

Committee Charters

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Applied Committee Charter

PURPOSE

The Applied Committees purpose is to (1) make clear the value of applied work in the field and (2) ensure that SPSP is inclusive of individuals doing applied work. The committee will work on any number of activities, such as: showcase applied work at the annual convention; educating current members about careers that involve application of social and personality psychology; generating ideas for fostering collaboration between those doing basic and applied work.

STRUCTURE

The committee consists of seven members. Serving on the committee is a two-year term. Three new members join every year. The Member at Large (MAL) for Application serves as the Chair.

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|-----------------------------------|
| Application MAL: Chair (1) |
| 2 nd -Year Members (3) |
| 1 st -Year Members (3) |

Committee members should work in an applied setting. Maintaining representation in career stage, geographic location, place of employment (e.g. size of organization, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Chair with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Chair.
- Provides administrative support for emails, web updates, event logistics, surveys, and coordination for selection processes and student-faculty matching.

Role of the Chair

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Coordinate with committee members to select three new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.
- Attend the SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Represent the committee on the Quarterly Committee Co-Chair Calls.

OPERATIONS

Reporting

The Chair shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The Chair shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges.

Collaboration

The Chair partners with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

- Commitment to serving on this committee includes participating in monthly online meetings, work within subcommittees, regular email communication, and attendance and meeting at the annual convention.
- Maintain and grow list of non-academic resources page
- Organize events at annual convention (hackathon, mentoring)
- Develop resources and support for current and aspiring Applied psychologists
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

Awards Committee Charter

PURPOSE

The SPSP Awards Committee appoints, oversees and works closely with the Award Nomination Panels, who nominate and select SPSP award recipients using various processes, criteria, and the spirit of the award. The Awards Committee also works to continuously improve and expand SPSP's awards program. Finally, the Awards Committee selects the annual "Service to the Field" and the "Service to SPSP" awards. Members are tasked with identifying individuals to serve on the Award Panels, overseeing the panels and sanctioning the selections, and identifying ways to improve and expand the awards program. Members of the committee are also asked to review nominations and select the recipients of the two Service awards.

STRUCTURE

The committee consists of three members. Serving on the committee is a three-year term. One member joins every year, serving as Chair in their third year and past-chair in their fourth year. Past-chairs serve in an advisory role and are not officially part of the committee.

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|---|
| 3 rd -Year Member: Chair (1) |
| 2 nd -Year Member (1) |
| 1 st -Year Member (1) |

Committee members must have their PhDs and be well-networked within the Society to support staffing the Awards Panels each year.

Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Maintain the Awards applications
- Schedule relevant marketing
- Coordinate with all review panels and support their processes
- Organize the Awards Ceremony at the Annual Convention
- Coordinate ongoing communications among the group
- Leverage central office resources to enable the group to realize their goals
- Supports the committee to stay accountable on objectives and goals for the year
- Advises the Chair with regard to the policies and procedures of the Society
- Provides feedback and institutional knowledge to the Chair

Role of the Board of Director Member At Large (MAL) – Community/Diversity

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Chair

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend the SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Coordinate with committee members to select one new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.
- Represent the committee on the Quarterly Committee Co-Chair Calls.

OPERATIONS

Reporting

The Chair shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The summer board report needs to include the list of award recipients for ratification by the Board. The Chair shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges.

Collaboration

The Chair partners with leadership, staff, and other standing committees to accomplish its work for the Board. Committee members should reach out to other committees to encourage individuals to submit nominations for awards.

Responsibilities and Duties

- Provide reviews for "Service to the Field" and "Service to SPSP" award applications
- Select the "Service to the Field" and "Service to SPSP" awardees
- Identify individuals to serve on the Award Panels
- Oversee the panels and sanctioning the selections
- Identify ways to improve and expand the awards program
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for award panelists, call for award nominations)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

- Awards Committee Handbook

Convention Committee Charter

PURPOSE

The Convention Committee organizes numerous aspects of SPSP's annual convention and preconferences. In addition to oversight of the whole convention, specific responsibilities include featured programming (e.g., out of the lab, inside the grant panel) and the Legacy program.

STRUCTURE

The committee consists of nine members. Serving on the committee is a two or three-year term depending on position. Four new members join every year. Past-chairs serve in an advisory role and are not officially part of the committee.

Volunteers on the Convention Committee fall into one of the following categories:

Three-year committee members: These individuals make up the core of the committee and serve for three years. Each year, a different task is assigned to individual.

Two-year committee members: These individuals serve on the committee for two years. Each year, a different task is assigned to individual.

Science Program Committee: Two members are assigned to this task for two years each.

| Category | Task |
|-------------------------------------|---|
| 3-Year Members | Chair – Year 3 Legacy Awards – Year 2 Awards Address – Year 1 |
| 2-Year Members | Out of the Lab – Year 2 Inside the Grant Panel – Year 1 |
| Science Program Committee:Co-chairs | Symposia – Year 2 Single Presenter – Year 1 |

Committee members should have a broad and inclusive perspective on SPSP, its membership, and past SPSP conventions; availability throughout most of the calendar year but particularly over the summer and in the months leading up to the convention; ability and willingness to work with other committee members to troubleshoot convention-related issues and challenges; ideas about what makes the convention most successful and what might be improved from year to year, including from other society conventions. Maintaining representation in career stage, geographic location, place of employment (e.g. size of organization, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.

- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Chair with regard to the policies and procedures of the Society.
- Ensures the Chair operates within the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Chair.
- Communicates tasks, timelines, and historical information related to the committee's tasks and responsibilities.

Role of the Board of Director Member At Large (MAL) – Science Programs

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Chair

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend the SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Represent the committee on the Quarterly Committee Co-Chair Calls.
- Coordinate with committee members to select four new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.

OPERATIONS

Reporting

The Chair shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The Chair shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges.

Collaboration

The Chair partners with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

Three-year committee members: These individuals make up the core of the committee and serve for three years. Each year, a different task is assigned to individual. First year is oversight of the awards addresses, second year is oversight of the Legacy program, and third year is chair of the convention. Serving as a three-year committee member includes attending the Winter Board meeting during the second and third year of service. During your third year of service, you may be invited to attend the summer meeting as well. Previous experience with programming and/or convention management is preferred.

