to these rules, the President, Treasurer, and recipient of any funds will work with members of the central office of the American Psychological Association to ensure that there are no conflicts of interest in the resulting plans before they are enacted. See Rider A for full conflict of interest statement.

Policy Modification and Exceptions

Any changes to this Spending Policy Statement deemed necessary by the Executive Committee of Division 15 will be fully discussed and agreed upon by 75% of the Executive Committee. Requests for changes may be initiated by members outside this group, but must receive the full certification of all parties to be instantiated. All changes will be incorporated in writing into the guidelines as they are made, and this document will be reviewed annually as part of the annual budget certification process. The Executive Committee of Division 15 may, from time to time, recommend written exceptions to this policy. Written notice of a policy exception should contain the date the exception is effective, the specific exception to be allowed and the date the exception's effectiveness will terminate. Any changes we deem necessary will be incorporated in writing into the guidelines.

Investment Policy Statement and Guidelines

Approved on August 9, 2014 by vote of the Division 15 Executive Committee

Overview

This document has been created by the Educational Psychology Division of the American Psychological Association (Division 15) to establish investment policies, strategies, and guidelines for use in conjunction with its investments in financial securities. The document provides the framework for an investment strategy focused on the needs of the organization. It is designed to provide clear guidance to Division 15 in its investment process in order to assure that the organization's objectives are achieved. The financial securities of Division 15 are invested in a single fund: the APA Division 15 Portfolio (Division 15 Portfolio).

Fiduciary Standards

The Executive Committee of Division 15 recognizes our fiduciary responsibilities with respect to the Division 15 Portfolio. These duties can be summarized according to the duties enumerated in the model Uniform Prudent Management of Institutional Funds Act (UPMIFA).

- 1) Funds contributed to the Division 15 Portfolio must be utilized subject to a donor's intent, based on specific directions, or in alignment with the charitable purposes of the American Psychological Association and the purposes of our investment funds;
- 2) The Executive Committee of Division 15, or their delegates, must comply with the duty of loyalty; must manage and invest funds in good faith with the care an ordinarily prudent person in a like position would exercise under similar circumstances;
- 3) Division 15 should only incur costs that are appropriate and reasonable in relation to the assets and purposes of the Division 15 Portfolio, aligned with the Division 15 spending policy, and/or approved by the Executive Committee. Executive Committee Members must make a reasonable effort to verify facts relevant to the management and investment of the Division 15 Portfolio;
- 4) Executive Committee Members must consider:
 - a) General economic conditions
 - b) The possible effects of inflation or deflation
 - c) The expected tax consequences of investment decisions/strategies
 - d) The role of each investment within the context of the overall portfolio
 - e) The expected total return from income and appreciation
 - f) Other resources of Division 15
 - g) The need to make distributions and to preserve capital
 - h) An asset's special relationship/value to Division 15's charitable purpose
- 5) The Executive Committee of Division 15 must diversify investments absent a reasonable determination that the Division 15 Portfolio is better served without diversification;

- 6) The Executive Committee of Division 15 should retain, dispose of, and rebalance assets to bring the Division 15 Portfolio into compliance with the purposes, terms, and distribution requirements of this Investment Policy Statement; and
- 7) The Executive Committee of Division 15 must recognize that a person or institution selected in reliance on a representation of special skills or expertise has a duty to use those skills or that expertise in managing or investing the Division 15 Portfolio.

Conflicts of Interest

Establishing a strong conflict of interest policy is particularly important for Division 15 because such conflicts have the potential to jeopardize the organization's tax exempt status and damage its reputation. Pursuant to IRS requirements, a conflict of interest policy statement must be made available to anyone requesting the policy statement. Division 15 will develop and maintain such a conflict of interest policy statement. Furthermore, the Executive Committee of Division 15 must provide:

1. A clear record of any proceedings concerning individuals who have either disclosed a conflict of interest or who were found to have one;
2. A description of compensation and other financial arrangements which members of the Executive Committee of Division 15 have with Division-sponsored sources that includes clearly established rules prohibiting board and committee members who receive compensation from the organization from voting on matters pertaining to their compensation;
3. A periodic review of existing conflict of interest policies to ensure that it is relevant and reflects the Division 15 Portfolio's specific needs and unique situation.

