

SPSP Board Applications and Elections Guidelines

Contents

- [2023 Positions Open](#)
- [Position Descriptions](#)
 - [Detailed Roles and Responsibilities](#)
- [Eligibility Requirements](#)
- [Process](#)
 - [Slate Creation](#)
 - [Timeline](#)
- [Elections Process](#)
 - [Timeline](#)

2023 Positions Open

Position Name	Start Date	End Date
President	January 1, 2024	December 31, 2026
Member at Large for Education	January 1, 2024	December 31, 2026
Member at Large for Community/Diversity	January 1, 2024	December 31, 2026
Student Committee Past Chair	January 1, 2025	December 31, 2025

Position Descriptions

More detailed roles and responsibilities may be found in the [Appendix](#).

President – Three-year term (President-Elect, President, Past President). In addition to leading SPSP in implementing SPSP’s strategic goals and objectives, the president often targets specific initiatives during their tenure. Approximately 3 hours of work per week.

Member at Large for Education – Three-year term. Responsible for overseeing activities related to professional development and training opportunities, resources, and special events (SISPP, etc.). MAL is responsible for liaising with committees and staff overseeing these tasks and serving on time limited task forces to complete strategic priorities within this domain. Approximately 4 hours of work per month.

Member at Large for Community/Diversity – Three-year term. Responsible for liaising with committees and staff overseeing activities related to diversity and inclusion, awards/fellowship, and special member groups (early career, etc.). MAL is responsible for liaising with committees and staff overseeing these tasks and serving on time limited task forces to complete strategic priorities within this domain. Approximately 4 hours of work per month.

Student Committee Chair – Three-year term begins April 1, 2023-March 30, 2026 (Vice Chair, Chair, Past Chair). In their first year as Vice Chair, they lead the process for student awards and support the work of the Chair. In their second year as Chair, they guide the work of the committee, organize monthly calls, liaise with the Central Office, and help committees when needed. In their third year as Past Chair, they will serve as a voting member of the Board of Directors and an advisor to the Chair. They may also take on a project to support the work of the committee. Approximately 4 hours of work per month.

Eligibility Requirements

In accordance with the Bylaws, active members of the Society (not including associate and undergraduate members) are eligible to hold office.

Additional qualifications for all positions that a candidate must have are:

- Relevant experience that equips them to serve the Society in governance and strategic planning role focused on the long-term growth and success of the organization.
- Must have the support of their organization or institution's management.
- Ability to attend at least three Board of Directors meetings annually.
 - February meeting held at the SPSP Annual Convention (complimentary meeting registration and two nights hotel provided)
 - July/August meeting virtually
 - November meeting virtually
- Ability to devote a reasonable amount of time to SPSP business (see roles and responsibilities for time estimates).
- *Due to workload, it is recommended individuals be established in their career path (e.g. received tenure).

Position Name	Years Post-PhD	Additional Requirements
President-Elect	15 years post-PhD is recommended*	Previous SPSP volunteer experience Previous association leadership experience. <i>Full SPSP membership required per bylaws.</i>
Board Member at Large-Community/Diversity	8 years post-PhD is recommended*	Experience within the Community/Diversity domain (Early Career Committee, Diversity/Climate Committee, Awards Committee, Fellows Committee)
Board Member at Large-Education	8 years post-PhD is recommended*	Experience within the Education domain (Summer Institute Committee, Professional Development Committee, International Committee)
Student Committee Chair	Must be in their second year of graduate school or later by the start of their term (years completed in terminal master's programs can count toward years in PhD)	Past experience with SPSP. Leadership at institution. Graduate student SPSP membership.

Application Process

Submissions will be solicited from the SPSP membership. Submissions must come from SPSP members. Self-applications and applications on behalf of an individual will be accepted. Submitting a name does not guarantee that an individual will appear on the elections ballot.

Names must be submitted through the Online Applications Form. The materials requested will be:

- Full name, email address, institution, title, year of PhD, position name, current CV
- Is the applicant willing to serve in the role if selected? - *For those submitting applications on behalf of someone, you do not need to confirm their willingness to serve in advance*
- Experiences Relevant to the Volunteer Leadership Role (select one or more options)

- Served on an SPSP committee/task force/board/review panel
- Served on a committee/task force/board for another organization
- Served on a leadership role at my institution/organization
- Served as a journal editor or associate editor
- Other
- No experience
- Don't know
- Please describe:
- Why do you think this person would be a good candidate for the position?
- Conflict of Interests: elected members are expected to avoid conflicts between their personal interests and the interests of SPSP; including, relationships of employment, membership, fiduciary, or grant or research support. Applicants should disclose any personal interest that may conflict with the interests of SPSP.
- Maintaining representation in career stage, domestic (i.e., American) and international geographic location, place of employment (e.g. size of an organization, non-academic settings), age, gender, sexual orientation, race, ethnicity, and other diverse factors is an important factor in Board composition. The information provided will only be seen by the Nominations and Elections Committee, and we will utilize this information to ensure the election slate represents the full diversity of our membership. Any report of the applicants will be shared in aggregate form, and no personally identifiable information will be connected to the demographics. Disclosure of any information is voluntary.