Time commitment: approximately 30-40 hours over the course of the year

Two-year committee members: These individuals serve on the committee for two years. The first year is oversight of Inside the Grant Panel and the second year is Out of the Lab. After two years, this position rotates off and may apply for a three-year spot on the committee.

Time commitment: approximately 25 hours over the course of the year

Science Program Reviews: Two members are assigned to this task for two years each. The first year, the pair is responsible for programming all single presenter sessions (posters, data blitzes, and single paper sessions). The second year, the pair manages symposia selection and the two invited sessions.

Time commitment: approximately 10 hours over the course of the year

- Occasional (~ 1 hour) planning meetings throughout the year
- Attend the Annual Convention
- Attend the Convention Committee Meeting at the Annual Convention on Saturday afternoon
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

- Convention submissions take place in July and reviews and selections happen in August (specific timelines are details of each task is provided to committee members ~April of each year)
- Detailed roles and responsibilities with timelines are available (see staff liaison for access)
 - All Staff > Convention > Programming > Project Guides

Diversity and Climate Committee Charter

PURPOSE

In an effort to increase the diversity of personality and social psychology, the Diversity and Climate Committee (1) monitors diversity in the organization, (2) supports activities designed to increase the participation of underrepresented members at every level, and (3) provides resources and opportunities to increase a sense of community for underrepresented groups in SPSP.

Underrepresented minorities (URM) examples: ethnic or racial minority students; first-generation college students; lesbian, gay, or bisexual students; transgender students; and/or students with a physical disability.

STRUCTURE

The committee consists of six members that are selected annually by the committee from a list of applicants. Serving on the committee is a three-year term. Two new members join every year, serving as co-chairs in their third year and past-chairs in their fourth year. Past-chairs serve in an advisory role and are not officially part of the committee.

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| 3 rd -year Members: Co-Chair (2) |
| 2 nd -Year Members (2) |
| 1 st -Year Members (2) |

Committee members should have some experience in coordinating diversity efforts in either academic or non-academic settings. Preference is given for members who are in advanced stages of their career (i.e., not junior). Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Co-Chairs with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Co-Chairs.
- Provides administrative support for emails, web updates, event logistics, surveys, and coordination for selection processes and student-faculty matching.

Role of the Board of Director Member At Large (MAL) for Community & Diversity

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Co-Chairs

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports

- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend the SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Coordinate with committee members to select two new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.
- Represent the committee on the Quarterly Committee Co-Chair call.

Role of the Past-Chairs

- Serve in an advisory role to the current committee
- One DCC past-chair is to serve on the Nominations and Elections Committee for a one-year term

OPERATIONS

Reporting

The Co-Chairs shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The Co-Chairs shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges. The Co-Chairs and relevant committee members will submit annual reports for any grants for SPSP programs from outside funding sources.

Collaboration

The Co-Chairs partner with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

Committee members regularly review SPSP diversity initiatives, advise the board, DEI committee representatives and staff on diversity issues, and support several diversity events at the convention. Committee members should expect to meet monthly for an hour meeting and be able to commit an average of one additional hour a month to DCC duties (with the understanding that some months require more work and others less). Notably, for committee chairs this has been, historically, a longer time commitment than quoted above.

DCC Convention activities:

- Approve Diversity Graduate Travel and Diversity Undergraduate Travel Awards
- Provide guidance and oversight of the following events (staff to execute planning and organization):
 - Social-Personality Program for Undergraduate Research (SPUR) Kick-Off (Thursday); organized by SPUR coordinator
 - Undergraduate Diversity Breakfast (Friday morning)
 - Graduate Diversity Admired Scholar Meet-up (Friday evening)
 - Diversity Reception (Friday evening)

Attend the Annual Convention and the Saturday Committee Meeting

Other regular DCC activities:

- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate
- Serve as a primary resource to guide DEI goals across SPSP
- Create new initiatives, programs, and opportunities to address the goal of SPSP becoming an anti-racist organization
- Coordinate with DEI representatives on each SPSP standing committee (regular check-ins with committee members, provide advice, identify challenges and opportunities for improvement)
- Assign an SPSP member to coordinate SPUR (Social-Personality Program for Undergraduate Research)
- Review Community Catalyst Grant applications and select recipients

- Facilitate the SPSP Climate Survey every three years (started in 2018), analyze the results and provide recommendations based on the findings
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)

Timeline

| Month | Activity | Committee | Staff | Notes |
|-----------|--|--------------------------|--------------------------|---|
| March | Debrief from convention; welcome new members | <input type="checkbox"/> | | |
| April | SPUR Activities (see separate section) | | | |
| May | Misc. | | | |
| June | Community Catalyst Grant selections | <input type="checkbox"/> | <input type="checkbox"/> | DCC reviews; Staff sends communication |
| July | Diversity Graduate Travel Award Reviews | <input type="checkbox"/> | <input type="checkbox"/> | Coordinated by Recognition Manager |
| August | Diversity Graduate Travel Selections | | | |
| September | | | | |
| October | Diversity Undergraduate Reg Award Selections | <input type="checkbox"/> | <input type="checkbox"/> | Coordinated by Recognition Manager |
| November | Matching for Admired Scholars | | <input type="checkbox"/> | |
| December | Matching for Admired Scholars | | <input type="checkbox"/> | |
| | Graduate Travel Award added to Program | | <input type="checkbox"/> | Completed by Staff |
| January | Last-minute matching for Admired Scholars | <input type="checkbox"/> | | |
| | Surveying and assigning undergraduates and mentors to tables | <input type="checkbox"/> | | |
| February | Diversity Undergraduate Breakfast | <input type="checkbox"/> | <input type="checkbox"/> | DCC runs; Staff ensures proper set-up |
| | Admired Scholars Meet-up | <input type="checkbox"/> | <input type="checkbox"/> | DCC check-in; Staff ensures proper set-up |
| | Diversity Reception | | <input type="checkbox"/> | Staff ensures proper set-up |
| | DCC Meeting | <input type="checkbox"/> | <input type="checkbox"/> | |

SPUR Timeline:

Timeline

| | |
|----------------------------------|---|
| May 1 – August 1 | Confirm potential faculty mentors, develop website and application materials and procedures |
| August 1 – November 1 | Advertise program on relevant listservs |
| November 1 | Application materials due |
| Nov 1- December 15 th | Students selected and matched to a faculty mentor |
| December 15 th | Selected students contacted |
| SPSP Pre-Conference | One-day workshop with mentors and students |
| March – Dec 1 st | SPUR students participate in bi-weekly meetings with mentors |
| March—Dec 1 st | Students have monthly virtual progress meetings with other SPUR mentees |
| March—Dec 1 st | SPUR coordinator checks-in twice with each SPUR mentee and mentor |
| April | Students participate in online workshop #1 |
| May | Students participate in online workshop #2 |
| September | Students participate in online workshop #3 |
| October | Students participate in online workshop #4 |
| Dec 1 st | Submit Completed Posters to SPSP |

SPUR Responsibilities:

Staff/SPUR Coordinator responsibilities:

| Task | SPSP Staff | SPUR Coordinator | DCC |
|-------------------------|---------------------------------|--|-----|
| Recruit faculty mentors | Send out emails for recruitment | Draft recruitment email, reach out if we need more mentors | |

| | | | |
|--|---|--|--|
| Develop website and application materials | Create website | Develop content for website and application materials | Feedback on application materials |
| Advertise program on listservs | Post program blurb on listservs | Write blurb to send out | |
| Select students and match to mentor | Handle mentor-student matches | Come up with criteria to select students | Apply criteria to select students |
| Email selected students | Send email | Create email text | |
| Processing payments | Payment processing (mail checks, collect W9s) | | |
| Organize one-day workshop at SPSP | Help securing room and box lunches | Design content of workshop with help of DCC | Deal with RSVPs to workshop from mentors and mentees |
| Monitor monthly peer group progress meetings | Help coordinate meeting times for each peer group and create Zoom meeting | Write questions for check-in | Help recruit grad mentors to lead progress meetings (one to head up each peer group) |
| Follow-up w/ mentors and mentees | | Check-in twice with each mentor and mentee individually over email | |
| Design 4 online workshops | Create Zoom meeting | Find speakers and design content | Support coordinator in designing content |
| Select SPUR posters | Coordinate poster submission | Write text for poster submission reminder | Select 2 posters to present at SPSP |
| SPUR follow-up survey | Send out survey; maintain list of SPUR students | Make any edits to existing survey | |

All activities and timelines subject to change

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

DCC Manual (in progress)

Division 8 – Program Chair Charter

PURPOSE

The annual APA Convention attracts, on average, 11-12,000 psychologists, students in psychology, and other mental health professionals from a wide cross-section of employment settings including science, practice, public policy, education, and research. The Board of Convention Affairs (BCA) serves as the coordinator of programs initiated by the various divisions of APA. 1,000 hours of programming are dedicated to the divisions. The division may set up experimental programs and determine the structure of the sessions, e.g., panel discussion, symposium, conversation hour, etc.

Program Chair solicits and even develops innovative and interactive programs and sessions that are attractive to Convention attendees. Although a primary focus is to provide the opportunity for researchers to present cutting edge data, Program Chair, in collaboration for their Division's leadership, can initiate programs to address content or issues not addressed in proposals that they received. Further, Program Chair can encourage Division members to develop and submit collaborative and innovative programs between the Divisions and APA Boards & Committees.

STRUCTURE

Year 1: serve as Program Co-Chair and shadow the current Program Chair, attend the APA Convention

Year 2: serve as Program Chair and liaison with SPSP Executive Director to fulfill your responsibilities, attend the APA Convention

The incoming President-Elect appoints the individual to serve in the Year 1 position in the summer.

Role of the Staff Liaison

- Works in conjunction with the Chair to facilitate the promotion of the call for reviewers, submissions and final program
- Creates the flyer to promote the Division 8 programming
- Ensures the Chair operates within the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Chair.

Role of the Board of Director Member At Large (MAL) – Outreach/Advocacy

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

OPERATIONS

Reporting

The Chair shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives.

Collaboration

The Chair partners with leadership, staff, and other operational committees to accomplish its work for the Board.

Responsibilities and Duties

- Serve as the primary point of contact for APA
 - Attend training in June in Washington, D.C. as Chair
 - Attend the APA Convention (Co-Chair and Chair will receive complimentary registration from APA)
 - Registration and housing open mid-April (SPSP provides hotel and travel support to the Chair and Co-Chair)
 - Monitor the APA Contention chairs list serve (Co-Chair to observe and Chair to be an active participant). This is where many requests for collaboration, additional meetings, questions and program development will occur.
- Lead the call for convention proposals process
 - Review the [call for proposals](#)
 - Determine special requirements for Division 8 call for convention proposals (June/July 2020)
 - Create a theme for the Division 8 program (not required)
 - Identify and confirm invited speakers for the Division 8 program (this is completed outside of the call for proposals process)
 - Consider developing a collaborative program submission (due October 2020)
 - Call for Convention Proposals (September-December 2020)
- Manage the review process (recruitment, assignment, decisions)
- Create and manage the program schedule
 - Become familiar with [past programs](#)
 - Review the overall schedule and program SPSP President, Monica Biernat (January)
 - Organize a co-sponsored happy hour with Division 9 and 34. The organization and planning of this event rotates every year. The staff liaison will manage this event with your input. Division 8 organized the event in 2019.
 - Finalize any corrections to the Convention Program (February)
 - Liaison with the hotel/convention center on any catering requirements (June 2021)
 - Submit any corrections for the archival record by the end of the event (August)
- Speaker management (notifications of acceptance/rejection, onsite logistics)
 - Send notifications of acceptance/rejection (late March 2021)
 - Send presenter instructions
 - Determine the best poster by an APA Member and the best poster by an APA Student Affiliate/APAGS Member for your Division; submit as entries in the "Science at Sunset" competition at the Convention (June 2021)

- Promote Division 8 throughout the process in conjunction with SPSP staff (call for convention proposals, division 8 programming, registration)
- Attend the SPSP Board of Director meetings (costs reimbursed) when there are items for discussion or proposals to present to the Board.
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference: APA Program Chair Handbook June 2019rev

Reference: 2020 DPC Instructions

Early Career Committee Charter

PURPOSE

The Early Career Committee was formed in 2019 to help address the needs of SPSP's early career members. The committee hopes to ensure that relevant resources, networking opportunities and programming are available to early career members and that their interests are represented across SPSP.