Delegation of Authority

Subject to any specific limitation set forth in a gift instrument or law the Executive Committee of Division 15 may delegate to an external agent the management and investment of the Division 15 Portfolio. In doing so, Executive Committee members shall act in good faith with the care that an ordinarily prudent person in a like position would exercise under similar circumstances. The Executive Committee of Division 15 shall establish the scope and terms of the delegation to be consistent with the purposes of Division 15 and the Division 15 Portfolio. The Executive Committee of Division 15 must establish a policy for the periodic review of the agent's actions to monitor performance and compliance with the scope and terms of the delegation. So long as Division 15 complies with the above requirements the Division is not liable for the actions of an agent to which the function was delegated.

Overall Investment Objective

The basic philosophy governing the investments of Division 15, as defined in section VII, will be prudent growth of principal with the understanding that the Division 15 Portfolio's values will fluctuate with the capital markets over shorter term time periods. Within this investment plan, this policy seeks to provide a competitive total return consistent with historical capital market conditions and subject to risk tolerances, liquidity requirements, and investment guidelines established throughout the remainder of this policy.

Spending Policy

Income from the Division 15 Portfolio will be used annually to fund the Division 15 programs and support its operational needs. Division 15 will develop and maintain a spending policy.

The Division 15 Portfolio includes three broad categories: invested monies, a reserve fund equal to operating expenses for at least two years, and the operating budget for the existing year. Funds have accrued primarily through publications and membership dues.

- Reserve requirements. In accordance with the by-laws, policies, and procedures of the division, operating expenses for two years must be readily available.
- Operating budget. Division 15 officers and members of the Executive Committee will make annual decisions on which expenditures to make for the year (January-December) in a timely matter preceding the onset of the budgetary year in question.

Rider A

Conflict of Interest Policy Statement

*Educational Psychology Division (Division 15) of the American Psychological Association
Approved September, 2014*

The purpose of this conflict of interest policy is to protect the **Educational Psychology Division of the American Psychological Association (Division 15)**'s interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of one of its officers, directors or employees, or might result in a possible excess benefit transaction. This policy is intended to supplement, but not replace, any applicable state and federal laws governing conflicts of interest.

Scope

This policy statement is directed to not only officers and directors, but also to employees, committee members, and volunteers who may be in a position to exercise substantial influence over the actions and affairs of Division 15.

Definitions

Below are important roles and definitions associated with the establishment of this policy.

Interested Person. Any director, officer, committee member with governing board delegated powers, person, and his/her immediate family members or controlled entities, having a direct or indirect interest in a transaction or arrangement involving **Division 15**.

Family member. The spouse, ancestors, children, grandchildren, great grandchildren, siblings, and the spouse of each such person.

Controlled entity. Any corporation or organization of which an "*interested person*" is a board member, director, officer, partner, or participant in the management of or employee of, or directly or indirectly owns or is the beneficial owner of any debt or equity securities as well as any trust or estate in which an "*interested person*" holds a substantial beneficial interest or as to which an "*interested person*" serves as a trustee or executor.

Conflict of interest. Any situation where an “*interested person’s*” private interests may be incompatible with or in conflict with their responsibilities to **Division 15**. This includes, but is not limited to, situations involving the “*interested person*” receiving a direct or indirect pecuniary or financial gain that might affect the objectivity or business judgment of the person involved.

Confidential information. Information or material acquired in the course of conducting a person’s responsibilities to **Division 15** such as rosters, mailing lists, telephone directories, business plans, non-public board proceedings, and information regarding vendors and/or donors.

Duty to Disclose

The mere fact that an “*interested person*” may have a pecuniary or financial interest in a transaction involving **Division 15** does not necessarily mean that a conflict of interest exists. It is the policy of **Division 15** that only the **Executive Committee** and those to whom it has properly delegated such authority are authorized to determine whether a conflict of interest exists with respect to any particular transaction.

