

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.

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.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background- *DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.*

Time Commitments- estimated 1 hour meetings per month

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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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.

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.

STRUCTURE

The committee consists of four 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.

3 rd -Year Member: Chair (1)*
2 nd -Year Member (1)*
1 st -Year Member (1)*
Student Committee Vice Chair (1), 1-year term

*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 (due June 15) and end-of-year reports (due January 15)
- 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.

Role of the Student Committee Member

SPSP continues to look for ways to enhance inclusivity and equality across all aspects of the organization. The graduate student member represents the future of the psychology field. It is necessary that this membership group has the ability to voice their opinions, provide input, and be engaged throughout the Society. The student committee member will be a full participant within the committee. They should be invited to all meetings, included in e-mail correspondence, be a voting member for all decisions, etc.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background-*DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.*

Time Commitment: 10-12 hours per year, meeting when needed

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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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.

Convention Committee Charter

PURPOSE

The Convention Committee organizes numerous aspects of SPSP's annual convention and pre-conferences. 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 ten 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 Review Panel	Symposia – Year 2 Single Presenter – Year 1
Student Committee MAL Mentoring Lunch	1 year term

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.

Role of the Student Committee Member

SPSP continues to look for ways to enhance inclusivity and equality across all aspects of the organization. The graduate student member represents the future of the psychology field. It is necessary that this membership group has the ability to voice their opinions, provide input, and be engaged throughout the Society. The student committee member will be a full participant within the committee. They should be invited to all meetings, included in e-mail correspondence, be a voting member for all decisions, etc.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

***Background-**DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.*

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.

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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)

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 seven 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.

3 rd -year Members: Co-Chair (2)
2 nd -Year Members (2)
1 st -Year Members (2)
Student Committee DEI Chair (1)

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

Role of the Student Committee Member

SPSP continues to look for ways to enhance inclusivity and equality across all aspects of the organization. The graduate student member represents the future of the psychology field. It is necessary that this membership group has the ability to voice their opinions, and be engaged throughout the Society.

Time Commitments: 1 hour meetings monthly , 3-5 hours if volunteers for reviews, feedback to SPSP

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.

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^d (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)

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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:

<u>Task</u>	<u>SPSP Staff</u>	<u>SPUR Coordinator</u>	<u>DCC</u>
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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society’s DEI goals.

Background-DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.

Time commitment: approximately 10-15 hours work throughout the year.

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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background- *DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.*

Time Commitment- 5-10 hours per year, meeting as needed

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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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 aides 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 from one of the Co-Chairs and Executive Director.
- Represent the committee on the Quarterly Co-Chair Committee call

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background-DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.

Time commitment: approximately (3) 1-hour meetings a year and 6 hours of additional work throughout the year.

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.

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background- *DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.*

Time Commitment- estimated meetings of 1 hour per month

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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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.

- [Role of Diversity & Inclusion Representative](#)

A committee member selected from each SPSP committee who will focus on ensuring the committees work is

- consistent with the society's DEI goals.

Background-*DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.*

Time Commitment- 2 hour meetings monthly, 3-5 hours for reviews, projects

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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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.

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.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background- DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.

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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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 eight 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)
Student Committee MAL Peer Advising (1)

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.

Role of the Student Committee Member

SPSP continues to look for ways to enhance inclusivity and equality across all aspects of the organization. The graduate student member represents the future of the psychology field. It is necessary that this membership group has the ability to voice their opinions, and be engaged throughout the Society.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background- *DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.*

Time Commitments: 1 hour meetings monthly, 3-5 hours if volunteers for reviews, projects

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

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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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 seven 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)
Student Committee MAL PD & Writing Groups (1)

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.

Role of the Student Committee Member

SPSP continues to look for ways to enhance inclusivity and equality across all aspects of the organization. The graduate student member represents the future of the psychology field. It is necessary that this membership group has the ability to voice their opinions, and be engaged throughout the Society.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background- DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.

Time Commitment: 5-10 hours per year, meetings as needed

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.

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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

Promoting Inclusive Excellence in Publications Committee Charter

PURPOSE

The Promoting Inclusive Excellence in Publications Committee works to maintain and improve the inclusive excellence of SPSP journals and discuss new initiatives of knowledge dissemination. The Committee selects and supports the editors for PSPB and PSPR, selects Student Publication Awardees, and develops policy and provides resources to promote anti-racist/-colorist/-Eurocentric, open, and globally inclusive practices at SPSP journals.

STRUCTURE

The committee consists of 8 members. Serving on the committee involves a two or three-year term. Two new members join every year, serving as co-chairs 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 (members are numbered for clarity)
3rd Year Members	1. Co-Chair* Editor Search/Pub Award Guide 2. Co-Chair** Improving Practices Guide
2 nd Year Members	3. Editor Search Committee Lead* 4. Improving Practices – Policy and Resource Development Lead
1 st Year Members	5. Student Publication Award Lead* 6. Improving Practices – Demographic Review Lead
2 Year Term	7. Student – support ACEMAP**
2 Year Term	8. Early Career – support ACEMAP, participate in the publication award process**
3-Year Member	SPPS Consortium Liaison(ex-officio)
4-Year Member	PSPB Editor (ex-officio)
4-Year Member	PSPR Editor (ex-officio)

*Committee member roles identified with an asterisk should have experience in the publication process (e.g., editor, associate editor). Preference is given to members who are in advanced stages for their career (e.g., not early career scholars).