STRUCTURE

The committee consists of six members. Serving on the committee is a three-year term. Two new members join every year, serving as co-chairs in their third year and past-chairs in their fourth year. Past-chairs serve in an advisory role and are not officially part of the committee.

| |
|---|
| 3 rd -Year Members: Co-Chair (2) |
| 2 nd -Year Members (2) |
| 1 st -Year Members (2) |

Maintaining representation in academic discipline, geographic location, place of employment (e.g. size of institution, non-academic settings), gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Co-Chairs with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Co-Chairs.
- Provides administrative support for emails, web updates, event logistics, surveys, and coordination for selection processes and matching.

Role of the Board of Director Member At Large (MAL) for Community & Diversity

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Co-Chairs

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Only one co-chair is required to attend the winter meeting.
- Represent the committee on the Quarterly Committee Co-Chair Calls

- Coordinate with committee members to select two new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.

OPERATIONS

Reporting

The Co-Chairs shall submit semiannual reports to the Board about activities and progress toward the Society’s strategic objectives. The Co-Chairs shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges. The Co-chairs and relevant committee members will submit annual reports for any grants for SPSP programs from outside funding sources.

Collaboration

The Co-Chairs partner with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

ECC Convention activities:

- Organize and implement the Early Career Mentoring session
- Attend the Committee Meeting (Saturday morning)

Other regular ECC activities:

- Quarterly article contributed to SPSP member newsletter (ongoing)
- Writing groups (ongoing)
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Timeline

| Month | Activity | Committee | Staff | Notes |
|-----------|--|--------------------------|--------------------------|-------|
| March | Debrief from convention; welcome new members | <input type="checkbox"/> | <input type="checkbox"/> | |
| April | | | | |
| May | Recruit for new committee volunteers | <input type="checkbox"/> | | |
| June | | | | |
| July | | | | |
| August | Summer Board Meeting | <input type="checkbox"/> | <input type="checkbox"/> | |
| September | Recruit mentors for mentoring event | <input type="checkbox"/> | | |
| October | Recruit mentors for mentoring event | <input type="checkbox"/> | | |
| November | | | | |
| December | Open sign-ups for mentoring event | | <input type="checkbox"/> | |
| January | | | | |
| February | Early Career Mentoring Event | <input type="checkbox"/> | <input type="checkbox"/> | |
| | ECC Meeting | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Winter Board Meeting | <input type="checkbox"/> | <input type="checkbox"/> | |

All activities and timelines subject to change

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

- Early Career Committee handbook (in progress)
- Proposal for change in early career membership definition (August 2020)
- Proposal for change in SAGE Young Scholar award (August 2020)

Fellows Committee Charter

PURPOSE

The purpose of the committee is to review SPSP and APA Division 8 fellowship applications and provide recommendations for fellowship to the board for consideration.

STRUCTURE

The committee consists of six members. Serving on the committee is a three-year term. Two members join every year, serving as co-chairs in their third year and past-chairs in their fourth year. Past-chairs serve in an advisory role and are not officially part of the committee.

| |
|---|
| 3 rd -Year Members: Co-Chair (2) |
| 2 nd -Year Members (2) |
| 1 st -Year Members (2) |

Committee members must have their PhDs and be fellows of SPSP.

Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Maintain the Fellows applications
- Schedule relevant marketing
- Notify new fellows and collect their information for marketing
- Prepare fellows certificate and mailing
- Serve as the liaison to APA Division 8 for coordinating with APA Div 8 applicants
- Coordinate ongoing communications among the group
- Leverage central office resources to enable the group to realize their goals
- Supports the committee to stay accountable on objectives and goals for the year
- Advises the Co-Chairs with regard to the policies and procedures of the Society
- Provides feedback and institutional knowledge to the Co-Chairs

Role of the Board of Director Member At Large (MAL) – Community/Diversity

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress

- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Co-Chairs

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend the SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Coordinate with committee members to select two new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.
- One of the Co-Chairs will contact those not selected for fellowship
- Represent the committee on the Quarterly Co-chair Committee call.

OPERATIONS

Reporting

The Co-Chairs shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The summer board report needs to include the list of new fellows for ratification by the Board. The Co-Chairs shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges.

Collaboration

The Co-Chairs partners with leadership, staff, and other standing committees to accomplish its work for the Board. Committee members should reach out to other committees to encourage individuals to submit applications for fellow status.

Responsibilities and Duties

- Assist in marketing for the open fellows application period
- Provide reviews for fellow applications
- Make recommendations to the board for current applicants
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate
- Attend SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Represent the committee on the Quarterly Committee Co-Chair Calls

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the

committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

- New Fellows are displayed in the Annual Report beginning with 2020
- New Fellows are displayed on the website
- Marketing will push social media posts regarding new fellows
- All Staff > Fellows (see staff liaison for access)

Fundraising/Development Committee Charter

PURPOSE

The SPSP Fundraising and Development Committee works to raise funds to support SPSP's many initiatives, such as support diversity efforts, programs such as SISPP or SPUR, or honoring legacy figures in the field. Specific projects include the Heritage Wall of Fame, annual giving campaign, and working with individual donors who are interested in supporting SPSP and the field of social/personality psychology.

STRUCTURE

The Fundraising and Development Committee consists of seven members, including two co-chairs along with four other members, each of whom serves a three-year term. Two new members join every year, serving as co-chairs in their third year. The SPSP Treasurer is the liaison of the committee to the Board of Directors, but not an official member of the committee. Past-chairs serve in an advisory role and are not officially part of the committee.

| |
|-----------------------------------|
| Co-Chair (2) |
| 2 nd -Year Members (2) |
| 1 st -Year Members (2) |

Development committee members are selected based upon their willingness to support in the field, professional and personal connections, diversity or international status, and fundraising knowledge. Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

The staff liaison guides the committee on strategy and campaigns while the committee provides feedback, connections for solicitations, and assists in the execution of strategy. The committee does not necessarily execute strategy, but aids the staff liaison in their role. The one exception to this may involve direct engagement with heritage nominees and their solicitors.