In connection with any actual, perceived, or possible conflict of interest an “*interested person*” must disclose the existence of his/her private interest and all material facts to **Division 15** through the elected **Executive Committee** so the actual, perceived, or potential conflict of interest can be reviewed and managed. To aid in such disclosure each “*interested person*” shall, no less frequently than annually, complete a conflict of interest report.

Determining Whether a Conflict of Interest Exists

Division 15, through its duly appointed committee, shall review each “*interested person’s*” report and any other disclosures regarding an actual, perceived or potential conflict of interest and shall then in a closed meeting, not including such “*interested person,*” determine whether a conflict exists.

Addressing a Conflict of Interest

After exercising its due diligence, the **Executive Committee of Division 15** shall determine whether the organization can obtain with reasonable effort a more advantageous transaction or arrangement from a person or entity that would not create a conflict of interest. If an alternative transaction or arrangement is not possible, the **Executive Committee** shall determine by a majority vote of disinterested directors whether the transaction or arrangement is in the best interests of the organization as well as fair and reasonable and whether or not to proceed with the transaction or arrangement.

Disciplinary Action

If the **Executive Committee of Division 15** has reason to believe that an “*interested person*” has failed to disclose an actual, perceived, or potential conflict of interest such person shall be informed of such alleged failure and given an opportunity to explain his/her actions. If thereafter there is still reason to believe that a conflict of interest exists the board of directors, or its delegate, shall take appropriate corrective or disciplinary action.

Appendix D

Webinar Planning and Conduct

This document provides general guidelines and tips for preparing a webinar for the Division 15 community. These guidelines are drawn based on common best practice in webinar design, as well as on the experience of past Division 15 webinar presenters. The document will continue to evolve to incorporate the accumulating wisdom of presenters.

Guidelines and Tips for Moderators

(1) **Consider the webinar's concept and goals.** In light of the Division 15 audience, the length of the webinar, and its format, what would be an appropriate “concept” for the webinar? What would be its particular goals? The concept should be coherent, feasible, relevant, and enticing for the particular audience (think in terms of audience-centered concept and goals). Deciding on the concept relatively early is important as it guides decisions about number and characteristics of presenters and about the nature of activities in the webinar.

(2) **Decide on the number of presenters.** Division 15 is charged by number of presenters. In addition, having many voices and screens adds confusion. In light of the concept of the webinar, consider a balance between the optimal and minimal number of moderators and presenters.

(3) **Discuss the roles of the presenters.** Discuss the concept and goals of the webinar with the presenters, and decide, collaboratively, on their distinct and complementary roles. What would each presenter emphasize? How would the emphases build on each other? Presenters should be responsible (only) for designing their presentation as defined in their role, producing their visual aid (e.g., PowerPoint slides), attending practice sessions, and presenting. Avoid overburdening the presenters with other duties.

(4) **Discuss the format with the presenters.** Interrelated with concept of the webinars and the presenters' roles, discuss the format of the webinar that would promote its goals. Some issues to consider: (a) Sequence of presentations and activities; (b) nature of webinar activities; (c) process of generating, collecting, and fielding questions from audience; (d) preparatory activities (e.g., advertising the webinar, proposing reading materials, etc.).

(5) **Moderating the webinar.** When opening the webinar, thank attendees for coming; provide a brief introduction to Division 15; provide a brief introduction to the webinar, its concept, and its format; and introduce the speakers. Moderate the webinar according to the format decided with the presenters (e.g., moderate questions). Monitor time and progress along with the plan and intervene to facilitate appropriate time management. Monitor inappropriate activities by audience (or presenters) and intervene if necessary. At the conclusion of the program, thank the presenters and then the audience, indicate the availability of materials (e.g., recordings, slides), indicate that everyone will receive a feedback survey, and encourage people to provide constructive feedback to help continue providing relevant future webinars.