Slate Creation Process

The Nominations & Elections (N&E) Committee oversees the call for applicants and creates the slate for elections. All individuals will be considered to create a slate of candidates for each position that will contribute to the Board's diversity of people and ideas. The Committee will seek representation in academic discipline, career stage, domestic (i.e., American) and international geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender, sexual orientation, race, ethnicity and other diverse factors.

Upon review of the conflict of interests of each candidate, the N&E Chair may determine a specific candidate's service to SPSP constitutes a conflict of interest and a discussion with that candidate will be had with a member of the N&E committee to determine if the individual is disqualified for office at this time and not selected for that reason.

The slates are presented to the Board at its February meeting for approval before going to membership for vote. The bylaws require at least two candidates on the ballot for each spot and preferential voting used.

2023 Application Timeline

November 15	Call for Election Applicants announced to the membership (on behalf of the N&E Chair)
	N&E Committee and Board of Directors to encourage nominations
January 12	Call for Election Applicants closes
January 17-20	Executive Director to reach out to anyone that was submitted who had not agreed to serve to confirm their interest
January 17-February 6	Submissions are reviewed by the N&E Committee & slate is finalized
February 8	Slate is distributed to the Board of Directors for their consent agenda
February 26	Election slate is presented to the Board of Directors for approval at its February meeting
March 1	Call for Election Applicants candidates notified by the N&E Chair

Elections Process

SPSP staff will prepare the ballot and the candidate information for distribution to the members. All eligible voting members will receive ballots for Board Officer and Board Member positions. The candidate slates will be set forth by position and randomized. All methods of campaigning are prohibited by all candidates, members, non-members or third parties. “Campaigning” is defined as soliciting votes or making explicit quid-pro-quo promises in return for support. Candidates may include their vision for the future and statements about actions they will take if elected within their official candidate statement. Candidate statements will be published on the SPSP website and distributed to members as part of the elections process.

Full, early career, graduate, and retired members are the only member type eligible to vote. These member groups must have an active membership as of January 1 of the election year with valid email address who have not unsubscribed from previous votes in the online voting platform.

Voters shall rank order each candidate in one ballot. If one candidate gets fifty percent or more of all the first preference votes, that candidate will be selected on the first count. If no candidate gets fifty percent or more of the first preference votes, the candidate with the fewest number “1” votes is dropped and its votes are re-cast to the candidate each voter ranked next. This continues until one candidate gets fifty percent or more of the votes cast.

Ballots must be submitted by the deadline or they will not be included.

**Division 8 Council Representatives are voted for in the APA elections process and not included in the SPSP elections ballot. APA elections open on April 15, 2023.*

2023 Elections Timeline

March 15	Candidate information due for the ballots
April 3-20	Elections
April 24	Election results tallied and confirmed by the N&E Chair
April 24 (week of)	Candidates notified of final election results by the Executive Director
May 4	Results of the elections are shared with the membership

Appendix: Board of Directors – Roles and Responsibilities

The SPSP Board of Directors is a 10-15-person board with three meetings a year (subject to change). The presidential trio, Treasurer and Executive Director make up the Executive Committee of the Board and have authority to act outside of the meetings to carry out the business of the Society. The Board manages the vision of the organization and guides its strategic initiatives, while ensuring the priorities of the society are managed by appointed committees and staff. The Board delegates the authority to carry out the operations and management of the organization to the Executive Director and the Central Office staff.

Duties of the Board of Directors

- Effectively govern and lead the organization on behalf of and with accountability to the membership.
- Develop and improve the organization's governing policies and procedures.
- Hire, assist, counsel, oversee and regularly evaluate the Executive Director.
- Foster the Executive Director's effective leadership and management of the organization's personnel, operations and activities.
- Without limiting the general responsibility of the Board, appropriately delegate operational and management authority to the Executive Director of the organization.
- In constructive partnership with the Executive Director, thoughtfully craft the strategic goals, objectives and metrics of success for the organization.
- Maintain, monitor and protect the safety and soundness of the organization and its assets.
- Ensure the proper maintenance of all accounts and financial records of the organization.
- Understand and monitor the performance and results of the organization.
- Help craft and approve an annual budget for the organization.
- Act as active ambassadors to the organization's membership as well as the community as a whole. Speak with one voice once a decision has been made by the Board.
- Retain independent auditors, accountants, and legal or governance counsel as is necessary.
- Ensure the organization acts ethically and with genuine financial integrity.
- Monitor regulations and legal issues pertaining to the organization.
- Sell, dispose of, or mortgage any or all the property of the organization.