Role of the Staff Liaison

- The staff liaison serves as the core development resource, while the development committee provides insight for fundraising strategies along with personal connections for solicitations.
- Creates and implements all fundraising activities for the Society in coordination with the committee.
- Manages the Heritage nomination process with the committee. The committee nominates Heritage nominees and reaches out directly to the solicitors.
- Consult with the committee's institutional knowledge and connections for new fundraising approaches. (e.g. acquiring a list of textbook authors for a new fundraising strategy).
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Co-Chairs with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Co-Chairs.
- Track all donations and reports to committee

Role of the Board of Director Treasurer

- The committee's connection to the Board of Directors is through the Treasurer.
- The Treasurer should be invited to meetings, review reports, and provide guidance to the committee based on Board priorities.

Role of the Co-Chairs

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend the SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Coordinate with committee members to select two new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.
- Major donors receive hand written letters form one of the Co-Chairs and Executive Director.
- Represent the committee on the Quarterly Co-Chair Committee call

OPERATIONS

Reporting

The Co-Chairs shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The staff liaison will track all donations.

Collaboration

The Co-Chairs partner with leadership, staff, and other standing committees to accomplish their work for the Board.

Committee Member Responsibilities and Duties

- Develops with the staff liaison fundraising strategies and campaigns.
- The committee nominates 8 Heritage Wall candidates, identifies professional associates of candidates to server as solicitors for the candidate, and communicates with the solicitor.
- Represents SPSP in donor solicitation emails sent to SPSP membership. Review and contribute to those emails.
- Manage existing relations with donors.
- Spearhead new initiatives and write solicitations.

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

References:

- Donation Tracking Document - Cumulative tracking document for SPSP and ARP (see staff liaison for access)

- All Staff > Development > Donation Tracking Document

Government Relations Committee Charter

PURPOSE

The Government Relations Committee provides advice and support to the SPSP staff and Board of Directors on advocacy for social and personality psychology. The Committee contributes to the specification of strategies, priorities, and mechanisms that can best permit SPSP to promote the field by engaging members to support the goals of the committee. The primary focus of the Committee's attention is on national policy and the federal system of research and development (R&D), whether in the legislative, executive, or judicial branches of government.

STRUCTURE

The committee consists of six members. Serving on the committee is a three-year term. Two new members join every year, serving as co-chairs in their third year and past-chairs in their fourth year. Past-chairs serve in an advisory role and are not officially part of the committee.

| |
|---|
| 3 rd -year Members: Co-Chair (2) |
| 2 nd -Year Members (2) |
| 1 st -Year Members (2) |

Committee members should have an interest in policy and government relations. Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Co-Chairs with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Chair.

Role of the Board of Director Member At Large (MAL) – Outreach and Advocacy

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Co-Chairs

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Represent the committee on the Quarterly Committee Co-Chair Calls
- Coordinate with committee members to select two new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.

OPERATIONS

Reporting

The Co-Chairs shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The Co-Chairs shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges.

Collaboration

The Co-Chairs partners with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

Time commitment for this position is a few hours a month, varying month to month, including:

- The SPSP Government Relations Committee monitors federal legislation affecting science,
- Advocates for funding for social and personality psychology,
- Collaborates with other social science organizations to do the same.
- Organizes and judges the [impact vignettes](#) or other programs
- Provides content or guidance for the [government relations](#) page
- Selects members to attend the COSSA advocacy days program
- Attend the Annual Convention and the Saturday Committee Meeting
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference: [Government Relations Web Page](#)

Grants Review Panel Charter

PURPOSE

The purpose of this review panel is to provide reviews for the Small Conference and Small Research grant programs.

STRUCTURE

The panel consists of 7-9 members serving on the panel for a two-year term. The panel members must have a PhD but otherwise no specific requirements are needed. Panel members are selected based upon their expressed interest during SPSP's annual call for volunteers.

Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in panel composition. Panel members must maintain their SPSP membership throughout their tenure on the panel.

Role of the Staff Liaison

- Manage the application portals for either grant program
- Assigns the reviewers in NOAH. The liaison will reach out to the reviewers when it is time to complete reviews, along with a reviewer guide and timely updates up to the due date
- Compile the reviews into a single document and present the data to the respective MAL
- Make any necessary changes to the application, review document, or other materials as requested by the MAL or Board of Directors
- Contact the recipients and non-recipients after the MAL has decided on awardees.
- Track the respective grants
- Coordinate ongoing communications among the group
- Supports the panel to stay accountable on objectives and goals for the year.
- Advises the MAL with regard to the policies and procedures of the Society.
- Ensures the MAL operates within the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the MAL.

Role of the Board of Director Member At Large (MAL)

- Research grants: MAL Primarily Undergraduate Institutions
- Conference grants: MAL Science Programming
- Responsibilities outlined below.
- Represent the committee on the Quarterly Committee Co-Chair Calls

OPERATIONS

Reporting

The MALs shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives.

Collaboration

The MALs will consult with the board for feedback or changes for the Small Conference or Small Research grant programs. The MALs may also consult with the Executive Director and staff liaison for feedback or program changes.

Responsibilities and Duties

The reviewers complete their reviews independently of the MALs who govern either grant program. Once reviews are complete, the staff liaison will pass along the compiled reviews to the MAL for the Small Research program and the MAL for the Small Conference grant programs respectively. The MAL for either program makes the final award decisions and represents their respective program for the board.

- The MALs complete their board reports and attend the board meetings to represent their respective programs
- The MAL provide the staff liaison with confirmation of the chosen grant recipients based upon their insight and the review rankings
- The Grant Review panel members complete their reviews as assigned
- The staff liaison ensures all behind the scenes components are working, such as scheduling marketing pushes, maintaining the application portals, as well as grant tracking.

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

- Small Conference Grant tracking document (see staff liaison for access)
 - All Staff > Small Conference Grants > Small Conference grant tracking document
- Small Research Grant tracking document (see staff liaison for access)
 - All Staff > Small Research Grants > Small Research grant tracking document

International Committee Charter

PURPOSE

The SPSP International Committee seeks to make SPSP and the field of social and personality psychology more culturally and geographically diverse, both in terms of researchers and the populations they study. The committee works to continuously diversify SPSP's conferences, publications, programs, awards, membership, and website to better represent the global community.