(6) **Logistics and technology.** Wade will be responsible for creating the webinar's call (e.g., **create a one minute video to** describe what members and friends of the Division will learn in the webinar and distribute it through social media) circulating and promoting the call, and

disseminating follow-up materials (such as the slides, links, and the post-event survey).

Guidelines and Tips for Presenters

(1) **Craft concept and goals.** In light of the Division 15 audience, the length of the webinar, and its format, what would be an appropriate “concept” for the webinar (think “audience-centered”)? What would be its particular goals? Discuss the concept and goals with the moderator and other presenters. Collaboratively, create a short, coherent, feasible, and enticing blurb that describes this concept and goals.

(2) **Discuss your role as presenter.** In light of the concept and goals of the webinar, discuss with the moderator and other presenters your distinct and complementary role in the webinar. What would you focus on and emphasize? How would your emphasis link to the goals and build on the other presenters’ emphases?

(3) **Incorporate audience-centered activities.** Particularly in light of the “talking heads” format, consider incorporating appropriate brief activities for the audience (e.g., reflecting on a question, relating content to personal experiences and goals) that would allow them time to process the information, relate it to their prior knowledge, and make it relevance to their personal experiences and goals. This is likely to enhance audience learning and motivation.

(3) **Use features for audience interaction.** The online framework allows some audience interaction, such as “hand-raising” or “chat”. Discuss with the moderator and other presenters the possibility and format of using these features, if appropriate.

(4) **Use best practice for designing visual aids.** Create a visual aid (e.g., PowerPoint, Prezi) that avoids the pitfalls of presenter-centered presentations (e.g., "death-by-powerpoint" - <http://tedxtalks.ted.com/video/How-to-avoid-Death-By-PowerPoin%20>) and employs audience centered best practice design features (e.g., Assertion-Evidence format; http://writing.engr.psu.edu/assertion_evidence.html; download the Assertion-Evidence template for slide design here: http://www.writing.engr.psu.edu/AE_presentation_template.ppt). Consider designing a single audio-visual aid with the other presenters to avoid the need to switch between screens, devices, or files.

(5) **Practice.** Practice your presentation, alone, and with the other presenters. Create a script which will serve as your “compass” to stay on topic and avoid repetition. In addition, you will attend a practice session with Wade, the moderator, and the other presenters to test the technology.

(6) **Plan for Q & A.** Address audience questions. Plan to provide the moderator with a few questions to stimulate conversation among the audience. Use audience polls.

Guidelines regarding Technology

Pre-Event: Once we confirm a date with APA Central, we’ll receive a registration link that we can disseminate via LISTSERV, social media, and The Weekly Digest. Wade will design a complementary PDF call (outlining details about the event, and embedding the aforementioned registration link). Distribute a one minute video describing the event.

Event: The event will be broadcast through WebEx, as provided by APA Central. They’ll offer full support during the webinar itself, and we’ll have as much pre-event practice

time as needed to ensure the group is comfortable with this technology.

Post-Event: After the webinar is concluded, Wade will send a follow-up survey asking attendees about their experience (as well as soliciting any other details deemed appropriate by the group). We'll also send the group a copy of the PPT slides—unless host(s) prefer we don't—and other materials/links as mentioned by speakers.

Guidelines regarding Timeline

Because APA Central is managing the technology, we're likely going to be restrained to hosting during business hours (though we can verify if needed). However, this creates an 8-9 hour window that should still offer reasonable access for those interested in attending.

Recommend a minimum of 2x practice sessions before the event. As noted in preparations for the first webinar, getting everyone comfortable with the technology can take some time. We're hoping APA's involvement alleviates this burden, but there's no guarantee until we've tested a few times.

Recommend that all broadcasting team members convene in the meeting room 20-30 minutes before the event begins. This allows for any last-minute troubleshooting on cameras/microphones, and ensures we're in place for the event to go live on time.

We're going to be limited to 1-1.5 hours of webinar time. 1 hour should be a good length. Regarding specific dates/times, we'll need to convene with the other committee members and their speakers to coordinate.