**Committee member roles identified with a double asterisk should have experience with promoting inclusive research practices that counteract a system of advantage/disadvantage that prioritizes the experience of White, affluent, straight, cis men from a small subset of countries (e.g., United States, Canada, Western Europe, Australia, New Zealand) while increasingly deprioritizing and harming those further from that included center. Members at any stage of their career are welcome to serve in these roles.

Maintaining representation in academic discipline, career stage, geographic location, place of employment (e.g. size of institution, non-academic settings), age, gender identity, 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 within the committee.
- Leverage central office resources to enable the group to realize their goals.
- Support the committee to stay accountable on objectives and goals for the year.
- Advise the Chair on the policies and procedures of the Society.

- Provide feedback and institutional knowledge to the Chair.
- Provide administrative support for emails, web updates, and event logistics.
- Liaison with the publisher when applicable.

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

- The MAL is the committee’s voice on the Board of Directors and thus represent its needs and advocates on behalf of the committee
- The MAL also serves as an external eye to help the committee keep its focus on its objectives and goals
- The MAL participates in discussions and provides feedback on any proposals being developed
- The MAL is invited to all full-committee calls as an optional meeting attendee to be kept aware of committee progress
- The MAL reviews mid-year and end-of-year reports 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 (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 Co-Chairs shall submit semiannual reports to the Board about activities and progress toward the Society’s strategic objectives. Reports from the three journal editors should be provided mid-year and end-of-year. Reports should include details on the demographic diversity of authors, reviewers, and editors/editorial board of each journal. 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

Some tasks include finding editors, selecting Student Publication Award winners, assisting with challenges around publications and specific inquiries, monitoring and improving open and inclusive practices for our portfolio of journals, developing new resources, 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)
- Provide accountability, updates, and support for journal tracking and reporting of demographic diversity of authors, reviewers, and editorial teams: Review and report on this data annually, check the language and terms used in the demographic information survey for authors, editors and reviewers annually and update as needed; support editor goals for improving diversity at their journals
- Determine what additional recommendations from the ACEMAP Task Force need to be created and implemented each year

- Annually review new open and inclusive science resources or initiatives to determine what new policies should be implemented
- Annually review journal keywords for inclusivity
- Collaborate with the journal editors and committees (e.g. international, PUI) to gather input and approval where appropriate
- Attend the Annual Convention and the Saturday Committee Meeting
- Actively promote opportunities for society members to engage and participate to increase inclusivity (e.g. calls for submissions, calls for nominations, grant applications). Prioritize inclusive values as part of the editor search and confirming the editorial teams
- 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 in relation 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

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background- *DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.*

Time commitment: approximately 10-15 hours work throughout the year.

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
March	Debrief from convention; welcome new members Think of professional development session ideas Evaluate peer advising and all convention programming
April	New members familiarizing themselves with responsibilities Brainstorm potential new activities
May	Brainstorm mentoring lunch table topics and mentors Publicize summer writing groups
June	Organize summer writing groups
July	Abstract check Submit professional development session
August	Recruit reviewers for SPA and ORA Recruit mentors for lunch tables Organize fall writing groups
September	Open applications for GSPA and ORA Open applications for Peer Advising Program
October	Open applications for USPA Oversee and tabulate reviews for GSPA and ORA Match peer advisees/advisors Open applications for Student Committee
November	Communicate matches and guidelines for peer advising pairs Reviews for GSPA and USPA Select new Student Committee
December	Open sign-ups for mentoring event
January	Continued preparation for annual convention Order plaques/certificates for awards Organize spring writing groups
February	Student Poster Awards Student Awards Ceremony Student Mentoring Lunches Peer Advising Meet-up Manual updates

All activities and timelines subject to change

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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.

Role of Diversity & Inclusion Representative

A committee member selected from each SPSP committee who will focus on ensuring the committees work is consistent with the society's DEI goals.

Background-*DEI representatives can connect with the Diversity & Climate Committee for check-ins and advice about challenges emerging within their committee. This structure will allow SPSP to be more effective in meeting its DEI goals than the current structure, where the DCC sits apart from other committees and rarely has insights about decision processes for fellow nominations, awards, and messaging. Importantly, that representatives of every committee have a DEI representative, will mean that people from historically advantaged group identities will need to pitch in for DEI goals. This fact will reduce the service burden on those from historically marginalized identities.*

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

Vacancy Policy

This policy will be used in the case of temporary or permanent leave from a SPSP volunteer leadership position. This policy will help to ensure continuity and consistency as well limit the disruption in program of work.

Chain of Command Protocol

- Committee members should notify the committee chair & staff liaison
- Committee chair should notify the MAL
- MAL will work with committee chair regarding next steps

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