Duties of All Board Members

- Carry out its legal duties of care, loyalty and obedience to SPSP's mission.
 - A board member must carry out their duties in good faith, in a manner reasonably believed to be in the best interests of SPSP, and with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances. (Duty of Care)
 - A board member must administer the affairs of the SPSP fairly and impartially and without discrimination. (Duty of Loyalty)
 - A board member must direct the operations of SPSP in conformity with Federal, state and local laws and regulations, sound business practices, and the SPSP's own policies, procedures, Bylaws and regulations. (Duty of Obedience)
- Assist in shaping the vision, mission and strategy of the organization.
- Demonstrate personal and sustained commitment to achieve the vision and mission of the organization.
- Actively engage, contribute, participate and ask questions.
- Keep informed, prepare for and attend board meetings.
- Participate in board development and educational activities.
- Participate in the fundraising process through cultivation, solicitation or stewardship.

- Support and participate in the organization’s community outreach efforts and activities.
- Understand and monitor the organization’s finances, safety and soundness.
- Serve on taskforces as opportunities arise.

Details of Specific Board Positions

PRESIDENT-ELECT

Description

- Serves 3-year term (President-elect, President, Past President)
- Member of the Board of Directors (meets at the Annual Convention, during the summer and in the fall)
- Member of the 5-member Executive Committee (meets monthly, 1 hour)
- Chair of the Search Committee for the Executive Director (if needed)
- Chair the strategic planning task force for the organization (occurs every 3 years), working in partnership with colleagues and the organization’s Executive Director, focusing on setting strategic goals, objectives and metrics for the organization
- Attend the quarterly call between the committees to talk about initiatives and strategize planning related to engaging and enabling scholars from diverse backgrounds and institutions to participate in SPSP Leadership (optional).
- Attend division leadership training workshops hosted by the Committee on Division/APA Relations (CODAPAR)
- Implements the society-wide governance assessment program
- Leads the orientation program for the Board of Directors
- Performs duties of President in absence/incapacity of president
- Guides tasks/projects assigned or approved by the Board of Directors
- Actively learn and prepare to be an effective future President. Remain fully briefed on the activities of the Board and maintain a knowledge of - and commitment to - the mission of the organization.

Requirements

- Willing to dedicate 1+ hours per week to SPSP
- Previous SPSP committee or administrative leadership required

July	Chooses the Division 8 Program Co-Chair (who will also serve as Division 8 Chair the following year)
October	Attend Board of Directors orientation (90 minutes)
January 1	Term starts
Convention	Attend SPSP Board meeting on Sunday + additional meeting 2 weeks later
June 1	Decides topic of presidential address (if giving one) or organizes a presidential plenary session (and serve as host) for convention. This should happen in discussion with the convention committee.
June	Connect with all board members one-on-one for mid-year check-in
Summer	Attend SPSP Board meeting (10 hours)
September	Selects speaker for APA Spielberg Empathy Symposium for the following year. APA will reach out with more information.
October	Attend Board of Directors orientation (90 minutes)
November	Attend virtual fall budget Board meeting (2 hours)
Late November	Complete the governance assessment survey

PRESIDENT

Description

- Serves 3-year term (President-elect, President, Past President)
- Chair of the Society and preside at all meetings
- Chair of the 12-member Board of Directors (meets at the Annual Convention, during the summer and in the fall)
- Meets with the Executive Director weekly (1 hour per week)
- Oversee efforts to build and maintain an exceptional governing Board by setting goals and expectations for its members
- Chair of the 5-member Executive Committee (meets monthly, 1 hour)
- President of APA Division 8 (attends the APA Convention and gives the Division 8 presidential address at the meeting, optional)
- Attend the quarterly call between the committees to talk about initiatives and strategize planning related to engaging and enabling scholars from diverse backgrounds and institutions to participate in SPSP Leadership (optional).
- Work in partnership with the Board and as key liaison with the Executive Director to maintain the Society's strategic direction, focusing on growth strategies for the organization.
- Inspire a shared commitment to the mission and goals of the organization.
- Serve as key conduit for information to the Executive Director
- Serve as the official spokesperson for the Board among community members and the media, in addition to the organization's Executive Director.
- Provides Presidential address or serves as host of the Presidential session at SPSP Convention
- The president has a \$2,000 discretionary fund that may be used during the year of service for initiatives, travel, etc.