STRUCTURE

The committee consists of six members. Serving on the committee is a three-year term. Two new members join every year, serving as co-chairs in their third year and past-chairs in their fourth year. Past-chairs serve in an advisory role and are not officially part of the committee.

| |
|---|
| 3 rd -year Members: Co-Chair (2) |
| 2 nd -Year Members (2) |
| 1 st -Year Members (2) |

Committee members should have completed their Ph.D or equivalent, in a field relevant to the committee's work. Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Co-Chairs with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Co-Chairs.
- Provides administrative support for emails, web updates, event logistics, surveys, and coordination for applications.

Role of the Board of Director Member at Large (MAL) – Education

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Co-Chairs

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Represent the committee on the Quarterly Co-Chair Committee call

- Coordinate with committee members to select two new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.

OPERATIONS

Reporting

The Co-Chairs shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The Co-Chairs shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges.

Collaboration

The Co-Chairs partner with SPSP leadership, staff, and other standing committees to accomplish its work for the Board.

Committee Member Responsibilities and Duties

- Attend regular biweekly or monthly committee meetings and help carry out specific projects identified by the committee
- Promote SPSP membership to international psychologists
- Encourage and review applications to the International Travel/Registration Award and International Bridge-Building Award
- When possible, attend the Annual Convention and the Saturday Committee Meeting held during the convention
- Actively promote opportunities for international scholars to engage and participate with SPSP and its activities
- Enhance diversity of people and ideas in the field to better represent global communities and promote an inclusive and respectful climate

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

Nominations and Elections Committee Charter

PURPOSE

The Nominations and Elections Committee purpose is to increase transparency and facilitate the nominations process for the Board of Directors and Committees. The committee is charged with ensuring the nominations reflect the goals and values of the organization and to develop a strong leadership pipeline.

The committee consists of eight members. Serving on the committee is a one or two-year term. The term officially begins January 1. Pre-term work (approximately 2 hours) will be required to prepare for the elections call for nominations which launches in November.

STRUCTURE

The committee consists of eight members. Serving on the committee is a one or two-year term. The term officially begins January 1. Pre-term work (approximately 2 hours) will be required to prepare for the elections call for nominations which launches in November.

| Terms | Position |
|---------|--|
| 1-Year | Chair – Past President |
| 1-Year | DCC – Past Diversity & Climate Committee Chair |
| 2-Years | Social Psychology |
| 2-Years | Personality Psychology |
| 2-Years | Early Career (up to 6 years post-PhD) |
| 2-Years | International |
| 2-Years | Undesignated (Primarily Undergraduate Institution) |
| 2-Years | Undesignated (Applied) |
| 1-Year | President (ex-officio) |

Committee members must have a PhD to serve on this committee. Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Keep committee accountable on objectives and goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Chair with regard to the policies and procedures of the Society.
- Provides administrative support for emails, web updates, elections.

Role of the Chair

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Coordinate with committee members to select new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.

OPERATIONS

Reporting

The Chair shall submit an annual report to the Board about activities and progress toward the Society's strategic objectives. The Chair shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges.

Collaboration

The Chair partners with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

The committee's work occurs in two cycles a year:

| Elections Work |
|-----------------------------------|
| Solicit Names: September-January |
| Narrow Down Slates: January |
| Present to Board: February |
| Elections: April |
| Committee Work |
| Review Committee Needs: April-May |
| Call for nominees: June |
| Narrow down slates: July |
| Present to Board: August |

- The committee often does its work exclusively by email but will meet several times to discuss election slates/nominees in October, January, February, June. Time commitment is limited (approximately 10 hours total).
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

Nominations and Elections Guidelines_2021

Primarily Undergraduate Institutions (PUI) Committee Charter

PURPOSE

The Primarily Undergraduate Institutions (PUI) Committee is charged with enhancing the profile of members at PUIs, identifying roadblocks unique to PUIs members, and increasing support for PUI members.

STRUCTURE

The committee consists of seven members. Serving on the committee is a two-year term. Three new members join every year. The Member at Large (MAL) for PUI serves as the Chair.

| |
|-----------------------------------|
| PUI MAL: Chair (1) |
| 2 nd -Year Members (3) |
| 1 st -Year Members (3) |

Committee members should have experience teaching and working at PUIs. Evidence of prior service work, especially regarding PUI issues, is a plus. Maintaining representation in academic discipline, career stage, geographic location, age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Chair with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the committee.
- Provides administrative support for emails, web updates, event logistics, surveys, and coordination for selection processes.

Role of the Chair

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Coordinate with committee members to select three new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.
- Attend SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Represent the committee on the Quarterly Committee Co-Chair call.

OPERATIONS

Reporting

The Chair shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The Chair shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges. The Chair and relevant committee members will submit annual reports for any grants for SPSP programs from outside funding.

Collaboration

The Chair partners with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

Committee responsibilities include participating in monthly meetings, work on committee projects, regular email communication, and attendance and meeting at the annual convention. The estimated time commitment of members is approximately two hours a month.

PUI Committee Convention activities:

- Assist in reviewing teacher/scholar registration awards
- Assist Convention Committee in selecting/sponsoring PUI-focused convention events
- Sponsoring PUI-focused social event/happy hour
- TBD based on deliberations among inaugural committee

Other regular PUI activities:

- TBD based on deliberations among inaugural committee
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Approximate Timeline: TBD based on deliberations among inaugural committee

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Professional Development Committee Charter

PURPOSE

The purpose of the SPSP Professional Development Committee is to improve psychological science by supporting students, faculty, and professionals. We provide workshops, webinars, and professional development sessions. Training opportunities focus on innovative research methods, data analytic tools and best research practices. Development sessions provide resources that support advancement along career paths and trajectories within and outside of academia.