Requirements

- Willing to dedicate 3+ hours per week to SPSP
- Previous SPSP committee or administrative leadership required

December	Identify the 3-5 priority areas for advocacy
December	Write an introduction/new year message that will be distributed to all members in January
January 1	Term starts
Mid-January	Conduct welcome phone calls (or emails) to the new board members
Mid-January	Approve agenda for Winter board meeting
Convention	A full detailed schedule will be provided prior to the convention Emcee the Awards Ceremony (Thursday) Presidential Plenary (Friday) Attend the Block, Campbell, & Distinguished Scholar Awards Address (TBD) Attend Diversity Reception (Friday) Attend several events in supporting role Chair SPSP Board meeting on Sunday + additional meeting 2 weeks later
Quarterly	Writes president's column for eDialogue and Website (this can happen as often or little as the president wants)
July	Approve agenda for Summer Board meeting
Summer	Attend virtual SPSP Board meeting (10 hours)
APA Convention <i>optional</i>	Provide Presidential Address Attend Social Hour

Oct/Nov	In preparing for the past president role, call for election applicants should be placed for next year's elections
October	Attend Board of Directors orientation (90 minutes)
November	Attend virtual fall budget Board meeting (2 hours)
Late November	Complete the governance assessment survey

PAST PRESIDENT

Description

- Serves 3-year term (President-elect, President, Past President)
- Member of the Board of Directors (meets at the Annual Convention, during the summer and in the fall)
- Member of the 5-member Executive Committee (meets monthly, 1 hour)
- Chair of the Nominations/Elections Committee
 - Work to ensure appropriate and effective identification, recruitment and orientation of new Board members and volunteer leaders
 - Cultivate leadership among individual Board members.
 - Channel the talents, interests, ideas and cooperative spirit of the Board to help that body effectively play its critical leadership role in forwarding the organization's mission.
 - Lead a quarterly call between the committees to talk about initiatives and strategize planning related to engaging and enabling scholars from diverse backgrounds and institutions to participate in SPSP Leadership.
- Guides tasks/projects assigned or approved by the Board of Directors
- Serves as a member of the strategic planning task force for the organization (occurs every 3 years)
- Oversee the Executive Director evaluation process

Requirements

- Willing to dedicate 1+ hours per week to SPSP
- Previous SPSP committee or administrative leadership required

January	Work with Nominations/Elections Committee to prepare preliminary slate for elections
Convention	Attend SPSP Board meeting on Sunday + additional meeting 2 weeks later
February	Communicate with all candidates re: slate decisions
April	Elections close and certify results
April	Work with Nominations/Elections Committee to prepare for the call for volunteers
May-summer board meeting	Conduct the Executive Director evaluation
Summer	Attend virtual SPSP Board meeting (10 hours)
October	Attend Board of Directors orientation (90 minutes)
November	Attend virtual fall budget Board meeting (2 hours)
Late November	Complete the governance assessment survey

TREASURER

Description

- Serves 3-year term

- Member of the Board of Directors (meets at the Annual Convention, during the summer and in the fall)
- Member of the 5-member Executive Committee (meets monthly)
- Oversee efforts to build and maintain an exceptional financial management system by setting goals and expectations with and for the Board and staff.
- Develop/maintain financial policies and procedures to ensure sound and stringent fiscal management policies and maximize cash and investments.
- Attend the quarterly call between the committees to talk about initiatives and strategize planning related to engaging and enabling scholars from diverse backgrounds and institutions to participate in SPSP Leadership (optional).
- Serves as a member of the strategic planning task force for the organization (occurs every 3 years)
- Identify financial trends, risks and opportunities for members of the Board.
- Serves as the liaison to the Fundraising/Development committee to the Board of Directors
- Ensure compliance with Federal and state filings.
- In collaboration with staff, prepare and present the annual budget and mid-year projection to the full Board for approval.
- Approves expense reports of Executive Director

Requirements

- Willing to dedicate 1+ hours per week to SPSP
- Previous SPSP committee or administrative leadership recommended
- Experience in finance, management, and administration

January 1	Term starts
Convention	Attend SPSP Board meeting on Sunday + additional meeting 2 weeks later
April	Review quarterly financial report
July	Review quarterly financial report
Summer	Attend virtual SPSP Board meeting (10 hours)
October	Review quarterly financial report
October	Attend Board of Directors orientation (90 minutes)
November	Attend virtual fall budget Board meeting (2 hours)
Late November	Complete the governance assessment survey