STRUCTURE

The committee consists of six members. Serving on the committee is a three-year term. Two new members join every year, serving as co-chairs in their third year and past-chairs in their fourth year. Past-chairs serve in an advisory role and are not officially part of the committee. One 1st year member and one 2nd year member takes primary responsibility for Professional Development sessions, the other 1st and 2nd year members take primary responsibility for workshops.

| |
|---|
| 3 rd -Year Members: Co-Chair (2) |
| 2 nd -Year Members (2) |
| 1 st -Year Members (2) |

Committee members should have a terminal degree in a field relevant to social and/or personality psychology and be actively involved in research, teaching, or practice related to social and/or personality psychology. Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Co-Chairs with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Co-Chairs.
- Manages logistical aspects for webinars, convention, and other professional development activities.

Role of the Board of Director Member At Large (MAL) – Education

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input

- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Co-Chairs

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Coordinate with committee members to select two new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.
- Represent the committee on the Quarterly Committee Co-Chair call.

OPERATIONS

Reporting

The Co-Chairs shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The Co-Chairs shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges.

Collaboration

The Co-Chairs partners with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

- Soliciting/reviewing/selecting Professional Development and Workshop programming for the annual convention
- Organize a webinar quarterly
- Develop additional professional development initiatives and resources throughout the year
- Participate in periodic phone meetings, usually 2-3 per year.
- Attend the Committee Meeting at the Annual Convention on Saturday morning
- Time commitments to serve on this committee include roughly 20 hours over the summer reviewing proposals + periodic communications supporting the development of online learning webinars.

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

- Convention submissions take place in July and reviews and selections happen in August (specific timelines are provided to committee members ~April of each year)
- Detailed roles and responsibilities with timelines are available (see staff liaison for access)
 - All Staff > Convention > Programming > Project Guides

Publications Committee Charter

PURPOSE

The Publications Committee works to maintain and improve SPSP journals and discuss new initiatives of knowledge dissemination.

STRUCTURE

The committee consists of five members. Serving on the committee is a two or three-year term depending on position. One new member joins every year, serving as chair in their third year and past-chair in their fourth year. Past-chairs serve in an advisory role and are not officially part of the committee.

| Terms | Position |
|----------------|--|
| 3-Year Members | Chair – Year 3 Editor Search Committee – Year 2 Student Publication Award Committee – Year 1 |
| 2-Year Member | Early Career |
| 3-Year Member | SPPS Consortium Liaison |
| 4-Year Member | PSPB Editor (ex-officio) |
| 4-Year Member | PSPR Editor (ex-officio) |

Committee members should have experience in the publishing process (e.g. editor, associate editor). Preference is given for members who are in advanced stages for their career (e.g. not junior). Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Chair with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Chair.
- Provides administrative support for emails, web updates, event logistics.
- Liaison with the publisher when applicable.

Role of the Board of Director Member At Large (MAL) – Science: Publications

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Chair

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports (to include reports from each journal editor)
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges

- Attend SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.
- Coordinate event with the Publisher and the Journal Editors at the Annual Convention
- Coordinate with committee members to select new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.
- Represent the committee on the Quarterly Committee Co-Chair call.

OPERATIONS

Reporting

The Chair shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The Chair shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges.

Collaboration

The Chair partners with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

Some tasks include finding editors, selecting Student Publication Award winners, assisting with challenges around publications and specific inquiries, etc.

- Conduct editor searches when applicable (announce, advertise, recruit, review applications, communicate with candidates, lead discussions with committee, gain approvals from Executive Committee/BOD at specific points of the process)
- Facilitate the Student Publication Award process (year 1 and 2 committee members will review papers and distribute high ranking papers to the year 3 members)
- Attend the Annual Convention and the Saturday Committee Meeting
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

SPSP-ALLSTAFF\Committees\PUBLICATION Committee\SPSP Student Publication Award Procedures 2021 (for papers published in 2020) FINAL

SPSP-ALLSTAFF\Committees\PUBLICATION Committee\Publication Cmte Task Timeline

Student Committee Charter

PURPOSE

The Student Committee works to promote the interest of SPSP's student members. This includes producing helpful student content, organizing events for student members at the annual convention, and much more.

STRUCTURE

The committee consists of ten members. Serving on the committee is a one-year, two-year or three-year term depending on position. Eight new members join every year. New members apply and are selected by the incoming-chair and staff liaison.

| Terms | Position |
|--------------------|--|
| 3-Year Members | Past Chair – Year 3 Chair – Year 2 Vice Chair – Year 1 |
| 1-Year Members (6) | Diversity Representative Five at Large Representatives |
| 2-Year Members (2) | Co-Editor of Student Newsletter – Year 2 Co-Editor of Student Newsletter – Year 1 |

Committee members should have one year of graduate school experience. Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Chair with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the committee.
- Provides administrative support for emails, web updates, event logistics, surveys, and coordination for selection processes.

Role of the Board of Director Member At Large (MAL) – Community & Diversity

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Chair

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend SPSP Board of Director meetings (costs reimbursed).

- Represent the committee on the Quarterly Committee Co-Chair Calls

Role of the Vice-Chair

- Support the Chair in ensuring the Student Committee fulfills its responsibilities
- Lead the committee meetings when the chair is unavailable
- Oversees one of the Student Committee activities
- Coordinates with the staff liaison to select the new Student Committee for the following year through an application process

OPERATIONS

Reporting

The Chair shall submit semiannual reports to the Board about activities and progress toward the Society’s strategic objectives. The Chair shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges. The Chair and relevant committee members will submit annual reports for any grants for SPSP programs from outside funding sources.

Collaboration

The Student Committee works with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

Members of the Student Committee are expected to attend one-hour monthly meetings and to commit approximately 48 hours of work on committee-related work (i.e., about 4 hours each month). Meetings are once per month for one hour.