MEMBERS AT LARGE (MAL)

Description

- Serves 3-year term
- Member of the Board of Directors (meets at the Annual Convention, during the summer and in the fall)
- Attend the quarterly call between the committees to talk about initiatives and strategize planning related to engaging and enabling scholars from diverse backgrounds and institutions to participate in SPSP Leadership (optional).
- Provides input to strategic initiatives of Society
- Performs duties as required to serve the society, including serving on special Task Forces and assisting committees guiding important initiatives as needed
- Write at least one article for eDialogue regarding the work completed within your domain for the year

- Oversees a portfolio of work in one of the domains listed below. The MAL is responsible for liaising with committees and staff overseeing these tasks to provide support, guidance and input.
- The MAL is the conduit that supports the work in each area under the domain while also recommending new activities and evaluating current activities.
 - Science Programming MAL: Convention Committee, Summer Forum, Small Conference Grants
 - Science Publishing MAL: Publications Committee
 - Education MAL: Summer Institute (SISPP) Committee, Professional Development Committee, International Committee
 - Community/Diversity MAL: Early Career Committee, Diversity/Climate Committee, Awards Committee, Fellows Committee
 - Outreach/Advocacy MAL: APA Division 8 Program, Character & Context Blog, Government Relations Committee
 - Application MAL: Applied Committee (activities affecting those in Non-Academic settings)
 - Primarily Undergraduate Institutions MAL: PUI Committee, Small Research Grants
- MAL role to committees they oversee
 - Voice for the committees, represent the needs of the committee and advocate on their behalf to the Board of Directors
 - Prior to developing any proposals, committees should engage in a discussion with the MAL 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 reviewed by the MAL before submission to the SPSP office

October	Attend Board of Directors orientation (90 minutes)
January 1	Term starts
January	Introduce yourself to any new committee chairs
January	Provide recommendations for open Board positions
Convention	Attend virtual SPSP Board meeting on Sunday + additional meeting 2 weeks later
June	Review mid-year reports from committee chairs
Summer	Attend SPSP Board meeting (10 hours)
October	Attend Board of Directors orientation (90 minutes) - optional
November	Attend virtual fall budget Board meeting (2 hours)
Late November	Complete the governance assessment survey
December	Review end of year reports from committee chairs

Requirements

- Willing to dedicate 4 hours+ per month to SPSP
- Previous committee involvement recommended
- Experience within the domain elected to oversee

DIVISION 8 COUNCIL REPRESENTATIVE

Description

- Serves 3-year term

- Member of the Board of Directors when they are the senior council representative (meets at the Annual Convention, during the summer and in the fall); the junior council representative is NOT a member of the SPSP board of directors
- Provides input to strategic initiatives of Society
- Performs duties as required to serve the society, including serving on special Task Forces
- Participate in APA required activities
- Make connections between APA, Division 8 and SPSP
- Write at least two articles for eDialogue regarding the Council business meeting actions

October	Attend Board of Directors orientation (90 minutes)
January 1	Term starts
January	Provide recommendations for open Board positions
Convention	Attend SPSP Board meeting on Sunday + additional meeting 2 weeks later
Mid-Winter	APA Council Business meeting
Summer	Attend virtual SPSP Board meeting (10 hours)
Summer	APA Convention + Council Business meeting
October	Attend Board of Directors orientation (90 minutes) - optional
November	Attend virtual fall budget Board meeting (2 hours)
Late November	Complete the governance assessment survey

Requirements

- Willing to dedicate 4 hours+ per month to SPSP
- Previous committee involvement recommended
- Experience within APA (must be an APA Division 8 member)

STUDENT COMMITTEE PAST CHAIR

Description

- Serves 3-year term. During their third year they will be Past Chair (see student committee handbook for details on role).
- Member of the Board of Directors when they are in their third year of service as Student Committee Past Chair.
- Provides input to strategic initiatives of Society
- Performs duties as required to serve the society, including serving on special Task Forces
- Participate in SPSP Student Committee activities.
- Write at least one article for eDialogue regarding the work completed within your domain for the year

October	Attend Board of Directors orientation (90 minutes)
January 1	Term starts
January	Provide recommendations for open Board positions
Convention	Attend SPSP Board meeting on Sunday + additional meeting 2 weeks later
Summer	Attend virtual SPSP Board meeting (10 hours)
November	Attend virtual fall budget Board meeting (2 hours)
Late November	Complete the governance assessment survey

Requirements

- Willing to dedicate 4 hours+ per month to SPSP
- Previous SPSP involvement