Student Committee convention-related activities:

- Organize Graduate Student Poster Awards and Undergraduate Student Poster Awards
- Coordinate Student Awards Ceremony
- Organize Student Mentoring Lunch (Friday and Saturday)
- Coordinate Peer Advising Meet-up
- Attend the Committee Meeting at the Annual Convention

Other regular Student Committee activities:

- Produce monthly student SPSPotlight newsletter
- Run peer advising program
- Offer abstract check
- Coordinate writing groups
- Conduct surveys, webinars, and other resources as needed
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Approximate Timeline

| Month | Activity | Committee | Staff | Staff Notes |
|-------|---|--------------------------|--------------------------|-------------|
| March | Debrief from convention; welcome new members | <input type="checkbox"/> | <input type="checkbox"/> | |
| | Think of professional development session ideas | <input type="checkbox"/> | | |
| | Evaluate peer advising and all convention programming | <input type="checkbox"/> | | |

| | | | | |
|------------------|--|--|--|--|
| April | New members familiarizing themselves with responsibilities Brainstorm potential new activities | <input type="checkbox"/> <input type="checkbox"/> | | |
| May | Brainstorm mentoring lunch table topics and mentors Publicize summer writing groups | <input type="checkbox"/> <input type="checkbox"/> | | |
| June | Organize summer writing groups | <input type="checkbox"/> | | |
| July | Abstract check Submit professional development session | <input type="checkbox"/> | | |
| August | Recruit reviewers for SPA and ORA Recruit mentors for lunch tables Organize fall writing groups | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | Assist with emails |
| September | Open applications for GSPA and ORA Open applications for Peer Advising Program | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | Assist with emails, Wufoo, Submittable |
| October | Open applications for USPA Oversee and tabulate reviews for GSPA and ORA Match peer advisees/advisors Open applications for Student Committee | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> | |
| November | Communicate matches and guidelines for peer advising pairs Reviews for GSPA and USPA Select new Student Committee | <input type="checkbox"/> <input type="checkbox"/> | | |
| December | Open sign-ups for mentoring event | <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> | |
| January | Continued preparation for annual convention Order plaques/certificates for awards Organize spring writing groups | <input type="checkbox"/> | <input type="checkbox"/> | |
| February | Student Poster Awards Student Awards Ceremony Student Mentoring Lunches Peer Advising Meet-up Manual updates | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> | Print all award certificates prior to ceremony Ensure proper set-up |

All activities and timelines subject to change

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Links:

- [2020-2021 Student Committee Manual](#)
- [SPSPspotlight Newsletter](#) (published 11 months; skipping convention month)

Summer Institute (SISPP) Committee Charter

PURPOSE

SPSP offers bi-annually (in odd-numbered years) a two-week, intensive summer experience for up to 100 pre-doctoral students in social and personality psychology. The SISPP committee works to select SISPP locations, candidates, faculty, and curates courses and workshops.

STRUCTURE

The committee consists of six members. Serving on the committee is a three-year term. Two new members join every year, serving as co-chairs in their third year and past-chairs in their fourth year. Past-chairs serve in an advisory role and are not officially part of the committee.

| | |
|---|---|
| 3 rd -Year Members: Co-Chair (2) | Oversee instructor selection (even-numbered years) Oversee application review (odd-numbered years) |
| 2 nd -Year Members (2) | |
| 1 st -Year Members (2) | |

Committee members should have tenure because of the time involved, but it is not required. Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors is an important factor in committee composition. Committee members must maintain their SPSP membership throughout their tenure on the committee.

Role of the Staff Liaison

- Coordinate ongoing communications among the group.
- Leverage central office resources to enable the group to realize their goals.
- Supports the committee to stay accountable on objectives and goals for the year.
- Advises the Co-Chairs with regard to the policies and procedures of the Society.
- Provides feedback and institutional knowledge to the Co-Chair.
- Provides administrative support for emails, web updates, event logistics, surveys, and coordination for applications.

Role of the Board of Director Member At Large (MAL) – Education

- The MAL is your voice on the Board of Directors; they will represent your needs and advocate on your behalf
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- Prior to developing any proposals, a discussion with the MAL should occur for their input
- The MAL should be invited to all committee calls as an optional meeting attendee to be kept aware of committee progress
- The mid-year and end-of-year reports should be distributed to the MAL for review before submission to the SPSP office

Role of the Co-Chairs

- Lead the committee in fulfilling their duties and charges for the year
- Prepare and submit mid-year and end-of-year reports
- Conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges
- Attend SPSP Board of Director meetings (costs reimbursed) when the committee has items for discussion or proposals to present to the Board.

- Coordinate with committee members to select two new individuals to join the committee for the following year through the nominations process considering diversity and inclusivity.
- Assist with and delegate efforts to renew funding (e.g., through NSF).
- Represent the committee on the Quarterly Committee Co-Chair call.

OPERATIONS

Reporting

The Co-Chairs shall submit semiannual reports to the Board about activities and progress toward the Society's strategic objectives. The Co-Chairs shall conduct an end-of-year evaluation regarding operational effectiveness toward objectives and charges. The Co-Chairs and relevant committee members will submit annual reports for any grants for SPSP programs from outside funding sources.

Collaboration

The Co-Chairs partner with leadership, staff, and other standing committees to accomplish its work for the Board.

Responsibilities and Duties

The SISPP committee works to select SISPP locations, candidates, faculty, and curates courses and workshops. The committee also assists with procuring funding through NSF.

The committee meets regularly (e.g., twice per month) during times when selection processes are happening. Other communication is done primarily via email. The time commitment for this committee is moderate during busy times when courses and instructors are being selected, heavy for some committee members (e.g., hosts) before and during the event, and light at other times.

- Set general policy and vision for the event
- Distribute Request for Proposal (RFP) to all members inviting them to host the SISPP program and select the host/local organizer
- Participate in the updating/renewal of the NSF grant. Need one PI and 1-2 co-PIs to submit the grant.
- Promote the call for submissions/speakers for classes and create the class schedule
- Launch an application process, review applications and select participants to attend
- Provide guidance/support for implementation of the event
- Attend the Annual Convention and the Saturday Committee Meeting
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. call for submissions, call for nominations, call for award nominations, grant applications)
- Enhance diversity of people and ideas in the field and promote an inclusive and respectful climate

Member Grievances

Grievances may arise from within the membership and relate to a range of issues. If a grievance is brought forward to the committee, the committee should bring the issue forward to their staff liaison to determine the most appropriate next steps. Grievances may be resolved directly between the committee and the member or may need to be elevated to the Executive Committee if related to the SPSP code of conduct or larger ramifications to SPSP.

Reference:

SPSP-ALLSTAFF\Training Programs\SISPP\SISPP Planning Timeline_2022